

SEX OFFENDER TREATMENT PROVIDER SUPERVISORY CONTRACT

This **supervisory contract** is meant to outline the expectations and responsibilities of the supervisor and trainee in accordance with the regulations of the Virginia Board of Psychology Regulations Governing the Certification of Sex Offender Treatment Providers and responsibilities between _____, supervisor, and _____, sex offender treatment provider trainee, effective _____.

Trainee's Worksite:

List business name(s) and address(es) where the trainee will be providing clinical assessment/treatment services under the supervision of the above-named supervisor as she or he is working toward becoming a Certified Sex Offender Treatment Provider (CSTOP).

Purpose of Supervision:

The primary purpose of supervision is to ensure the welfare of the trainee's clients. Supervision also focuses on promoting the trainee's professional development and competency. Supervision may promote the personal development and awareness in the trainee.

Expectations of Supervisor and Supervisee

The supervisor and supervisee agree to meet for supervision for at least six hours per month that meets the requirements specified in 18VAC125-30-50. The form and content of the supervision will be mutually determined by the supervisor and supervisee and may include the following:

- Developing supervision plan and schedule
- Reviewing client presenting complaints and treatment plans
- Reviewing videotapes of supervisee's sex offender treatment sessions
- Reviewing client progress
- Providing feedback on supervisee's skills and interventions
- Reviewing supervisee's documentation
- Discussing ethical dilemmas and relevant guidelines
- Intervening when client welfare is at risk
- Maintaining weekly supervision case notes and plans
- Reviewing supervisory relationship and making changes as necessary

Professional Goals:

- 1) _____

- 2) _____

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3) _____

Responsibilities of the Supervisor:

1. The supervisor must meet the qualifications as outlined in 18VAC125-30-50(D)(3) and maintain licensure for the duration of the supervision.
2. The supervisor shall monitor the performance of the person supervised and provide regular, documented individual (possibly in conjunction with group) supervision according to the schedule specified in this document that is specific to sex offender treatment services being performed with respect to the clinical skills and competencies of the person supervised in accordance with Regulations Governing the Certification of Sex Offender Treatment Providers.
3. The supervisor must avoid multiple relationships that could compromise the objectivity of the supervisory relationship with the trainee.
4. The supervisor shall assume full responsibility for the professional activities of that trainee specified within the supervisory contract for the duration of the supervised experience or until terminated.
5. The supervisor will document the trainee's total hours of supervision, length of work experience, competence in sex offender treatment, and the needs for additional supervision or training.
6. The supervisor will report the total hours of supervised experience and will evaluate the trainee's competency by completing the verification of supervision form.
7. The supervisor will provide supervision as defined in 18VAC125-30-50.
8. The supervisor will ensure that the trainee is practicing within the scope of the trainee's knowledge and training.
9. The supervisor will ensure the trainee has read and is knowledgeable about the state and federal laws related to reporting requirements and emergency procedures for high risk or abused clients, as well as confidentiality and privileged communication.
10. The supervisor will, within a reasonable period of time before termination of supervision, provide the trainee and employer with a notice of termination to avoid or minimize any harmful effect on the trainee's clients or patients.
11. The supervisor will conduct supervision as a process distinct from personal therapy or didactic instruction.
12. The supervisor will not provide supervision for activities for which the prospective applicant has not had appropriate training.
13. The supervisor will be available outside of scheduled supervision for consultation and/or emergency situations.
14. The supervisor will immediately report to the Board any violations of the regulations or law.
15. The supervisor will remain up-to-date on the changes related to the Regulations Governing the Certification of Sex Offender Treatment Providers.

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Responsibilities of the Trainee:

1. The trainee must attest to reading, understanding, and intending to comply with the Regulations Governing the Certification of Sex Offender Treatment Providers (CSOTP).
2. The trainee will establish and execute a supervisory contract for supervision before beginning to provide sex offender services and before counting hours toward CSOTP certification.
3. The trainee will participate in supervision with a goal of increasing competency in clinical practice and attend supervision on the agreed upon basis.
4. The trainee will be prepared to discuss with the supervisor the diagnosis/case conceptualization and treatment of each client as well as problems in the trainee's clinical milieu.
5. The trainee will avoid engaging in activity for which the trainee lacks competency, training, education, supervision and that may compromise client safety and well-being.
6. The trainee will remain up-to-date on the changes related to the Regulations Governing the Certification of Sex Offender Treatment Providers.
7. The trainee will reach out to the supervisor outside of scheduled supervision to consult or in emergency situations, as needed.
8. The trainee will ensure that supervision occurs a minimum of six hours per month during the supervised experience.

Compensation:

In exchange for supervisor's time, expertise, and licensure, the Supervisor will be compensated \$____ per one hour of in-person individual supervision and \$_____ per hour of group supervision provided, payable according to the following terms:

_____.

Emergency Procedure:

In case of an emergency, we have discussed and agreed upon the following procedure:

Duration and Termination:

The period of this agreement will be from the date approved by the Board of Psychology until the trainee is certified by the Virginia Board of Psychology as a CSOTP, or the agreement is otherwise terminated. This agreement may be terminated by either party upon 30 days' notice. The agreement can be immediately terminated if either party fails to maintain necessary qualifications or fails to follow the Regulations Governing the Certification of Sex Offender Treatment Providers.

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Contact Information:

Supervisor and trainee should provide contact information to one another – particularly emergency contact information.

Additional Provisions, Agreements and/or Clarifications:

We, as supervisor and trainee, agree to uphold the directives and provisions outlined in this contract to the best of our abilities, and conduct our professional behavior according to Regulations Governing the Certification of Sex Offender Treatment Providers, Code of Virginia and relevant state and federal laws.

Trainee_____Date_____

Supervisor_____Date_____