

Supervision Hub #2: Key competencies of Supervision and Ethical Practice
– 25th August 2025 – Review and Feedback

Dear Hub #2 attendees and registrants.

Thank you so much for your attendance and contribution to the Hub. We hope you got a lot out of it and gained some valuable insight into the key competencies of supervision and ethical practice. We trust that it was helpful to discuss supervision matters with your peers. Please be sure to share the experience with your fellow supervisor in your workplace or network.

The workshop goals were to:

- Identify and apply the core competencies for effective supervision,
- Understand and reflect on our ethical responsibilities as supervisors, and
- Constructing and considering what an ethical supervisory contract should include to be consistent with current guidelines.

Thank you to those attendees who completed the SE-SC Supervisor version questionnaire prior to the workshop. If you have yet to do so, please follow the link in your confirmation email and complete when you are able. That would be wonderful to collect more data for us to integrate into our research and future workshops.

https://qualtrics.flinders.edu.au/jfe/form/SV_6Dal8CDfZxgz0oK

Likewise, if you are yet to complete the Hub Feedback survey, we have fixed the issue with question 3.5 to enable multiple responses. Completing this will support and enhance the development and content of upcoming sessions so that we can provide you and other attendees with training that matches your needs.

https://qualtrics.flinders.edu.au/jfe/form/SV_9NXfD61PROYTxiu

As part of the break-out room discussions regarding what should be included in a supervisory contract, we will address the points raised in each breakout room:

Points raised in Room #1 (with Lizzie) included:

- Use of supervision rating scales to track progress, taking into account supervisee level and developmental needs
- Gatekeeping responsibilities when supervisees are not progressing or demonstrating ethical practice
- Awareness that interns may avoid raising ruptures due to relational complexity or fear of displeasing supervisors; the value of external/university supervision as additional feedback channels
- Formal discussions at the outset of supervision about roles, reporting lines, and responsibilities (particularly where multiple supervisors are involved)
- Legal responsibilities, including ensuring supervisees' registration and qualifications
- Interest in having a "tick-box" checklist for supervisor contracts

Points raised in Room # 2 (with Michael) included:

- Clarifying the roles and expectations of the supervisee and supervisor
- Procedures for managing a supervisory alliance rupture
- Pragmatic issues such as supervision frequency, cost, location, matters of absences/leave and recourse when supervision is missed
- Limits of confidentiality within supervision and supervisee disclosures
- Ensuring the contract is completed in writing, agreed to by both parties and signed accordingly
- Considering preferential learning styles of the supervisee
- Problem solving for ethical dilemmas
- Boundaries around what to do when supervision starts to look like counselling of the supervisee counselling
- Consider a regular review of the contract and not leaving it as a set-and-forget document
- Consider inclusion of what the workplace organisation expects of the supervisee in terms of code of conduct, SAPs, SOPs and general presentation and behaviour as an intern

Summary of key inclusions for a supervisory contract:

- Roles and expectations of supervisor and supervisee
- Timeframes, frequency, and location of meetings
- Procedures if supervision cannot occur
- Confidentiality and its limits (organisational and ethical codes)
- Learning preferences of supervisee
- Ethical dilemma problem-solving approach
- Boundaries between supervision and counselling
- Written agreement signed by both parties
- Review periods for the contract
- Financial arrangements (where relevant)
- Organisational expectations and standards
- Awareness of dual relationship considerations

We have developed a supervisory check list that is included below for your continued practice as a supervisor, we trust this is helpful.

Please consider applying for consideration to become part of the Casual University Field Supervisor at Flinders University – applications close 10.00 p.m. 21 Sept 2025. Be sure to share with colleagues who you think might be interested [Field Supervisor job information](#)

Supervision Contract Checklist

The primary role of supervision is to ensure the protection of clients.

Supervision also promotes the professional development of the supervisee and upholds ethical and legal standards.

Roles & Responsibilities

- ☐ Supervisor responsibilities are clearly defined (client protection, guidance, evaluation, gatekeeping role).
- ☐ Supervisee responsibilities are clearly defined (preparation, participation, openness to feedback, self-reflection).
- ☐ Learning preferences of the supervisee are discussed and acknowledged.
- ☐ Boundaries between supervision and counselling are clarified.
- ☐ Dual relationship considerations are identified and addressed.

Performance & Evaluation

- ☐ Criteria for evaluation of supervisee performance are specified.
- ☐ Sample documentation (e.g., evaluation forms, rating scales, progress templates) is provided.
- ☐ Procedures are outlined for when a supervisee does not meet performance criteria.
- ☐ Ethical dilemma problem-solving approach is included (e.g., use of ethical frameworks, escalation pathways).
- ☐ Review periods for the contract are set (e.g., every 6 months or when circumstances change).

Supervision Sessions

- ☐ Expectations of supervisee for supervision sessions are stated (e.g., preparation, presenting cases, reflecting on learning).
- ☐ Timeframes, frequency, and location of supervision meetings are agreed.

☐ Procedures if supervision cannot occur (e.g., cancellations, rescheduling) are outlined.

☐ Financial arrangements (if applicable) are stated.

☐ Dual relationship considerations are identified and addressed.

Confidentiality & Disclosures

☐ Limits of confidentiality are explicitly discussed and acknowledged by both parties (ie, supervisee disclosure, organisational policies, ethical codes, mandatory reporting) are documented.

☐ Procedures for communicating performance to training programs, organisations, or relevant bodies are clarified.

☐ Expectations regarding disclosure of personal factors or reactivity that may impact practice are included.

Legal & Ethical Responsibilities

☐ Legal and ethical compliance issues are outlined, including:

- Informed consent
- Duty to protect and warn
- Boundaries and management of multiple relationships
 - ☐ Procedures for problem-solving ethical dilemmas are discussed and documented.
- ☐ Written agreement is completed and signed by both supervisor and supervisee.