

**FIRST TRAINING CONTRACT BETWEEN AN
ADVANCED CLINICAL PRACTICE
CANDIDATE AND THEIR NZAP PRIMARY
TRAINING SUPERVISOR**



**THE NEW ZEALAND
ASSOCIATION OF
PSYCHOTHERAPISTS (INC.)
TE ROOPUU WHAKAORA
HINENGARO**

Training Supervisor

Email

Address

Telephone/s

Registered Psychotherapist:

Yes / No

ACP completed:

Yes / No

Supervisee

Email

Address

Telephone/s

Current Training:

Supervision to date:

Training Supervision hours to date:

Training Supervisor signature:

Current and previous clinical contexts:

List the principal goals and focus of supervision:

Include any conditions or recommendations from interview panels:

We have reviewed the Supervision and Advanced Clinical Practice Policy and Procedures documents on the website at www.nzap.org.nz and we agree to follow the Association's Code of Ethics.

We hereby agree to meet for weekly supervision (**minimum 40hrs annually**) at an agreed fee.

Supervisee's signature:

Date:

Primary Training Supervisor (please state scope of practice under the HPCA):

Primary Training Supervisor's signature:

Date:

TSG Convener signature:

Date:

Please turn the page for items to consider in this first supervision agreement

FIRST SUPERVISION AGREEMENT (continued)

When making this agreement, please cover in your discussions the following points:

1. Ensure that the purpose of supervision has been fully explored, and that roles, tasks and expectations have been clarified.
2. Discuss issues regarding record keeping.
3. State the requirement for the supervisee to keep a log of all work done, training courses, seminars, ongoing work, reading, etc.
4. Be aware of the expectation that the supervisor will report the supervisee's progress regularly to the Training Supervisors Group.
5. If a grievance should arise between the supervisee and the supervisor, which cannot be resolved within the supervisory relationship, the matter will be mediated by the Training Supervisors Group or its delegate.
6. Should the supervisee choose, for whatever reason, to change supervisors, this can occur providing there is consultation between the supervisors, or an updated supervision report is given to the second supervisor. Assistance in this matter can be sought from the Training Supervisors Group.
7. Discuss emergency procedures, including who to contact if the supervisor is unavailable.
8. Agree on working format for supervision sessions.
9. State cancellation policy and supervision fees.
10. Discuss safety agreements for clients, supervisee and others.
11. Make agreements regarding third party involvement, where applicable.
12. Agree on matters of confidentiality.

You may wish to use the space below to list some of the above agreements.