

supervisee's professional ethical identity and skills. This relationship may include therapeutic and educative aspects while all the time recognising that the processes of supervision are neither therapy nor formal education:

- ✓ Reviewing of the interactions between supervisee and his/her client in his/her therapeutic work:
- ✓ Affording space to reflect on the supervisee work and in so doing to discover blind spots and areas for future learning:
- ✓ Providing opportunities to think about the relationship between theory and practice:
- ✓ Acknowledging professional achievements.

Regular review and mutual evaluation of the relationship between supervisor and supervisee will take place so that the impact of this relationship on the supervisee's professional development in terms of his/her professional self and in terms of client work.

Duration of Supervision Session: 50 minutes per session

Payment: *Put the amount you charge for supervision here*

Cancellation or change of appointment: Supervisees are required to give me 24 notice of cancellation otherwise I will charge for a completed session of supervision

Confidentiality: Supervision and maintenance of confidentiality are contingent on the observance of formal legal requirements, policies, procedures and ethical practice. (Please see accompanying privacy statement)

Personal Data on Supervisee: Your personal data is processed by me in accordance with the General Data Protection Regulation ("GDPR"), the Data Protection Act 2018 and any other statutory instruments and/or relevant sectoral legislation. Your personal data is held by me for supervision purposes and such other purposes as are set out the "Privacy Notice" accompanying this contract

Supervision: Supervisors are required to have their work supervised for regulatory requirements, quality control and to ensure that the supervisor is meeting "best practice" As your supervisor I am required to attend a supervising supervisor and share my supervision notes with that supervisor. The supervision notes shared with my supervisor will use your supervisee code (never your real name). I will maintain your confidentiality at all times during supervision.

Accountability and Complaints Procedure: The supervisee holds clinic responsibility of last resort for his/her therapeutic work. It is a condition of this contract that the supervisee maintains the necessary insurance and professional membership. It is my responsibility as supervisor to communicate any serious concerns about the supervisee competence and/or ethical practice in the first instance to the supervisee. If the matter of concern is not resolved at this level I as supervisor may thereafter refer the matter to the greater professional community in the interests of client safety and well being

I am an accredited counsellor and supervisor with the Irish Association for Counselling and Psychotherapy (IACP). I request that if you have a complaint that you raise the issue of this complaint with me first with a view to resolving this issue. In the event that you need to refer the matter further this association has an ethical framework and a complaints procedure in place (www.iacp.ie) On this website you will find this ethical framework and the procedure necessary to make such a complaint

Singed:

Signed

Date: