



COLLEGE OF PSYCHOLOGISTS OF NEW BRUNSWICK /  
COLLÈGE DES PSYCHOLOGUES DU NOUVEAU-BRUNSWICK  
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## SUPERVISION AGREEMENT

**This is an agreement between:**

\_\_\_\_\_

(name of supervisee)

\_\_\_\_\_

(address of supervisee)

**and**

\_\_\_\_\_

(name of supervising psychologist)

\_\_\_\_\_

(agency or practice address where supervision will occur)

**for the purpose of defining and establishing the parameters of a planned supervised professional experience in the practice of psychology in order to facilitate the supervisee in gaining the level of skill necessary for the autonomous practice of psychology and to meet the requirements regarding supervised professional experience for licensure as a psychologist in the Province of N B.**

- \_\_\_\_\_
1. The supervisor is a psychologist licensed to practice psychology in New Brunswick. The license number and the date originally licensed is:  
License No: \_\_\_\_\_ Date 1<sup>ST</sup> licensed: \_\_\_\_\_
  2. The supervisor has received a written confirmation from the supervisee that the CPNB has recognised that all the regulatory educational requirements for interim membership have been met.
  3. The supervisor is the owner of, an employee of, or in contract status with \_\_\_\_\_ (the professional setting employing the supervisee) and is not subject in any way to the supervisee's control or influence. The supervisor is vested with administrative authority over matters affecting the provision of psychological services provided by the supervisee so that the ultimate responsibility for the welfare of every client is maintained by the supervisor.

- 4. The supervisor and supervisee agree that the following shall be the goals and objectives for this supervised professional experience in the practice of psychology and that they shall work conscientiously and cooperatively toward the achievement of the identified goals:

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- 5. The supervisor and supervisee agree that the following methods shall be the primary methods, techniques, and procedures for accomplishing the above goals and objectives:

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- 6. The supervisor agrees to review issues of practice and ethics with the supervisee and to document such reviews as a part of the supervision record.

- 7. The supervisor agrees to provide a minimum of one (1) hour face-to-face individual supervision and one (1) additional hour of group supervision or learning activities per week for a total of eight (8) hours per month of experience. It is further agreed that additional hours of supervision will be provided when necessary to ensure the adequate quality of psychological services provided by the supervisee. (*Rule 1.04 Supervised Experience Requirements, paragraph 1.04.06 Amount of Supervisory Contact*).

- 8. The supervisor may assign supplemental training to be provided in specific skill areas by other qualified licensed or certified professional under the authority of the supervisor.

- 9. The supervisee will be known by the title "Resident in Psychology". The name of the supervisor will be disclosed on all materials on which the name of the supervisee appears including, but not limited to, all entries in psychological records, reports, correspondence, business cards, billing statements, and brochures. All reports or correspondence written by the supervisee will be on the psychologist's or the agency's official stationery.

- 10. The supervisee will inform each client, both verbally and in writing that he or she is practicing under the supervision of a licensed psychologist and will provide each client with the name and coordinates of the supervisor. The client will be advised of the meetings of the supervisee with the supervisor. Prior to accepting a client, the supervisee shall inform the supervisor of the psychological service requested, including the identification of the client.

