**APPENDIX 1**

**SAMPLE SUPERVISION CONTRACT**

**This Agreement is made between:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_ (hereinafter referred to as the “Supervisee”) of one party;

**and:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as the “Supervisor”) as the other party

WHEREAS

Both parties desire to enter a contract (“Contract”) under the Clinical Supervision Scheme (“CSS”) set forth and governed by the Association of Doctors in Clinical Psychology (“HKADCP”) with below terms and provisions:

NOW IT IS HEREBY AGREED as follows:

1. Both parties, the Supervisor and the Supervisee shall at their best efforts conform and abide all Requirements of Supervisor and Supervisee provisioned as stated in the CSS of HKADCP;
2. The Supervisor shall perform supervisory works in accordance with the general guideline proposed in the CSS. In the event that there is any inconsistency between this Agreement and the CSS, this Agreement shall prevail.
3. Save and except special terms and conditions agreed in this Contract, the Supervisee shall prepare and review concerned clinical cases with the Supervisor in accordance with the general guideline proposed in the CSS.
4. Both agree that all discussions in the clinical supervision are confidential. However, there is a duty of care that may override this confidentiality, which includes without limitation in such exceptional circumstances like unsafe, unethical or illegal situation or intent against any parties and/or subject clients or related persons discussed in the supervision.
5. Both supervisor and supervisee remain responsible for their own professional conduct and competence. The supervisor of a Trainee or Intern Psychologist carries higher responsibility reflecting the hierarchical nature of the relationship and the requirement for close oversight. The supervisor is clinically accountable for providing appropriate oversight to an Intern or Trainee Psychologist and should co-sign all formal documentation (including letters, reports and progress notes) prepared by a Trainee or an Intern Psychologist accordingly.

**Supervisory Particulars of this Contract**

|  |  |  |
| --- | --- | --- |
| 1. Contact Details of Supervisor (Name, designation, contact phone and email)
 |  |  |
| 1. Contact Details of Supervisee (Name, designation, contact phone and email)
 |  |  |
| 1. Date of Commencement
 |  |  |
| 1. Duration of Review
 |  |  |
| 1. Schedule/Frequency
 |  |  |
| 1. Time
 |  |  |
| 1. Venue
 |  |  |
| 1. Exception remarks
 |  |  |
| 1. Special goals and duties to carry
 |  |  |
| 1. Other remarks
 |  |  |

Signed by Supervisee: ........................................... Date: ..................................

Signed by Supervisor: ............................................. Date: .................................

Copy sent to supervisee’s manager/ agency/ HKADCP