WV Board of Examiners of Psychologists

Supervision Contract School Psychologist Degree – 2018 Version

Purpose: As required under Title 17, Series 3 of the West Virginia Board of Examiners of Psychologists Legislative Rules, Psychologists and School Psychologists must complete a period of supervision prior to licensure. This contract serves as a written record verifying the agreement between the Supervisor and the Supervisee as approved by the Board of Examiners of Psychologists, hereafter referred to as The Board. It is also intended to clarify roles of the supervisor and supervisee.

Imperative to the purpose of supervision and this contract are the following:

1. Ensuring the public welfare.
2. Promoting learning and readiness for licensure.
3. Monitoring and reporting the Supervisee's progress at regular intervals.
4. Fulfilling all requirements of the applicable state codes and regulations in preparation for licensure as a School Psychologist in the State of West Virginia.
5. Discontinuing, or sanctioning, Supervisors who do not adhere to the rules imposed for the above purposes.

Supervision Requirements:

1. Supervisees requiring multiple years of supervision will have at a minimum two different supervisors to provide guidance and monitor their work. The supervision may Occur concurrently or sequentially.
2. Supervisors will provide a minimum of 1 hour of individual supervision per 20 hours of the Supervisee's clinical practice, with a minimum of 1 hour per week regardless of hours spent in practice. Individual supervision sessions must occur no less frequently than every 2 weeks.
3. In addition to a minimum of 6 hours per month of individual face-to-face supervision for full time supervisees, group supervision, and/or multidisciplinary supervision as delineated in the individual's supervision contract may constitute 2 hours per month of the total supervision experience.
4. Individual supervision is in person, face-to-face, unless express permission to do otherwise for a minimal portion of the supervision hours is granted by the Board and is documented in this contract. Video conferencing may be a Board approved alternative for face-to-face supervision. At least once per quarter, one of the required individual face-to-face sessions shall occur at the location(s) where the Supervisee is providing services. Furthermore, supervision sessions do not occur in a public setting.
5. The Supervisee may be a W-2 employee of the Supervisor or agency for which the Supervisee works. Only psychologists licensed for independent practice may provide services on a contract basis.
6. The Supervisee practices under the Supervisor. The Supervisor maintains legal and ethical responsibility for the Supervisee's actions and practice. Appropriate professional liability insurance coverage must be in place.
7. The Supervisor will co-sign all reports if the Supervisee is a contractor with the school board. Supervisors do not need to sign Supervisees' reports if Supervisees are full-time employees of a local school board, yet the reports shall be logged in the Supervisor's log. If the Supervisee works in a private practice setting, all psychological work must be co-signed by the Supervisor. Regardless of employment status, all work by Supervisees shall be signed as "Supervised School Psychologist" and be reviewed by the Supervisor.
8. Arrangements will be specified between the Supervisor and Supervisee for supervisory coverage during times when the Supervisor is unavailable.
9. The Supervisee must practice only within certain herein specified areas in which the Supervisor is deemed competent to supervise. Supervision of Level 1 School Psychologists shall include all aspects of school psychology professional practice. These aspects include but are not limited to evaluations, consultations, ethics, crisis intervention, counseling, record keeping and professional development. Level II supervision should include this and other topics deemed appropriate by the Supervisor.

