

Addendum C: Supervision for a Registered Psychotherapist (Qualifying)

This addendum forms part of the Clinical Supervision and Consultation Agreement. It establishes the arrangements for supporting an RP (Qualifying) in developing competence, meeting applicable CRPO requirements, and providing safe, ethical client care.

Supervisee: _____

CRPO registration number: _____

Practice setting: _____

Supervisor: Pauline O'Brien, RP, CCC-S

Start date: _____

1. Registration and supervision requirements

Before beginning, we will review the supervisee's registration status, applicable CRPO requirements, and any terms, conditions, limitations, or additional supervision requirements.

The supervisee agrees to use their professional title accurately and inform me promptly of changes to registration status or practice restrictions.

This agreement does not authorize practice beyond the supervisee's competence or legal authority.

Requirements reviewed and date:

2. Initial assessment and learning plan

During our initial meetings, we will review:

- Education, clinical experience, and previous supervision.
- Current caseload, client populations, and therapeutic approaches.
- Areas of competence and areas requiring development.
- Assessment, consent, documentation, boundaries, and risk management.
- Available workplace support and emergency coverage.
- Learning preferences, accessibility needs, and professional goals.

We will develop a written learning plan with review dates.

Initial learning priorities:

3. Frequency and scope of supervision

We will agree on a regular schedule appropriate to the supervisee's experience, competence, caseload, client complexity, and available supports.

Supervision frequency may increase when clinical risk, workload, unfamiliar interventions, or competence concerns require closer oversight.

Meeting frequency: _____

Session duration: _____

Format and platform/location: _____

Clinical work covered by this agreement:

Other supervisors and division of responsibilities:

4. Preparation and participation

The supervisee will prepare relevant case material and bring clinical, ethical, and safety concerns forward promptly.

Sessions may include case formulation, treatment planning, documentation review, therapeutic relationship issues, skills development, and review of clinical work using agreed methods.

The supervisee will discuss uncertainty, mistakes, complaints, adverse events, and difficulties following recommendations. Disagreement may be explored openly and does not remove either party's professional obligations.

5. Client information and informed consent

The supervisee will explain the supervisory arrangement to clients, including the supervisor's role and, where appropriate, identity, contact information, and the client's ability to contact the supervisor.

Before sharing identifiable client information or recordings, the supervisee will obtain and document appropriate consent and follow the agreed secure-transfer arrangements.

Client disclosure and consent process:

Supervisor access to records or recordings:

6. Safety concerns and contact between sessions

Urgent concerns must not be held until the next scheduled supervision appointment.

The supervisee will follow the agreed escalation procedure, workplace policies, and applicable professional obligations. If I am unavailable, the supervisee will use the designated backup resources and take necessary protective action.

Urgent-contact procedure and response expectations:

Backup supervisor or organizational contact:

Emergency procedures:

7. Feedback and progress reviews

We will review progress against the learning plan regularly. Feedback will include strengths, areas for development, and any concerns affecting safe practice.

Where concerns arise, we will ordinarily document a learning or remediation plan, identify additional supports, and establish review dates. Protective action or reporting may be necessary where applicable obligations require it.

Progress-review dates: _____

Evaluation methods: _____

8. Supervision records and CRPO documentation

Both parties will maintain accurate supervision records. The supervisee will track clinical experience and supervision hours according to CRPO's current requirements.

We will review logs periodically and resolve discrepancies promptly. I will complete attestations only for activities and hours I can substantiate.

CRPO determines whether requirements for registration changes or independent practice have been met. Completion of supervision, payment, or submission of an attestation does not guarantee a particular CRPO decision.

Log-review schedule and documentation deadlines:

9. Changes or ending supervision

We will review this arrangement when the supervisee's caseload, practice setting, registration status, competence, or supervision needs change.

If supervision ends while the supervisee remains required to practise under supervision, appropriate replacement supervision must be arranged before continuing work that requires it.

We will document the end date, relevant transition arrangements, outstanding records, and any unresolved safety concerns.

Agreement

We confirm that we have reviewed this addendum and completed the arrangements relevant to the supervisee's practice.

RP (Qualifying) signature: _____

Date: _____

Supervisor signature: _____

Date: _____