

The Right Door for Hope, Recovery and Wellness

Chapter Title Human Resources	Chapter # HR		Subject # 524.1
Subject Title Supervision - Clinical	Adopted 4/15/15	Last Revised 04/10/17	Reviewed 04/10/17

PROCEDURE

Application

This procedure shall apply to all clinical employees of The Right Door for Hope, Recovery and Wellness.

1.0 Supervision Contracts

- 1.1 Each clinical supervisor and clinical supervisee will create an initial supervision contract that is reviewed as needed and updated at least annually.
- 1.2 The contract will be signed by both parties.
- 1.3 The contract will define what is expected from the supervisor and the supervisee in supervision sessions and will include at a minimum:
 - 1.3.1 Goals for supervision
 - 1.3.2 Expectations
 - 1.3.3 Supervision Frequency
 - 1.3.3.1 Frequency should be based on licensure requirements at a minimum.
 - 1.3.3.2 Supervisees are expected to track their required licensure hours.

2.0 Supervision Notes

- 2.1 Supervisors are expected to keep supervision notes for each formal supervision meeting in the designated format.
- 2.2 Supervisors are encouraged to keep notes on important informal supervision discussions.
- 2.3 Supervision notes address:

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2.3.1 Documentation Issues

2.3.1.1 Quality of documentation review

2.3.1.2 Completion of documentation review

2.3.1.3 Clinical Record Audit review

2.3.2 Policy/Procedure Review

2.3.3 Performance Issues

2.3.3.1 Clinical Outcomes Review

2.3.3.2 Productivity

2.3.4 Staff Development Plan Reviews

2.4 Annually, supervision notes should reflect a review of the supervision contract, staff development plan, The Right Door for Hope, Recovery and Wellness' Code of Ethics, and an evaluation.

References

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