10. When the Supervisee plans to practice outside the Supervisor's approved scope of practice, competent adjunctive supervision must be arranged in advance, Board approved, and included in this contract or an approved addendum to this contract.
11. The Supervisor will maintain familiarity with the Supervisee's clients' presenting concerns, treatment plans, treatment progress, and treatment termination plan.
12. The Supervisor will intervene appropriately when client welfare is at risk.
13. In addition to thorough review and co-signing of written work (e.g. notes, reports, or other written statements or documents), there must be sufficient observation of the Supervisee's work, whether in vivo or via recorded material, to enable the Supervisor to provide accurate assessment of the Supervisee's performance.
14. The Supervisor will provide timely and constructive feedback to the Supervisee. The Supervisor subsequently reassesses the work of the Supervisee in a reasonable time frame to make certain that the Supervisee is incorporating the feedback into practice.
15. Written evaluations of Supervisee performance will be completed by the Supervisor and reviewed and signed by both parties at least quarterly during the period of supervision and submitted to the Board on the quarterly report. However, ongoing verbal feedback to the supervisee is also expected.
16. The Supervisor will maintain and submit to the board, if requested, a supervision log including but not necessarily limited to, content of supervision sessions, training activities, and evaluation procedures and results. The Supervision log, in written format approved by the Board, is to be co-signed by both Supervisor(s) and supervisee.
17. Supervision sessions will include discussion of areas of concern, conflict, and/or failure of either party to abide by agreements and directives delineated in this supervision contract. If concerns cannot be resolved within the supervision process, either or both parties will contact the Board for assistance.
18. Any Supervisor of record during the 12 months prior to the Supervisee's oral examination will be available for telephone consultation with the Board at the time of the Supervisee's initial oral examination. If continuation of supervision is required, the Supervisor agrees to attend the Supervisee's subsequent oral examination by the Board.
19. Clinical supervision shall not include any potentially problematic multiple relationships between the Supervisor and Supervisees. Any type of business relationship outside the parameters stated in this Supervision Contract is strictly prohibited between the Supervisor(s) and the Supervisee. Other potentially problematic relationships include, but are not limited to, therapeutic, familial, and financial.
20. Supervisor and Supervisee understand and agree that sexual and/or romantic relationships between the two parties are always unethical and should never occur.
21. Supervision will not be limited to case discussion. Supervisors will employ a variety of strategies such as observation, reading assignments, or co-therapy.
22. Both parties will maintain current knowledge of HIPAA and other pertinent legal, ethical and regulatory guidelines and responsibilities.
23. In case of emergency, Supervisees will contact Supervisor at locations specified herein.
24. If applicable, fees for supervision shall be paid as designated in this contract.
25. Either party can terminate this contract at any time, and both Supervisor(s) and Supervisees will notify the Board in writing within ten (10) days of any such termination. In such case, both parties are responsible for making certain the Supervisee's patients receive appropriate referrals so that any potential negative impact to treatment is held to a minimum.

Individual Contract Conditions – School Psychologist – 2018 Version

(TO BE COMPLETED BY SUPERVISEE AND SUPERVISOR)

Supervisee		Degree:
Supervisor		Degree:
Adjunctive Sup.		Degree:

Population(s) Supervisee will serve (And/or other related psychological activities):

Specific location(s) where Supervisee will provide service:

Specific location where individual face-to-face supervision will occur:

List Supervisee's intended scope of supervised practice. For potential areas of supervised practice refer to the Supervision 1 Form.
Supervisor shall initial all areas of intended Supervisee practice in which Supervisee will engage and in which Supervisor is competent and approved to supervise.

Adjunctive Supervisor, if applicable, scope or practice:
Adjunctive Supervisor shall initial all areas of intended Supervisee practice in which Adjunctive Supervisor will be supervising and is competent and approved to supervise.

Supervisors intended specific supervision strategies/approaches to be used:

In case of an emergency, Supervisee will contact Supervisor(s) by the following means:

Supervisor's Contact Information:		**Adjunct Supervisor's Contact Information:**
Office Phone:		Office Phone:
Home Phone:		Home Phone:
Mobile Phone:		Mobile Phone:
Pager:		Pager:
Other Means:		Other Means:

Fee for Supervision, if Applicable

Fee for supervision shall be paid by: ___ **Supervisee** ___**Other, (Identify)** _____

Fee for supervision shall be ($_____) per hour to be paid on a _____ (weekly, monthly, quarterly, as billed) basis.

This supervision contract shall be subject to revision at any time, upon the request of Supervisor or Supervisee. A formal review and re-execution of this supervision contract shall be completed at least annually. Revisions shall only be implemented with consent and approval of both Supervisor and Supervisee and approval of the Board. The undersigned Supervisor and Supervisee agree to uphold the directives specified in this supervision contract and to conduct all professional activities and behavior in accordance with all applicable professional ethical standards and legal and regulatory requirements.

This contract shall be effective _____ (Date) and shall be terminated_____(Date and/or Conditions)

Supervisee Signature_____ Date:_____

Supervisor Signature _____ Date: _____

Adjunctive Supervisor _____ Date: _____

Supervision contract approved by West Virginia Board of Examiners of Psychologists (WVBEP):

Jeffrey Harlow, Ph.D., Executive Director Date:
WVBEP Supervision Coordinator

Mail to:

WVBEP
P.O. Box 3955
Charleston, WV 25339-3955

Fax: 304-957-0361

Email: psychbd@wv.gov

Phone: 304-558-3040