11. The supervisee will, as a condition of providing psychological services, obtain each client's informed, written consent to share confidential information with the supervisor for the purpose of supervision. This sharing of confidential information may take the form of live observation and/or participation in the provision of psychological services, reviewing video or audio tapes of psychological services, reviewing and discussing case notes, progress notes, treatment plans, tests, reports, correspondence, and/or discharge summaries.
12. The supervisee will keep client records according to the standard established by the "**Practice Guidelines for Providers of Psychological Services**" of the CPA.
13. The supervisee will not practice psychology outside a supervisory agreement until obtainment of the license. If the supervisee wishes to practice psychology outside of the present supervisory agreement, another supervisory agreement must be sought.
14. The supervisor is fully available for consultation, when necessary, outside of the preset supervision session.
15. In professional disagreements with the supervisee, the supervisor will provide direction and direct the activities. If the disagreement cannot be resolved, consultation with a third party should be sought.
16. The supervisor will determine that the supervisee is capable of providing competent and safe psychological services to each client assigned to the supervisee. The supervisor will not permit a supervisee to engage in any psychological practice that the supervisor cannot competently perform.
17. The supervisor shall be able to interrupt or stop the supervisee from practicing in given cases and to terminate the supervisory relationship if, in the judgment of the supervisor, this becomes necessary. Reasons for termination of the supervisory relationship may include unprofessional conduct by the supervisee, lack of sufficient progress toward goals and objectives, insufficient skill in the provision of psychological services, and lack of compliance with this supervision agreement. The supervisor agrees not to terminate the supervisory relationship for reasons unrelated to the supervisee's performance, nor for frivolous reasons, except for circumstances beyond the supervisor's control.
18. The supervisor will document the content of each supervision meeting and maintain supervisory records on each client assigned to the supervisee. The supervisory records regarding clients shall include at least the name and address of the client, the date of assignment to the supervisee and date of discharge or termination of services, the name of the person who assigned the client to the supervisee, a copy of the client's authorization to release information to the supervisor, and the instructions and directives given to the supervisee by the supervisor.

19. Supervision records will include this Supervision Agreement, Confirmation of Supervised Psychological Practice, Supervisee's Agreement, Supervisor's Agreement, and all other documentation of the supervision experience. Supervision records will be maintained by the supervisor or cause to be maintained by the supervisor for the purpose of future access and documentation. The duration of the maintenance of these records should consider the need for access to them throughout the duration of the supervisee's professional career.
20. The Supervisor will obtain and review records of the number of hours the supervisee devotes to various activities including direct contact with clients.
21. The supervisor will countersign all documents and records prepared by the supervisee. (*Rule 1.04.05 Role of the Supervisor, paragraph (c)*).
22. The supervisor will advise the Registrar regarding possible unprofessional conduct on the part of the supervisee.
23. The supervisee will advise the Registrar regarding possible unprofessional conduct on the part of the supervisor.
24. There exists no dual relationship between the supervisor and supervisee for the duration of this supervised professional experience in the practice of psychology.
25. The private actions and behaviours of the supervisee which are not relevant to nor expressed in the work setting shall not be dealt with in the supervisory relationship; the supervisor shall not provide psychotherapy to the supervisee.
26. The supervisor will prepare and provide verbal and written evaluation of the supervisee's skills and progress toward identified objectives including strengths and areas needing improvement. The supervisor will prepare written plans to address those areas and to provide for the continued professional development of the supervisee. (*Rule 1.04.09 Evaluation and Accreditation of Supervised Practice, paragraph (1)*):
27. The supervised professional experience in the practice of psychology will commence on \_\_\_\_\_ and will be valid until otherwise notified.
28. The supervised professional experience in the practice of psychology will consist of a minimum of 1600 hours per year of documented supervised experience. (*Rule 1.04.01 Duration*).
29. The supervisor and supervisee further agree that all aspects of this supervised professional experience will be carried out in accordance with all requirements of the Statutory and Regulatory Requirements of the College of Psychologist of New Brunswick.
30. Amendments to this Supervision Agreement may be made from time to time upon written documentation of the amendments and the written approval of all signatories to this original

agreement. All appropriately executed amendments will be attached to this agreement and become a part of this Supervision Agreement.

31. The supervisor maintains legal responsibility for the psychological services provided by the supervisee.

32. The supervisor is currently insured for professional liability by \_\_\_\_\_ (insurance company) in the amounts of \_\_\_\_\_ per incident, \_\_\_\_\_ aggregate, with an effective date of \_\_\_\_\_. The supervisor agrees to keep this policy in effect for the duration of the supervision.

33. The supervisee is currently insured for professional liability by \_\_\_\_\_ (insurance company) in the amounts of \_\_\_\_\_ per incident, \_\_\_\_\_ aggregate, with an effective date of \_\_\_\_\_. The supervisee agrees to keep this policy in effect for the duration of the supervision.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature of supervisor) (print name)

\_\_\_\_\_  
(Signature of supervisee) (print name)

**Note:** Send the agreement to Renée Turner, Assistant Registrar, at [renee.turner@cpnb.ca](mailto:renee.turner@cpnb.ca) along with your Supervisee's and Supervisor's Agreements and also keep a copy for your records.