

Evidence-based Psychosocial Interventions

psychosocial, problem-solving & coping skills

Contract & Log of Practice Supervision

Name of Practitioner:

Name of Practice Supervisor:

You are required to identify service-users / families, either from your own or your team's caseload, for providing psychosocial intervention. To assist you in developing your practice skills it is important that you receive regular practice supervision provided by an advanced practitioner.

This log book is aimed at providing you and your practice supervisor with a structured format for your practice supervision.

It is essential that you receive regular supervision from a skilled practitioner in order for you to review and further develop your practice skills in providing psychosocial interventions at PSI practitioner level. This supervision should take place at regular intervals, no less than monthly, and during each session you and your supervisor should complete the relevant pages in this log book, both signing the documentation as an accurate record of what has been discussed.

A sample contract for your practice supervision sessions is provided in addition to a template for writing up brief supervision notes. Feel free to use or adapt these to suit, or substitute with your local contract / supervision session record.

CONTRACT FOR PSI PRACTICE SUPERVISION

Contract for Supervision between:

_____ (*Supervisor*) AND _____ (*Supervisee*)

- PSI supervision is provided in order to allow the PSI practitioner to reflect in depth on issues affecting practice, to develop the skills to engage in detailed assessment and to implement PSI interventions in order to develop and maintain a high quality PSI practice. In the spirit of learning and development, both parties need to be open to two-way feedback regarding the process of supervision and this will be reviewed on a six-monthly basis. Supervisors who are also line managers need to ensure that this forum is dedicated wholly to clinical rather than managerial supervision.
- Supervision for PSI practice will need to take place regularly, on a group or individual basis (as arranged with the supervisor). Supervision sessions should be booked well in advance, preferably at a regular time during the week. This should be at a minimum of once per calendar month for one hour and should only be cancelled at short notice in the case of emergency. Holiday provisions and re-arrangements should be made well in advance of any annual leave dates.
- When a PSI practitioner or supervisor is unable to attend a session, this needs to be communicated as soon as this is known, and re-arranged at the earliest possible time. Non-attendance at supervision should be reported to the PSI programme lead /module supervisor and the Team Manager after two sessions are missed, should there be any difficulties in re-scheduling these.
- PSI practitioners will need to attend their supervision sessions well prepared, with an agenda, case material and questions for discussion. They have an obligation to take responsibility for making effective use of time, be willing to learn and change and be open to receiving support and challenge to help them to learn and change.
- PSI practitioners should have (where possible) an excerpt of audio-recorded material cued ready to illustrate the clinical question. It is the supervisee's responsibility to ensure that they bring the equipment for playing recordings to the supervision session.

- PSI practitioners are responsible for any outcomes and any actions they take as a result of clinical supervision
- PSI practitioners will need to have a brief description of all clients who are currently receiving PSI at each supervision session, which will need to include: their presenting problems, the number of sessions attended for, treatment intervention and outcome. This will ensure that the supervisor is aware of all PSI clinical work that is being provided and ensure that all cases are discussed within supervision at some point during the intervention.
- PSI practitioners need to ensure that they have appropriate cases ready to discuss in supervision. Where clients have dropped out of PSI sessions, it is the PSI practitioner's responsibility to ensure that another appropriate client is selected and an appointment is offered as soon as possible. PSI practitioners must also ensure that they have given the clients the relevant outcome monitoring questionnaires and that they bring a copy of these to supervision.
- *Please outline the type of clients who should be seen below and the type of interventions which will be undertaken. Please include the frequency and duration of sessions.*

- *Will any of these cases be seen jointly with a supervisor?*

- *Please provide the details and timings of supervision arrangements.*

- Supervisors are not responsible for the clinical work of the supervisee. However, they are responsible for their opinions, advice and information given during supervision sessions.

- Supervisors need to take action in contacting the supervisee's line manager (or other professional department, dependent on the discipline of the supervisor/ee) should they have concerns about a supervisee's clinical competence or failure to adhere to the relevant professional ethical code of conduct. Supervisors should first raise this with the supervisee, but should communicate these concerns should this not bring about demonstrable change in the supervisee's practice.
- Both parties need to ensure that they have the correct documentation of the supervision sessions and that the supervision log is signed and dated by both parties.
- Both parties are responsible for record-keeping, which should include a brief outline of issues discussed and the outcomes / actions that are agreed. The supervisee and supervisor will decide on a rota for keeping a record of the supervision session. This record will then be signed by both parties and each will keep a copy of these records secure in order to maintain confidentiality.
- Both parties have a responsibility for keeping all information revealed during PSI supervision sessions confidential. The exceptions to this include:
 - the supervisee reveals any unsafe, unethical or illegal practice within the organisation and is unwilling to go through the appropriate organisational procedure to deal with it;
 - there is repeated failure to attend supervision;
 - governance issues pertaining to the PSI practitioner or supervisor.

PSI Practitioner Signature:

Supervisor Signature:

Team Manager Signature:

Date of Agreement:

RECORD OF PRACTICE SUPERVISION

Supervisor(s):	
Supervisee:	
Date of Session:	Duration of Session:
Preparation for Supervision – issues to be presented at supervision:	
Brief outline of issues discussed:	
Brief record of outcomes / actions to be taken (what, by whom & when):	
Signed by:	
Supervisor:	Supervisee:

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