



TOOLS TO DOCUMENT CLINICAL SUPERVISION

The following is a sample of tools and forms to document supervision and informed consent. These tools will help to ensure compliance with agency policy, ethical standards, and legal requirements.

General

Janine M. Bernard and Rodney K. Goodyear, *Fundamentals of Clinical Supervision*, Columbus, Ohio: Merrill, 2009.

- a. Supervisee bill of rights, p. 311-25. This is a unique document, outlining the rights, privileges and responsibilities of a supervisee. Adapted from, Giordano, M.A., Altekruise, M.K., and Kern, C.W., (2000), unpublished manuscript, reprinted with permission of the authors. It covers areas such as the nature of the supervisory relationship, expectations of the initial supervisory session, expectations of the supervisory relationship, ethical issues in the supervisory relationship, expectations of the supervisory process, expectations of the supervisory sessions, and expectations of the evaluation process. 55

Jane M. Campbell, *Essentials of Clinical Supervision*, New York: Wiley and Sons, 2006.

- a. Sample of documentation form for group supervisors, p. 68. This is a simple form to document group supervision.
- b. Sample case review form, p. 90. This is a sample case review form, which covers the essential issues required in a case presentation by a supervisee.
- c. Sample informed consent agreement for postgraduate supervision, p. 128-30. This is a sample informed consent agreement which covers the purpose of the supervision, professional disclosure statements, practical issues, the supervision process, administrative tasks and evaluation, legal or ethical issues in supervision, and a statement of agreement between the supervisor and supervisee. It is geared primarily to postgraduate supervision but may be useful in other settings as well.
- d. Sample release form for permission to tape client sessions, p. 132. This is a simple release form for permission to tape client sessions.

Paul Cassidy, *First Steps in Clinical Supervision: A Guide for Health Care Professionals*, New York: Open University Press, 2010.

- a. Record of supervision, p. 39. This is the simplest record of supervision, requiring minimal review of the topics/agenda brought to supervision, discussion notes, action and outcomes, signed by supervisor and supervisee.



Marriage and Family Therapy

Cheryl L. Storm and Thomas C. Todd (eds.), *The Reasonably Complete Systemic Supervisor Resource Guide*, New York: Authors Choice Press, 2002.

- a. Supervision record, p. 18
- b. Supervision-of-supervision record, p. 19
- c. Supervision log, p. 20
- d. Clinical Report Form, p. 21
- e. Supervisee's agreement of confidentiality, p. 22
- f. Supervisor-in-training agreement of confidentiality, p. 23
- g. Permission to tape and present in supervision, p. 24
- h. Agency Supervision agreement, p. 83
- i. Initial supervision session checklist, p. 159-60
- j. Live supervision form, p. 173

Substance Abuse Counseling

David J. Powell and Archie Brodsky, *Clinical Supervision in Alcohol and Drug Abuse Counseling*, New York: Jossey-Bass, 2004.

- a. Individual development plan, p. 356-362
- b. Suggested outline for case presentations, p. 369-372
- c. Supervisory record form, p. 374
- d. Supervision observation form, p. 375
- e. Live supervision form, p. 376
- f. Supervision consultation form, p. 378
- g. Supervision documentation form, p. 379

U.S. Department of Health and Human Services, *Treatment Improvement Protocol # 52, Clinical Supervision and Professional Development of the Substance Abuse Counselor*, Washington, D.C., 2009.

- a. Initial organizational assessment, Readiness to change forms, p. 102-105
- b. Initial supervision sessions checklist, p. 114-5
- c. Supervision note sample, p. 115
- d. Risk management review, p. 116
- e. Audio or video recording consent, p. 126