



# Supervision Agreement

This Agreement is designed to provide participants with a framework for supervision arrangements that assures the effectiveness and wellbeing of peer workers and their clients and complies with the requirements of the MSA Supervision Policy.

## Parties:

Supervisor

Supervisee | Peer-Worker

Manager | Organisation


## Period of Agreement

From

To

## Supervision Arrangements:

### Type of Supervision:

Individual

Group

Combination

### Session Arrangements

Venue

Session Duration

### Frequency of Meetings:

Monthly

Fortnightly

Other

### Supervision Format

Face-to Face

Remote (Skype)

Combination

Any changes to these arrangements must be formally notified to all parties by the person initiating the change. Requests for additional sessions must be authorised through the organisation and negotiated with the supervisor.

## Purpose:

The **purpose** of this Supervision Agreement is to:

- Monitor and promote the welfare of clients engaged with the peer-worker;
- Monitor and promote the wellbeing of the peer-worker
- Promote peer-worker self-reflection and personal awareness;
- Promote ethical standards of engagement with clients;
- Enable the identification of peer-worker professional and personal strengths and needs;
- Promote the professional development of the peer-worker by identifying future goals and resources for learning and/or further support; and
- Promote peer-worker development and growth in specific areas.

### Values:

The **working relationship** between the parties to this Agreement is expected to reflect the peer support values as expressed in the MSA Peer Support Guidelines: **Mutuality; Recovery & Hope; Experiential Knowledge; Self-determination; Participation and Equality.**

And the relationship should also **model an effective Intentional Peer Support relationship** by embracing a way of working together that is based on a genuine (open and honest) **Connection** between the parties; welcomes and respects different **Worldviews**; understands that **Mutuality** means an absence of power or privilege in the relationship; and expects that **Moving Towards** recovery is a journey together.

### Records:

All supervision sessions shall be recorded in an appropriate format (**Session Notes**) that include the following minimum information:

- Session parameters: date, time, venue and participants
- The agenda of items identified for discussion; including
- Previous session outcomes requiring reflection (where applicable)
- Identified risks and issues pertaining to the wellbeing of the peer-worker and/or specific client-relationship concerns; and
- Agreed session outcome-actions

Session Notes should be securely stored and remain accessible to the parties involved.

### Reporting

Reports will be provided in writing (email or otherwise) by the supervisor to the organisation (Manager) on a three-monthly basis.

These reports are required to evidence that supervision is occurring as required by MSA policy, and to confirm that the risks that supervision is designed to mitigate, both for peer-workers and their organisation, are under active management.

#### **Written reports will include:**

- The dates supervision attended and the duration of each session;
- A statement that the supervisee is/is not fulfilling the terms of the supervision contact;
- Any occurrence of unsafe or unethical practice that remains unresolved; and
- A statement that supervision is in accordance with this Agreement.

Face-to-face reporting can be requested by any party as needed.

## Responsibilities

Supervisee   Peer-Worker	Supervisor	Organisation   Manager
<p>The <b>Supervisee agrees to:</b></p> <ul style="list-style-type: none"> <li>Be available at agreed times and come prepared for each session</li> <li>Openly and honestly discuss their work and their responses to it</li> <li>Bring to the supervisor's attention any issues of risk</li> <li>Be open to change and alternative methods of practice and follow through agreed actions</li> <li>Provide feedback in relation to the effectiveness of the supervision process</li> <li>Co-operate with the supervisor in the resolution of any differences which may arise</li> <li>Manage dual relationships appropriately</li> </ul>	<p>The <b>Supervisor agrees to:</b></p> <ul style="list-style-type: none"> <li>Be available at agreed times</li> <li>Be open and honest with the supervisee</li> <li>Give constructive feedback, guidance and support that's is consistent with the MSA peer-support model</li> <li>Appropriately challenge the supervisee to promote reflection</li> <li>Intervene as appropriate in situations of risk that could impact on the supervisee or client(s)</li> <li>Undertake supervision of their own work</li> <li>Co-operate with the supervisee in the resolution of any differences which may arise</li> <li>Manage dual relationships appropriately</li> <li>Develop their own competence including cultural competence</li> </ul>	<p>The <b>Organisation agrees to:</b></p> <ul style="list-style-type: none"> <li>Support the supervisee to prioritise participation in supervision.</li> <li>Respect the confidentiality of supervision.</li> <li>Consider training and other professional development requirements that are identified in supervision.</li> <li>Notify any changes to reporting requirements in a timely manner.</li> <li>Acknowledge receipt of supervision reports.</li> <li>Provide payment of the supervision fees in a timely manner.</li> <li>Support review of the supervision arrangement as necessary.</li> </ul>

## Postponement & Non-attendance

All parties agree that supervision is a priority and every effort should be made to attend scheduled appointments. If the appointment cannot be kept by either the supervisee or supervisor each agrees to notify the other in a timely manner and to reschedule another appointment at the time of postponement.

Non-attendance without notice by the supervisee will be reported to the organisation.

## Evaluation:

Evaluation of the supervision will occur as an ongoing part of the supervision process based on the outcomes and experiences of the parties and the supervision reports.

More formal evaluation should take place on an annual basis.

## Confidentiality:

Matters discussed in supervision will remain confidential and will not be discussed with any other party unless either party becomes aware of information related to issues of safety which could adversely impact on themselves or others.

## Resolution of conflict:

Conflicts and concerns arising in the supervision relationship will be managed by:

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- Openly discussing the issue
- Keeping notes of the conflict and its resolution
- In the event of non-resolution, nominating an agreed third party
- In the event of unsafe or unethical practice that cannot be resolved appropriately within or between the parties involved, the supervisor and supervisee will reserve the right to inform a third party. This will only occur with the full knowledge of the parties involved.

### Signatures

<b>Party</b>	<i>For the Supervisee   Peer-Worker</i>	<i>For the Supervisor</i>	<i>For the Organisation   Manager</i>
<b>Signature</b>			
<b>Name</b>			
<b>Date</b>			

# SUPERVISION REPORT TEMPLATE

<b>Report on supervision of</b>	
<b>For the period ended</b>	
<b>Prepared for recipient</b>	
<b>Prepared by supervisor</b>	
<b>On date</b>	

<b>Supervision meeting attendance</b>	<i>Date</i>	<i>Attended</i>	<i>Cancelled</i>	<i>No Show</i>

**Adherence to the supervision contract**

*(Confirm the supervisee has adhered to the supervision contract; note any areas of breach of contract)*

## Supervision Report Template

### Professional development

*(Briefly comment on areas of strength, for example, in relation to the intentional peer Support Competency Framework; note areas and/or recommendations for on-going development)*

### Practice issues

*(If necessary outline concerns and recommended actions)*

### Confirmation

Supervisor	
Signature	
Date	