

**PROFESSIONAL SUPERVISION AGREEMENT**

**Supervisee**

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| **Name** |  |
| **Signature** |  |
| **Date** |  |

**Primary Supervisor**

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| **Name** |  |
| **Signature** |  |
| **Date** |  |

The Supervision Agreement should be reviewed annually at a minimum. Changes to the agreement may be made at any time with the agreement of both parties.

1. **Practicalities**

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| **Frequency of supervision (refer to Framework for minimum intervals):** |  |
| **Responsibility for scheduling:** |  |
| **Location of supervision:** |  |
| **Acceptable reasons for cancellation or rescheduling:** |  |
| **Notice of cancellation (e.g. phone, SMS, email, page):** |  |

1. **Responsibilities**

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| **The supervisee will prepare for supervision by:** |  |
| **The supervisor will prepare for supervision by:** |  |

1. **Learning preferences**

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| **Consideration of supervisee’s preferred feedback style, learning style, previous supervision experiences and other factors that may contribute to the success of supervision:** |
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1. **Confidentiality**

The content of professional supervision is confidential and is only to be shared outside the supervisory relationship under the following circumstances:

* As required by policy or legislation (e.g., as required under law, or where disclosure of information is required in response to identified risk to consumers, other staff or the supervisee). If disclosure is considered necessary by the supervisor due to an identified risk, they must inform the supervisee of the reasons for disclosure and the process that will be followed.
* With the consent of both parties (e.g., to facilitate communication between primary and delegated supervisors; to support a supervisor’s reflection in their own supervision sessions; to seek further opinion relating to an ethical dilemma).

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| **Other considerations e.g. how will consent to share be obtained? How will communication occur between primary and delegated supervisors?** |
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1. **Record keeping**

A Supervision Log must be maintained for clinical governance record keeping purposes and stored securely according to LHN requirements. Additional records created during supervision sessions should be retained by supervisors and supervisees according to LHN guidelines and SA Health’s [Corporate Records Management Policy Directive](https://inside.sahealth.sa.gov.au/wps/wcm/connect/Non-public%20Content/SA%20Health%20Intranet/Policies/A-Z%20policies%20and%20guidelines/Policies/Corporate%20Records%20Management%20Policy%20Directive).

Other record keeping considerations include:

* All records created during professional supervision must be stored securely and remain accessible (if required) throughout their lifespan until they are officially destroyed or archived.
* Records will need to be sentenced and retained for a minimum period of 7 years as per General Disposal Schedule 30v2 5.17.4, after which time they may be destroyed following LHN disposal procedures and the [State Records Act 1997](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.legislation.sa.gov.au%2Flz%3Fpath%3D%252FC%252FA%252FSTATE%2520RECORDS%2520ACT%25201997&data=05%7C01%7CJodie.May%40sa.gov.au%7C230b31de44274a94a92908db71ebc8e7%7Cbda528f7fca9432fbc98bd7e90d40906%7C1%7C0%7C638229029723094602%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=eTQ0KV8EP5YG7x926kbO1oVS%2FTRo%2FiNG8i75jr8EH7A%3D&reserved=0).
* In the event of the supervisor leaving their position, a discussion should occur to determine the supervisee’s preference for the previous supervision notes to be transferred to a new supervisor or archived with the department’s approved temporary storage provider until their scheduled destruction.
* Supervision records should be classified as OFFICIAL:Sensitive in line with the [South Australian Classification System.](https://www.security.sa.gov.au/protective-security-framework/information-security#:~:text=South%20Australian%20Classification%20System&text=The%20ICS%20is%20based%20upon,suit%20the%20South%20Australian%20context.) Records should only be accessible to the supervisee and supervisor unless legally required by another party.

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| **How will personal records be stored?** |  |
| **What will happen to records when a supervisor or supervisee leaves their position?** |  |

1. **Conflict resolution**

Should conflict arise between supervisee and supervisor, all efforts should be taken to resolve or negotiate the conflict in the first instance. Where this has been unsuccessful, it is appropriate to engage an agreed mediator (usually a senior colleague) to assist in facilitating a path to resolution.

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| **Any further considerations on how conflict will be addressed, or the process to be used when managing conflict?** |
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1. **Feedback and evaluation**

Formal evaluation of supervision should occur at least annually. An example evaluation tool is available in Appendix 6 of the Framework. Consideration of opportunities for informal feedback, reflection and evaluation of supervision should be incorporated into supervision sessions.

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| **How and when will informal feedback on the style, content and effectiveness of supervision be provided by the supervisee and supervisor?** |
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