

Dawn Stremel, MA, LMFT
Licensed Marriage and Family Therapist

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Supervision Contract

As your supervisor, I am responsible for the development of your clinical skills while ensuring the welfare of your clients. This document delineates how I work, what is expected of each of us, and other areas of interest.

Philosophy and Preliminary Information

It is my belief that it takes years of training, guidance, practice, and ongoing personal and professional development to become an effective and insightful CFT therapist. Supervision is a time for trainees to adopt an attitude of self-discovery, practice, and development as therapists. The consistent mentoring, teaching, and supervision by a more seasoned therapist and supervisor may provide the critical nurturing, motivation, and inspiration a beginning trainee may need in order to succeed in the profession of CFT therapy. The supervision and guidance of trainees is a necessary and critical aspect of not only protecting the public, but also in guiding a newer therapist's skill development, professional credibility, and their overall confidence level as a clinician.

In 2007, I earned a Master's Degree in Psychology (with a focus on Child, Couple, and Family Therapy) from Antioch University Seattle. I have been licensed in the state of Washington as a Licensed Marriage and Family Therapist since 2009 and have been fully self-employed in private practice for the last nine years. Professionally, I have worked in community mental health centers and medical clinics working with adults, children, and families for three years. I have also earned a Master's Degree in Educational Leadership from Antioch University in 1987 and completed four years of doctoral work at the Fielding Graduate Institute in Santa Barbara, CA, focusing on Adult Learning and Motivation. I recently served 10 years as an adjunct professor at Pacific Lutheran University, supervising undergraduate and graduate students completing their state teaching certification credentials in music education. I am a retired public school teacher, having completed 20 years of secondary classroom teaching and professional staff development for teachers. I have recently been certified as a Washington State approved mental health supervisor and am in the process of completing the training requirements for becoming an approved AAMFT Supervisor.

It is important that you know that, similar to therapy, supervision can have benefits and risks. Potential risks might include being exposed to new or difficult clinical orientations and interventions, as well as different levels of comfort around exploring person-of-the-therapist issues. It is my intention that we will establish open communication and ongoing thoughtful dialogue concerning these potential issues.

Pragmatics and Logistics

I believe that most effective practices in supervision include engaging in weekly supervision. Some therapists in private practice may wish to contract for longer, biweekly sessions. My fees for clinical supervision are the same as my clinical fees, \$130.00 an hour. I do not offer bartering for

supervision services or additional sliding scale accommodations. Payment is due at the time of supervision; I accept cash, checks, money orders, and the four major credit cards (Visa, Master Charge, Discover, and American Express).

Just as in therapy, cancellations and rescheduling of supervision appointments will be managed thoughtfully and professionally. 24-hour notice is required for all cancellations and rescheduling requests, or it is billed at the regular supervision rate. Repeated cancellations and rescheduling requests will be addressed through the use of a written remediation plan. Supervisees are also responsible to attend supervision meetings on time. Tardiness (except in the case of emergencies or unforeseen complications) will also be addressed through the use of a written remediation plan.

Methods

I will provide you with a minimum of one hour of Individual Supervision per month. You may decide to schedule longer sessions and or/schedule more frequent sessions as we progress together in this supervision experience, and I will do my best to accommodate your needs.

As a supervisee, you will be addressing any issues of safety, harm, or duty to warn at the beginning of each supervision session. Additionally, the preparation of at least one case presentation will be expected at each session. As a supervisee, you will be expected to present your case notes at each session, as well as regular and frequent audio/video recordings of your sessions. On occasion, I will also provide live observation of trainee's sessions, with immediate supervision and discussion following the session (2 hours needed). The trainee will pay for two hours of supervision and receive two hours of supervision credit. Trainees will notify clients and employer that they are receiving consultation/supervision, as well, as the supervisor's name and qualifications.

I prefer to meet trainees for supervision at my therapy office, however, on occasion, I am willing to meet at trainee's internship site or private practice office. I do not offer professional supervision in public venues such as restaurants or coffee shops. As in therapy, I prefer "live" face-to-face supervision, and as a rule do not offer Skype/Face Time supervision at this time.

Responsibilities and Expectations

One aspect of facilitating the growth of trainees as professionals includes adopting supervision goals that reinforce the AAMFT Core Competencies (2004), which reinforce conceptual, perceptual, and executive competencies across the following domains: Admission to treatment, clinical assessment and diagnosis, treatment planning and case management, therapeutic interventions, legal issues, ethics, and standards, and research and program evaluation. Embracing these important CFT professional goals during supervision will undoubtedly help a newer clinician gain personal and professional self-reliance, professional credibility, and the adoption of a lifelong learning perspective that includes engaging in ongoing professional development activities.

