

# Ontario Psychological Association

## OPA Guidelines for Supervisee Responsibilities

*In collaboration with OAPA*



## **ACKNOWLEDGEMENT**

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## Supervisee Responsibilities

1. **RESPECTFUL** - Be respectful towards the supervisor and other staff in the work environment.
2. **PROFESSIONALISM & INTEGRITY** - Act with professionalism and integrity, interpersonally and in one's manner, language, dress, and conduct.
3. **BE PREPARED** - Come prepared and on time for supervision, as agreed with the supervisor (e.g., bring necessary notes, copies of completed measures, sample write-ups, audio/video clips, prepared questions, agenda).
4. **PROVIDE NOTIFICATION** - Provide as much notification of absence as possible, and contact all relevant parties as agreed with the supervisor (e.g., front desk staff who will be contacting clients to reschedule appointments)
5. **SET GOALS** - Set meaningful and attainable goals in collaboration and with the support of the supervisor.
6. **BE OPEN** - Share all relevant issues and concerns regarding clients with the supervisor.
7. **BE COLLABORATIVE AND ACTIVE** – Be an active participant in supervision. This may require taking initiative to request assistance with specific issues when needed.
8. **OPEN TO FEEDBACK** – Be willing and open to receive feedback and incorporate recommendations and suggestions with respect to issues pertaining to skill development and the quality of client interactions.
9. **SELF-AWARENESS & INSIGHT** – Pay attention to one's own reactions to clients to build self-awareness and strengthen client-therapist interactions.
10. **SELF-DISCLOSING** - Be prepared, willing and able to share honestly, openly, and appropriately one's own reactions to clients with the supervisor as needed, particularly when related to feeling anxiety or overwhelmed by the work with a particular individual or group of clients.
11. **TAKE RESPONSIBILITY** - Take responsibility for all assigned work.
12. **BE TENACIOUS** - Manifest a willingness to learn and work hard. Work in collaboration.



13. **STAY IN ONE'S SCOPE** - Work within the scope of the agreed supervision tasks and within the scope of the supervisor's areas of competence.
14. **BE TIMELY** – Work within timelines in collaboration with the supervisor (e.g., supervision meetings, session and assessment durations, documentation, completing assigned readings).
15. **INVOLVEMENT IN EVALUATION** - Be actively engaged in the assessment of one's own learning needs, as well as monitoring, evaluating and reflecting on one's own work.
16. **AWARENESS OF DIFFERENCES** - Exhibit awareness of differences between oneself and others (i.e., cultural, religious, racial, age, socioeconomic status, educational attainment, gender and sexual orientation, linguistic).
17. **MAINTAIN GOOD BOUNDARIES** - Create an ethical and professional environment for work and professional interactions with others, including the supervisor. Show responsibility for one's own learning by preparing for supervision, effectively using time, acting appropriately within ethical and interpersonal boundaries with clients and supervisors, and delivering the best quality services with input from the supervisor as needed.
18. **MAINTAIN A POSITIVE ATTITUDE** - Maintain a positive attitude (e.g., exhibiting tolerance, lack of defensiveness, openness to receiving negative feedback, enjoyment of teaching, patience, open to teamwork, being respectful of the value of other disciplines).
19. **PROVIDE FEEDBACK** - Provide feedback to the supervisor regarding helpful and unhelpful aspects of supervision and perceptions of the quality of the supervisory working alliance.
20. **BE CURIOUS** - Ask questions and display respectful curiosity. Apply new learning to new situations and clients. Request feedback on what one did well and/or could do better.
21. **SPEAK UP** - Speak up when there are problems of any kind that affect the interpersonal relationship with the supervisor or one's work with clients or key stakeholders.
22. **GET APPROPRIATE HELP** - Be willing to admit when one doesn't know something and ask for help. Get assistance for one's own problems or issues if those problems or issues have potential to interfere with learning, the supervisory working alliance, and/or most importantly, one's work with clients.
23. **AWARENESS AND AGREED UPON PRACTICES** – Will not complete work that is not actively supervised or does not fall under the purview of supervisor's scope of practice and identify work being supervised by other additional supervisors.



## REFERENCES

Corey, G., Corey, M. S., Corey, C., & Callanan, P. (2014). *Issues and ethics in the helping professions* (9<sup>th</sup> ed.). Stamford, CT: Cengage Learning.

Munson, C. E. (2002). *Handbook of clinical social work supervision* (3rd ed.). Binghamton, NY: Haworth Press.