DR. IVANKENNEDY
Counsellor, Psychotherapist, & Supervisor
PhD Ed', MSc Counselling & Psychotherapy, BSc Psych, Dip Supervision
Tel 085 147 3040 Email kennedy.ivan@gmail.com
www.kennedycounselling.com

Contract—Preliminary Questions

1. What have your experiences of supervision been so far?
    -
    -
2. Why have you chosen me at this point?
    -
    -
3. How do you work as a therapist?
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    -
4. How do you keep notes?
    -
5. How do you contract?
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6. What are your viewpoints on supervision?
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    -
7. What would you hope to get from supervision?
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    -
8. What are your thoughts and feelings of us working together?

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Contract—Supervision

Supervision

As an accredited supervisor with the Irish Association for Counselling and Psychotherapy (IACP, M10557), I provide you with a safe, confidential place to regularly explore your clinical work. During our sessions we will collaborate to support, explore, and enhance the efficacy of your clinical work with attention given to all stakeholders; this will be achieved by focusing on your client work through open, non-judgemental, constructive dialogue. The forum is one of mutual respect and positive critique. I abide by The Children First Act 2015 and the IACP Code of Ethics whereby my duty to the IACP as a "Gate-Keeper of the Profession" is honoured.

I often "check-in" with supervisee's during sessions to see how we are getting on and how well the supervision is working. These mini reviews help to see if we are on the right track and how things need to be altered if not. I recommend that you give a minimum of one session notice to finish supervision to resolve any conflicts and unfinished business, to end safely, and to finalise required administration.

Methods and aims of supervision

I am an integrative supervisor, using the Cyclical and Process Models (among others) based on a bedrock of client-centred therapy; a main focus herein is our working alliance. Through discourse, and perhaps role play and recordings, we endeavour to develop your awareness of and role, skills, and resources in the therapeutic process; accordingly, fulfilling formative (e.g., skills, professional identity), restorative (e.g., affirming, emotional effects), and normative (e.g., standards, ethics) functions.

Fee

The fee, €70, is paid at the end of each session to permit subsequent sessions to proceed and can be paid with Cash, Zippay, or Online Banking Transfer. Receipts given upon request.

Duration of sessions

The duration of each session is 60 minutes (longer can be arranged); the last few minutes of which are used to gently close. Starting and finishing on time are important time boundaries to be maintained. I ask that you arrive on time (or 1 to 2 minutes early). Please note that if you are late the session still ends 60 minutes after the agreed start time.

Set Times and Dates

Scheduling is typically flexible but set times and dates for sessions can be arranged if preferred.

Number of sessions and mode of delivery required

The number of sessions required and the acceptable ratio of Face-to-face: Online delivery is laid down by your college/accreditation body and is ultimately your responsibility to properly attain.

Emergency contact

In certain circumstances you might need to contact me outside of scheduled sessions. For example, an emergency involving a client or if you are concerned that a client related issue needs to be discussed without delay. In such instances, you can contact me by email or phone to discuss arranging resolving the concern; the issue might necessitate scheduling an additional session. I ask that this facility is used judiciously.

Cancellation or change of appointment

The following is designed to best help me schedule my work for me and for all my clients and supervisee's, to keep our costs low, and to protect the process and integrity of our work.

Cancellations: If you need to cancel your appointment due to illness or emergency, please notify me as soon as possible. In all other cases, a minimum of 24 Hours notice period for cancellation is required; otherwise, a cancellation charge of €70 commences after two cancellations.

Frequent and No Shows: Frequent Cancellations indicate that something is not working and will necessitate re-negotiating terms of our agreement. A €70 charge applies for failure to attend without notice; two such successive occurrences are considered as disengagement from the service and jeopardises the work continuing.

My Cancelling: In the unlikely event that I need to reschedule a session, I will endeavour to notify you at least 24 hours in advance and an alternative appointment will be offered.

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Confidentiality

Supervision is confidential as laid down by the IACP Code of Ethics (a copy available upon request). There are, however, some limits to confidentiality in my practice. These include:

- I regularly present my work in my own supervision. The aim of this is to monitor and improve the work undertaken. This is done on a confidential basis;
- Succession of records: in the event of my incapacitation/death my records will be passed to my supervisor;
- A disclosure of abuse or if I otherwise know, believe, or have reasonable grounds to suspect that a child or vulnerable person has been, is being, or is at risk of being seriously harmed;
- If a Third Party is paying for your supervision I will have responsibility to them; accordingly terms of confidentiality in relation to them will need to be established;
- I neither partake in nor consent to any type of electronic recoding (e.g., audio, video, summarisations, transcribing, voice notes, etc.) of sessions; and
- Additionally, to aid effectiveness, I keep summary notes of sessions. In accordance with the Data Protection Act (GDPR 2018), notes are encrypted to maintain confidentiality. Notes and administration sheets, which are available on request, are securely stored in my personal office. Records are kept for a minimum of 7 years or deleted upon your request.

If it is necessary to break confidentiality, this will be done with your knowledge, where possible, and is aimed at making sure that you (or others) are cared for and safe at all times. This is an extension of care rather than a breach of confidentiality.

Responsibilities

As a supervisor I agree to:

- ☐ Adhere to the IACP Code of Ethics
- ☐ Maintain accurate records of our sessions
- ☐ Provide accurate reports as required (i.e., college, first-time accreditation, renewal)
- ☐ Provide a safe space for you to reflect on and learn from your practice
- ☐ Explore feedback on our work relationship
- ☐ Explore your note-keeping procedures and storage
- ☐ Give you genuine and constructive feedback on your work and accept same from you
- ☐ Openly, fairly, communicate, with you, any concerns I might have about your work
- ☐ Provide reasonable notice in the event of termination of this agreement
- ☐ Explore with and/or encourage you insofar as any annual CPD requirements, (Re-) accreditation, and professional indemnity insurance are fulfilled (seek copies of same)
- ☐ Other.....

As a supervisee, I agree to:

- ☐ Adhere to the code of ethics of my governing body knowing that breach of which could invalidate our contract
- ☐ Apply learning from supervision to my work
- ☐ Prepare for supervision sessions
- ☐ Present therapy work openly and honestly and be accepting of feedback professionally given
- ☐ Reflect upon, monitor and evaluate my therapy work between supervision sessions
- ☐ Openly and fairly communicate, with you, any concerns I might have about my work
- ☐ Give feedback on our working alliance
- ☐ Update records of work-load and clients' names to support me in the unlikely event of litigation, complaints, etc. and ethical contamination
- ☐ Ensure that any annual requirements of CPD, (Re-) accreditation (email/send copies of same, annually), and professional indemnity insurance are in place
- ☐ Other.....

This agreement is fully understood and agreed and is signed as it stands by:

Name_____(Supervisee) Date_____ ***Name_____(Supervisor) Date_____***

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