My responsibilities include providing feedback to the supervisee about his/her clinical work, assessing whether any ethical issues are addressed properly, evaluating the supervisee's work in regular intervals and attending to the welfare of the clients who are receiving services. I will keep records of our sessions, and the issues discussed, including recommendations. I will include the use of professional evaluation tools (The Basic Skills Evaluation Device, Nelson, 1999) and will strive to serve as a model of professional conduct, and guide the supervisee in his/her development

of a professional identity, while taking seriously, the additional responsibility of protecting the welfare of the public. Evaluation of the trainee's clinical work will include both formative (along the way) and summative evaluation and feedback from the supervisor.

The supervisee's responsibilities will include upholding the AAMFT code of ethics and professional standards as well as the Washington State Board of Licensed Mental Health Counselors and Therapists code of ethics and conduct. Additionally, the supervisee will be responsible for familiarizing themselves with the Health Insurance Portability and Accountability Act (HIPAA), and for maintaining the confidentiality of their client's private information at all times. Supervisees will maintain appropriate clinical records and documentation, provide routine clinical documentation for review at supervision meetings and will regularly manage and track supervision hours, clinical hours, and case management loads. It is expected that the supervisee will set goals for professional growth, coming to the supervision sessions prepared with questions regarding their clients, the profession, ethical concerns, or skill development.

Agreements Regarding Keeping Supervisor Informed

It is the duty of the supervisee to keep the supervisor informed of any client issues of risk, harm, suicidal ideation, and incidents of CPS or DSHS reporting. It is the responsibility of the supervisee to familiarize themselves with the policies and procedures of their current place of employment or internship site regarding critical incidents, therapeutic crisis and/or emergencies, as well as all relevant legal and ethical guidelines. In urgent matters, I can be reached at .

Contact Information and Emergency Procedures

When there are critical circumstances that require access to supervision outside of your regularly scheduled times, I am available by phone for immediate consultation. All other issues that may not warrant "crisis status" but still require timely feedback, I would welcome your contact by phone or email. In the event that weather or an unforeseen emergency interrupts live supervision arrangements, I will offer a phone supervision meeting. As with clients, I will not Text Message or Email personal information with trainees; occasional and brief supervision questions are welcomed via phone or email, but anything over 15 minutes will be billed at our regular supervision rate.

Confidentiality

All information discussed in the supervisory session is confidential, with the exceptions of those conditions that signal imminent threat of harm to self or others, abuse or neglect of a minor or dependent adult, as well as issues of duty to warn. With this in mind, it may become necessary to break confidentiality and consult with the supervisee's administrator and/or supervisor at their place of employment or internship site.

Potential Supplemental Requirements

During clinical supervision you may be expected to engage in ongoing personal and professional development activities. Potential activities could include attending therapy, engaging in continuing education opportunities/workshops, participating in regulatory or association events, and exploring self-of-therapist issues and cultural genograms.

Due Process and Dispute Resolution

It is expected that both the supervisor and trainee will discuss any issues or problems that arise in the supervisory relationship when they occur, so they may be resolved quickly. In some situations, I may decide that I need to discuss or report unresolved concerns to other supervisors, administrators, program faculty, the licensing board, or AAMFT. I will do everything I can to develop mutually agreeable solutions. In situations requiring remediation and/or behavioral change in the supervisee, a written remediation plan will be added to the supervisee’s contract. If you are dissatisfied with my supervision, I invite you at any time to discuss this with me. If further recourse is sought, please contact the Washington Department of Health and Licensing, P.O. Box 9649, Olympia, WA 98504, 1-800-525-0127.

Duration of Contract and Criteria for Termination

If either party desires to terminate the supervisor relationship prior to the contracted time or at the end of the contracted time, a two-week notification period should be given. Supervisor shall be responsible for providing a copy of supervision documentation and brief written summary of supervision process, as well as a written evaluation of the supervisee. Supervisee shall be responsible for providing written documentation of supervision and clinical hours, as well as any other ongoing documentation required in supervision (case notes, etc.).

This contract will be reviewed as needed and is subject to revision at any time upon request by either Supervisee or Supervisor.

We agree, to the best of our ability to uphold the guidelines specified in the supervision contract and to manage the supervisory relationship process according to the ethical principles and code of conduct of the AAMFT.

Dawn Stremel, MA, LMFT
License Number: LF60101265

Date

Supervisee
Provisional License Number: _____

Date