

# Online Group Professional Supervision Agreement to participate



## Introduction

1. The purpose of online group supervision is to encourage reflective practice and further participants' professional development in conflict resolution.
2. This arrangement is not for the evaluation of supervisee performance or oversight of supervisee caseloads.

## Fees and Sessions

3. Sessions will be offered monthly. Groups are established at the beginning of the year and participants are expected to attend all sessions so will pay a fee in advance for the year. Refunds will not usually be given.

## Resolution Institute Responsibilities

4. Resolution Institute will establish groups of up to six participants for on-line supervision.
5. Resolution Institute will contract supervisors to provide on-line group supervision.
6. Resolution Institute will monitor the online supervision groups to ensure they are providing a high standard of professional supervision and meeting participants' needs.

## Supervisor Responsibilities

7. The supervisor will co-ordinate the groups, agreeing supervision session times and dates with participants.
8. The supervisor will endeavour to provide a non-threatening environment which is conducive to learning and supports the professional development of the supervisees.
9. The supervisor will model best practice by listening to participants with care and consideration and giving feedback with equal care.
10. The supervisor will keep the content of discussions at supervision sessions confidential unless there is a perceived threat to safety or the supervisor is compelled by law to make disclosure.
11. The supervisor will maintain her/his professional standards by attending her own supervision. This may involve taking issues raised by the supervisee, in an anonymised form, to her own supervision.

12. For the purposes of evaluating the supervision programme, the supervisor will report to the GM NZ of Resolution Institute on:
- Attendance
  - Process
  - General topics discussed
  - Logistical issues
- This reporting will not include any confidential information regarding any individual supervisee or his/her contribution.
13. The supervisor is not responsible for the individual conduct of the supervisees participating in this programme.

## Supervisee Responsibilities

14. By participating in this programme, the supervisee understands and agrees that:
- a. Supervision is a confidential process and I will ensure that no other person apart from myself is able to hear or be present at the supervised session.
  - b. I will not disclose anything said by any other person during the supervision session.
  - c. I will not record the session.
  - d. I will prepare for supervision sessions, bringing topics to raise for discussion.
  - e. I will avoid the use of actual names and distinguishing characteristics, as far as possible, when discussing my own work and experiences.
  - f. I will listen to others with care and consideration and give feedback with equal care.
  - g. That comments offered by the supervisor or others in these sessions cannot be taken as considered professional opinions about particular cases upon which a supervisee might rely.
  - h. I am willing to complete a questionnaire at the end of the year to assist in evaluation of the programme.
15. On occasion an issue may arise that you feel will be more appropriately discussed confidentially with the supervisor. If at any stage you feel that this is the case, please contact your on-line group supervisor to arrange a one-on-one supervision session. An additional cost to be agreed with the supervisor will be involved. On occasion a supervisor may contact a supervisee individually to highlight an important issue or to offer a referral or one-on-one supervision session.

## Joint Commitment

16. All parties participating in the supervision session will endeavor to create an interesting and stimulating environment to enhance the professional development of the participants.
17. All parties commit to being on time for the agreed sessions. This means all parties will be online on Zoom, with other applications on his/her computer turned off, a minute or two before the start of each session.