

McManaway and Associates
Supervision, Consultation, Workshops and Seminars.
What to expect from Supervision

Responsibilities of the Supervisor:

- Establish written contract items related to frequency of individual and/or group supervision sessions, formal and informal evaluations, contact information, etc;
- Ensure that the supervisee is practicing within the scope of the supervisee's license;
- Determine the skill level at which the supervisee may practice;
- Focus on raw data from the supervisee's practice;
- Maintain documentation of supervisory sessions for at least 7 years, including dates, duration, and focus of the supervisory sessions;
- Ensure that the supervisee has read and is knowledgeable about Health Occupations Article, Title 17, Annotated Code of Maryland, COMAR 10:58, and state and federal laws related to reporting requirements and emergency procedures for high risk or abused clients, as well as confidentiality and privileged communication;
- Within a reasonable period of time before termination of supervision, provide the supervisee and employer with a notice of termination to avoid or minimize any harmful effect on the supervisee's clients or patients;
- Be responsible for the clinical professional practices of the supervisee;
- Provide for emergency supervision and direction to the supervisee by a Board-approved supervisor;
- Provide a written evaluation of the supervisee's progress to the supervisee every ____ month(s) according to and following the guidelines in the McManaway and Associates' Personal Disclosure & Informed Consent of Supervision and Supervision Information Binder on file located within this website.

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Responsibilities of the Supervisee:

- Verify that the supervisor has been approved by the Board when applicable;
- Establish and execute the written contract for supervision before beginning to practice clinical professional counseling;
- Attend and participate in supervision as agreed in the written contract for supervision;
- Prepare for supervision using case materials related to the supervisee's clinical counseling or massage practice;
- Maintain documentation of supervisory sessions for at least 7 years, including dates, duration, and focus of the supervision, to be available for verification to the Board, on request by the Board or its authorized agent;
- Refrain from engaging in the practice of clinical professional counseling/ massage independent of supervision, (i.e., solo practice);
- Provide each client with a copy of a professional disclosure statement as described in Health Occupations Article, 17-507, Annotated Code of Maryland and COMAR 10.57.12 clearly stating that counseling services are provided under clinical supervision, and provides the name of the supervisor with address and contact information;
- Obtain a signed release of information and informed consent for treatment form from the client which indicates that the client: 1) is aware that services are being provided under clinical supervision; 2) consents to the recording of sessions with the knowledge that the recording may be shared with and be limited to the supervisor; and 3) consents to the sharing of client information between the licensed graduate professional and the named clinical supervisors.

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Procedural Considerations:

- Supervisee's written case notes, treatment plans and recordings will be reviewed and evaluated in each session.
- Issues related to the supervisee's professional development shall be discussed.
- Sessions will be used to discuss issues of conflict and failure of either party to abide by directives outlined here in the contract and the McManaway and Associates' Personal Disclosure & Informed Consent of Supervision and Supervision Information Binder on file on the website of McManaway and Associates as well as in the office located at _____.