

Supervision/Mentoring Contract
James Gurule, MA, LPC
Parallel Patterns LLC
503-200-8696
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This contract applies to supervision or mentoring between Parallel Patterns LLC and supervisors of others, or “supervision of supervision” relationships. In this contract, “supervisor” means James Gurule, “supervisee” means the person receiving supervision from him, and “supervision” means the supervision of supervision relationship.

Supervision Logistics

Our supervision can be conducted in person, by phone, or electronically. Our discussions will consist of elements of supervisory contacts with your supervisees. Your professional growth and increase in knowledge related to the practice of supervision will be the primary goal of our meetings, but additional goals and specific learning targets can be identified and agreed upon by either party during our supervisory relationship. An hour of supervision equals 50 minutes.

Fees

- Individual supervision is \$110.00 per 50 minute hour.
- Group supervision is \$85.00 per 50 minute group, and \$110.00 per 90 minute group, limited to six supervisees.
- Any additional phone contact is prorated at \$110.00 per 50 minutes.
- Payment is required at or before the time of supervision. Cancellation with less than 24 hour notice incurs a 25% session fee.
- Fees must be paid in full each month to schedule supervision in the following month.
- Fees must be paid in full in any designated reporting period to be reported as supervised hours.
- A fee of \$110.00 per 50 minute hour will be assessed for any additional required services which might include but is not limited to: a request from the supervisee to consult with an agency, lawyer, state licensing board or counseling association; or a legal requirement as required in a mandatory legal proceeding.

Contact Information

My business phone is (503) 200-8696 and is maintained Monday through Friday 10 am - 5 pm. In case of emergency call 911 or Multnomah County Crisis Line 503-988-4888. You may also leave me a message after hours and I will respond as soon as possible.

Emails and texts are used only to schedule appointments or request phone consultation, and not to communicate regarding client issues or concerns.

Dual Supervisors

When you are using two supervisors simultaneously, the supervisee will notify this supervisor of the nature of that supervision relationship. It will be the responsibility of the supervisee to coordinate monthly reports, with each supervisor being independently responsible for their

portion of your supervision and any needed documentation or monthly reports. In recognition of the different theories and models of supervision, if the supervisee is given different standards of treatment or guidelines for practice by supervisors, this should be discussed directly, and the supervisee takes on the sole responsibility for which guidelines they choose to follow.

Supervisor Absence

If extended leave or illness (more than 30 days) occurs, the supervisee may seek alternate supervision service. If seeking registry listing, this alternate supervision may or may not comply with the state requirements (and thus supervision hours may be lost.) Every attempt will be made to comply with the state guidelines on how to provide approved supervision under these circumstances.

Compliance Issues

Supervisee will be responsible for all necessary paperwork required to document hours for supervision verification. The supervisor will keep a copy of these records, review required forms as needed for supervision, and keep ongoing documentation of supervisee progress as needed for supervision.

Supervisee will notify supervisor of any changes in their status with Oregon Board of Licensed Professional Counselors and Therapists (OBLPCT).

Delay (more than two calendar months) in supervision will require renegotiation of the supervision contract.

It is expected that any differences and conflicts within our supervisee and supervisor relationship will be discussed face to face in an attempt to reach a resolution.

Either party may terminate supervision upon notification to the other.

Confidentiality and Privileged Communication Limits in Supervision

Every effort will be made to maintain both the confidentiality of any work discussed and supervisee information, but under Oregon statutes there is no provision for confidentiality between supervisor and supervisee. The following situations, among others, may require the sharing of confidential information:

- Report of harm to self or others
- Mandated reporting as required and defined by Oregon state law
- Ethical code violation reports to the OBLPCT
- Violation of laws or other legal proceedings related to client care, supervision or mentoring
- Sharing of information within group supervision with peers
- Supervisor's supervision

Release of Information

A release of information will be required for supervisees located within an agency setting for any communications with that setting, if deemed necessary, for supervision purposes.

Ethics and Liability Insurance

Supervisee will provide copies of professional liability insurance. Supervisee will be expected to be honest and forthright in their disclosure of professional counseling and supervision work. They will apprise the supervisor of any need, whether personal or professional, that requires them to stop practicing to determine how the issue might change the supervision relationship/contract. They will also notify the supervisor immediately of any changes to their insurance, and provide updated copies as needed.

Supervisee must follow the ACA, NBCC, OBLPCT, or other qualifying professional ethical guidelines to the best of their ability utilizing necessary supervision or consultation in the ethical decision making process.

If supervisee is not following the directives of the supervisor around supervision or client care as designated by the OBLPCT standards and ethics for client care or statutes of the state of Oregon, the supervisee assumes sole responsibility for their actions (or inaction) and the supervisor may not be held liable, and supervisee will indemnify and hold supervisor harmless in any legal proceeding. If supervisee is unable to follow direction for competent care of supervisees or clients or as designated by ethical guidelines, supervision will be terminated.

Registry Listing

If supervisee is using supervision to meet the requirements to be placed on the supervisor registry with OBLPCT, the supervisee is responsible to meet any requirements of the Board, OARs, etc.

Supervisor will document time in supervision, and complete required documentation provided by supervisee to assist supervisee in obtaining registry listing.

Only hours of supervision which are consistent with OBLPCT and are PAID FOR will count towards official supervision hours.

Any additional considerations _____

By signing below the supervisee confirms that they will abide by all Oregon Board of Licensed Professional Counselors and Therapists (OBLPCT) requirements for supervision and that they have read, understood and agree to the conditions of this contract.

- ✓ I have provided a copy of my Professional Disclosure Statement as defined by Oregon State Regulations.
- ✓ I have provided proof of my Professional Liability Insurance Coverage and will immediately notify the supervisor of any changes to my insurance coverage
- ✓ I have provided copies of my Informed Consent I use with supervisees.
- ✓ I have provided a copy of my contract with the State of Oregon seeking to become an Approved Supervisor, if applicable.

- ✓ I have provided the Supervision of Supervision Information Form.
- ✓ I have been forthright with any pertinent issues related to my business and abilities to be an approved supervisor candidate and pursue supervision.

Supervisee Signature

Date

Printed name

Date

James Gurule, MA, LPC

Date