# PROCEDURE

## Application

This procedure shall apply to all clinical employees of Ionia County Community Mental Health Authority (ICCMHA).

**1.0 Supervision Contracts**

* 1. Each clinical supervisor and clinical supervisee will create an initial supervision contract that is reviewed as needed and updated at least annually.
  2. The contract will be signed by both parties.
  3. The contract will define what is expected from the supervisor and the supervisee in supervision sessions and will include at a minimum:
     1. Goals for supervision
     2. Expectations
     3. Supervision Frequency

* + - 1. Frequency should be based on licensure requirements at a minimum.
      2. Supervisees are expected to track their required licensure hours.

1. **Supervision Notes**
   1. Supervisors are expected to keep supervision notes for each formal supervision meeting in the designated format.
   2. Supervisors are encouraged to keep notes on important informal supervision discussions.
   3. Supervision notes address:
      1. Documentation Issues
         1. Quality of documentation review
         2. Completion of documentation review
         3. Clinical Record Audit review
      2. Policy/Procedure Review
      3. Performance Issues
         1. Clinical Outcomes Review
         2. Productivity
      4. Staff Development Plan Reviews
   4. Annually, supervision notes should reflect a review of the supervision contract, staff development plan, ICCMHA’s Code of Ethics, and an evaluation.

**References**

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| Robert Lathers, CEO | Date | | |