NO:KMU/IBMS/2017/ Date: 22/11/2017

**Annexure II: Supervision Contract SUPERVISION CONTRACT**

*This is an agreement between:*

Name of Supervisee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_S/O, D/O\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department/Institute\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AND

Name of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Institute\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duration of supervision session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The purpose of supervision is to: meet requirements for training supervision and (any other) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Purpose, Goals and Objectives of Supervision:

a. To fulfill requirements for training supervision

b. To promote development of supervisee’s professional identity and competence

c. To (Other) (*As agreed upon by supervisor and supervisee)* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Context and Content of Supervision:

1. The content will focus on the acquisition of knowledge, conceptualization, and skills within the defined scope of practice.

2. The context will ensure understanding of ethics, codes, rules, regulations, standards, guidelines (including consent, confidentiality/ privacy), and all relevant legislation.

3. **A supervisory record form/Students Progress report** will be used to document impressions of each supervisory session. Feedback will be provided at the close of each session.

# Rights and Responsibilities of Supervisora. Supervisor Rights

1. To bring concerns/issues about Supervisee’s work.

2. To question Supervisee about his/her work and workload.

3. To give Supervisee constructive feedback on his/her work performance.

4. To observe Supervisee’s practice and to initiate supportive / corrective action as required.

## b. Supervisor Responsibilities

1. To uphold ethical guidelines and professional standards.

2. To make sure supervision sessions happen as agreed and to keep a record of the meeting.

3. To create a supervision file containing supervision records and other documents relating to development and training.

4. To ensure that Supervisee is clear about his/her role and responsibilities.

5. To monitor Supervisee’s performance.

6. To set standards and assess the Supervisee against these.

7. To deal with problems as they impact on the Supervisee’s performance.

8. To To support supervisee on the agreed personal development plan

# Rights and Responsibilities of Supervisee

## a. Supervisee Rights

1. To uninterrupted time in a private venue of supervisor’s attention, ideas and guidance.

2. To set part of the agenda and challenge ideas and guidance in a constructive way.

3. To receive feedback and ask questions.

5. To have his/her development/training needs met.

## b. Supervisee Responsibilities

1. To uphold ethical guidelines and professional standards;

2. To be prepared to discuss patient cases/research findings with the aid of written case notes and / or video / audio tapes;

3. To validate diagnoses, interventions, approaches and techniques used;

4. To be open to change and use alternate methods of practice if required;

5. To consult supervisor or designated contact person in cases of emergency;

6. Implement supervisor directives in subsequent sessions; and

7. Maintain a commitment to on-going research by being regular and on time for each appointment.

# Procedural considerations:

a. Supervisee’s written cases notes (plus research plans) and synopsis/thesis write-up may

be reviewed in each session;

b. Issues relating to supervisee’s professional development will be discussed

c. Sessions will be used to discuss issues of conflict and failure of either party to abide by the guidelines outlined in this contract. If concerns of either party are not resolved in supervision, then head of the institute will be consulted; and

d. In event of an emergency, supervisee to contact supervisor. If not available, then contact head of institute**.**

# Finances/ Insurance

What is the source of funding for your research: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This contract is subject to revision at any time, upon the request of either the supervisee or the supervisor. A formal review, however, will be conducted every six months and revisions to the contract will be made only with consent of the supervisee and approval of supervisor.*

***We agree, to the best of our ability, to uphold the guidelines specified in this supervision contract and to manage the supervisory relationship and supervisory process according to the research & ethical principles of the Khyber Medical University***.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Supervisee**

This contract is in effect from **DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date of revision or termination: **DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**