



CLINICAL SUPERVISION WRITTEN AGREEMENT
 Licensed Associate Professional Counselor/Counselor Intern
 (N'Spired By Achievement Family Services & Solutions, LLC. (NBA))

This agreement will detail the agreed upon conditions of clinical supervision that will occur between Granville T. Freeman III, LPC, CPCS, BC-TMH, CAMS II (further identified as supervisor) and _____ (further identified as supervisee).

Planned Hours of Practice

Program/Practice hours of operation are Monday – Friday 8 a.m. – 9 p.m., and Saturday 9 a.m. – 5 p.m. Supervisee hours of practice are:

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------------|--------|---------|-----------|----------|--------|----------|--------|
| From: | am/pm | am/pm | am/pm | am/pm | am/pm | am/pm | am/pm |
| To: | am/pm | am/pm | am/pm | am/pm | am/pm | am/pm | am/pm |

Write your start and end time for each day you will perform duties related to your supervision

Scope of Practice (Duties and Qualifications)

Supervisee will conduct assessments for clients who enter into treatment at (Program/Practice Name). Assessments will utilize diagnosis and determine the proper level of care (which will also help with treatment planning for the client). Case management of clients entering into treatment including, but not limited to, assisting clients getting into treatment programs (e.g., if a higher level of care is needed), obtaining the necessary information to help facilitate admission, arranging transportation if necessary, conduct urine drug screens on clients, writing up evaluation results, consulting with providers and team members (if applicable), crisis management, and all other duties as required. If a counselor possesses their LAPC they will be allowed to utilize the DSM-5 and make a diagnostic impression. If the supervisee is a Master's level intern they can also make a diagnostic impression of the client's condition, backing up this impression with criteria within the DSM-5. Both of which will have to be verified by a fully licensed clinician.

Supervisee will conduct individual, group and/or family counseling with clients. Should any mental health/substance abuse issues be identified by the supervisee or the client, and the supervisee does not possess knowledge in the area(s) identified, immediate supervision & consultation will occur to determine what course of action should be taken with the client (e.g., it may be determined that the client should be referred to an LPC), the client is to be referred to an appropriately credentialed mental health clinician. Should an issue arise where the supervisee is uncomfortable with the source material, the supervisee should immediately inform the client that this is not their area of expertise, gain critical information necessary, and notify the client that consultation with their supervisor shall

occur to determine the best course of therapeutic action for the client. Clients will be made aware that the supervisee is a counselor intern/Master's Level/LAPC with regards to their mental health training, and all clients will give their informed consent of agreeing to work with a counselor intern/Master's Level/LAPC before beginning the process of treatment. Written documentation (Supervision Disclosure Form) of this informed consent will be kept in the client's chart.

Other LAPC responsibilities include: 1) maintain documentation of supervised experience; 2) not engage in practice under supervision in any area for which the LAPC has not had appropriate training and education; and 3) LAPC may not engage in unsupervised or independent practice.

NOTE: FOR LAPC JOB DESCRIPTION, PLEASE SEE ATTACHED, SIGNED JOB DESCRIPTION.

Methods of Supervision, Supervision Hours and Types of Supervision

Supervisor will obtain information through self report, monitoring assessments and all other paperwork, and utilizing live supervision via watching supervisee conduct assessments with clients (when appropriate and/or if deemed required by the supervisor). Live supervision can occur by the clinical supervisor attending the session with a client, through video taping/audio taping, or can occur using _____ (Program/Practice Name) live supervision group room (location and specifics of live supervision). Supervisor can also gather ancillary information about supervisee from others with whom the supervisee works. Supervision will include all of the following: 1) engage in problem-solving discussions with the LAPC concerning individual clients; 2) enter into problem-solving discussions concerning the LAPCs own problems that affect their work with clients; 3) offer feedback to the LAPC concerning specific interventions utilized with clients; 4) offer feedback to the LAPC concerning the LAPCs personal qualities as they affect work with clients; and 5) offer feedback to the LAPC concerning the supervision experience. Supervision will also include reaction to supervisee case presentations and/or role playing activities with the LAPC.

Individual supervision will occur for 1.5 hours, twice a month. Supervisee will also receive group supervision if/when applicable. LAPCs will receive an annual evaluation in December.

Supervisor Duties and Qualifications

Supervisor responsibilities include all requirements outlined in the Georgia Composite Board of Professional Counselors, Social Workers, and Married and Family Therapists, Official Code of Georgia Annotated 43-10A-11. Supervisor ensures that he/she meets the Georgia Composite Board definition of a qualified supervisor. Qualified Supervisor an individual who holds a clinical license to provide professional counseling (LPC) services for a minimum of three years (obtaining at least 3 years of experience subsequent to holding the LPC license) in the state where the services are being provided, and who has:

- (i) A master's degree with three (3) years of post-licensure experience; or
 - a. A specialist degree with two (2) years of post-licensure experience; or
 - b. A doctoral degree with one (1) year of post-licensure experience; and
- (ii) For supervision entered into after September 30, 2018, a supervisor who is a Licensed Professional Counselor must hold either a National Board of Certified Counselors

(NBCC) Approved Clinical Supervisor credential or a Licensed Professional Counselors Association of Georgia (LPCAGA) Certified Professional Counselor Supervisor credential.

Finances/Insurance

A financial agreement is made for the receipt of supervision between the supervisor and the supervisee. The agreement as to rate of supervision is \$_____/hour to be paid at the start of each supervision session by _____ (supervisee).

Malpractice/liability insurance will be arranged by the supervisee prior to beginning supervision.

Has the supervisee arranged insurance for themselves? Yes No

(If yes, proof of such must be provided as soon as possible.)

By signing, we agree, to the best of our ability, to uphold the guidelines specified in this agreement and to manage the supervisory relationship and supervisory process according to the ethical principles of the LPCAGA's CPCS Code of Ethics.

Supervisee Name (*print*) Date

Supervisor Name (*print*) Date

Clinical Credentials

Clinical Credentials

Supervisee Signature

Supervisor Signature