Supervision Agreement

This Agreement is designed to provide participants with a framework for supervision arrangements that assures the effectiveness and wellbeing of service providers and the male survivors they support and complies with the requirements of the TTA Supervision Policy.

# Parties:

|  |  |
| --- | --- |
| Supervisor |  |
| Supervisee | Service Provider |  |
| 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 male survivors engaged with the service provider;
* Monitor and promote the wellbeing of the service provider
* Promote service provider self-reflection and personal awareness;
* Promote ethical standards of engagement with male survivors;
* Enable the identification of professional and personal strengths and needs of the service provider;
* Promote the professional development of the service provider by identifying future goals and resources for learning and/or further support; and
* Promote service provider development and growth in specific areas.

# Values:

The **working relationship** between the parties to this Agreement is expected to reflect the TTA values as expressed in the TTA Code of Practice – ***Purposeful*** *- always on purpose;*  ***Collaborative*** *– always collegial; and* ***Professional*** *– always open, honest and ethical.*

And the relationship should also mode**l** 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 Wellbeing*** 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 service provider and/or specific male survivor 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 TTA 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 | Service Provider | Supervisor  | Organisation | Manager |
| --- | --- | --- |
| The **Supervisee agrees** to: Be available at agreed times and come prepared for each sessionOpenly and honestly discuss their work and their responses to itBring to the supervisor’s attention any issues of riskBe open to change and alternative methods of practice and follow through agreed actionsProvide feedback in relation to the effectiveness of the supervision processCo-operate with the supervisor in the resolution of any differences which may ariseManage dual relationships appropriately | The **Supervisor agrees** to: Be available at agreed timesBe open and honest with the superviseeGive constructive feedback, guidance and support Appropriately challenge the supervisee to promote reflectionIntervene as appropriate in situations of risk that could impact on the supervisee or the male survivors they supportUndertake supervision of their own workCo-operate with the supervisee in the resolution of any differences which may ariseManage dual relationships appropriatelyDevelop their own competence including cultural competence  | The **Organisation agrees** to: Support the supervisee to prioritise participation in supervision.Respect the confidentiality of supervision.Consider training and other professional development requirements that are identified in supervision.Notify any changes to reporting requirements in a timely manner.Acknowledge receipt of supervision reports.Provide payment of the supervision fees in a timely manner.Support review of the supervision arrangement as necessary. |

# 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:

* 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

|  |  |  |  |
| --- | --- | --- | --- |
| **Party** | ***For the Supervisee | Service Provider*** | ***For the Supervisor*** | ***For the Organisation | Manager*** |
| **Signature** |  |  |  |
| **Name** |  |  |  |
| **Date** |  |  |  |

|  |  |
| --- | --- |
| **Report on supervision of**  |  |
| **For the period ended** |  |
| **Prepared for recipient**  |  |
| **Prepared by supervisor** |  |
| **On date** |  |
|  |  |
| **Supervision meeting attendance**  | ***Date*** | ***Attended*** | ***Cancelled*** | ***No Show*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

|  |  |
| --- | --- |
| **Professional development opportunities***(Briefly comment on areas of strength and potential; and/or recommend areas for on-going development)* |  |
| **Practice issues for resolution** *(If necessary outline concerns and recommended actions)* |  |
|  |  |
| **Confirmation** | Supervisor |  |
|  | Signature |  |
|  | Date |  |