



Sexual Life Improvement, PLLC

~ From the desk of Shelley L. Imholte, MSW, LCSW, M.Ed., PhD-c

~State of Texas Social Work Board-approved Supervisor

Supervision Contract

Supervisor Expectations:

1. Follow all ethical and professional standards of supervisory conduct as outlined by their respective disciplines, as well as those of Sexual Life Improvement, PLLC.
 2. Supervisor is to establish an understanding of expectations and responsibilities of both supervisee and supervisor.
 - a. Format: Face to Face
 - b. Frequency: 1 hour weekly
 - c. Content:
 - d. Roles: **Shelley L. Imholte, LCSW – Supervisor**
- Supervisor will provide supervisee with copy of insurance certificate for supervisee's records and access upon execution of this contract.
 - Supervisor will demonstrate business and administrative processes of private clinical practice.
 - Supervisor will support supervisee in providing ethical clinical guidance.
 - Supervisor will provide safe container for supervisee disclosures.
 - Supervisor will maintain supervisee confidentiality.
 - Supervisor will provide two options to supervisee for timesheets/clinical hour recording. Timesheets are due at the end of each month until the supervisee has a caseload of four weekly clients. Once four weekly clients have been achieved timesheets are requested at mid-month (15th) and at the end of the month. Timesheets are received in either hard copy or electronically via email.

NAME HERE – Supervisee

- Supervisee will provide supervisor with copies of CEs obtained throughout the duration of the supervision relationship.
- Supervisee will provide supervisor with a copy of all renewed licenses throughout the duration of the supervisory relationship.
- Supervisee will submit documentation for networking or marketing to the supervisor prior to distribution. Documentation must be reviewed, discussed, and approved.
- Supervisee understands that ALL documentation require that the supervisor's name, credentials, and supervision be listed.

701 Morrow Street
Austin, TX 78752
(512) 431-3721
Fax: (512) 524-1489
www.sexuallifeimprovement.com



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- Supervisee's timesheets for clinical hours are expected as outlined above. Timesheets include outside agency hours if applicable to supervisee.

e. Goals: 1.

2.

3.

4.

5.

6.

7.

8.

f. Limits to Confidentiality:

- If the supervisee has cause to believe the client is likely to harm the self and/or another person, the supervisee may contact law enforcement officers.
- If the supervisee has cause to believe that a child, elderly person, or person with disabilities has been or may be being abused, neglected, or exploited he or she will make a report to the appropriate state agency. Supervisor will be informed within **24 hours** of knowledge of alleged abuse, neglect, exploitation, and suicide.

Reports to appropriate state agencies are **required** within **48 hours**.

- Child Protective Services 1-800-252-5400
- Adult Protective Services 1-800-252-5400
 - See Sexual Life Improvement, PLLC suicide contract for use with clients. This document is provided in both hard and electronic copy.
- TX Dept. of Aging & Disability 1-800-458-9858
- Domestic Violence Hotline 1-800-799-7233

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- See Sexual Life Improvement, PLLC Domestic Violence Safety Plan contract for use with clients. This document is provided in both hard and electronic copy.
 - TX Dept. of State Health Services 1-888-973-0022
- Any information disclosed by clients about a licensed professional in the State of Texas that they sought for services where the professional behaved in a sexually inappropriate manner must be reported to the appropriate state agency.
- Supervisee will respond timely (72 hours) if client records are requested by a valid subpoena or court order. In the event that a valid subpoena or court order is served the supervisee will contact the supervisor within **24-hours**.
- All of the above apply in the event that the supervisor is absent, incapacitated or out of the country. Supervisees are directed to contact Heather Davies, LCSW (5125607294) a social work board approved supervisor.

g. Methods of Supervisee Evaluation

1. Ability to establish clinical psychotherapy relationship
 - a. Proficient in conducting informed consent
 - b. Provide supervisor with 2 audio or video taped sessions of informed consent process with a client. Audio and/or video equipment will be provided by Sexual Life Improvement, PLLC.
 - c. Demonstrate clinical framework of assessment
 - d. Demonstrate ability to develop therapeutic relationship through client retention, reflection, supervisor feedback, transference & counter transference management and presence.
 - e. Maintain clear and concise clinical notes that will be reviewed by the supervisor. The supervisor will inform the supervisee of reviews and discuss areas for growth in clinical note writing.
 - f. Complete KIMS/FFMQ as baseline measures of observational, descriptive, awareness, and acceptance clinical skills. The measure will be repeated six months from baseline and once yearly throughout the duration of the supervision relationship. Both psychometric measures are provided in hard copy and electronic format however a hard copy is required to be provided to

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Sexual Life Improvement, PLLC within 30 days of the execution of this contract.

- g. Develop HIPAA knowledge by completing HIPAA requirements as an employee of Sexual Life Improvement, PLLC. Supervisee is expected to develop HIPAA clinical practice by maintaining ongoing HIPAA risk assessment provided by Sexual Life Improvement, PLLC. This document is provided in both hard copy and electronic format. Information on HIPAA can be found here: <http://www.hhs.gov/ocr/privacy/>

h. Emergencies _____

- In the event of a physical emergency of supervisee clients or supervisee contact 911.
- Follow Sexual Life Improvement, PLLC physiological or psychological decision trees. Both decision trees are provided to the supervisee in both hard and electronic copy.
- The alarm system is equipped for emergency notification to local authorities. Fire, EMS, and police buttons are found on the alarm system keypad. In the event that there is a hostage situation or abduction the alarm code 1234 will silently notify emergency services and personnel. Supervisees are expected to memorize this code.
- The supervisee is requested to provide the supervisor with an emergency contact person and contact information no later than **30 days** of this executed contract. An emergency contact person will **ONLY** be contacted in the event of a serious emergency.
 - NAME: _____
 - CONTACT: _____
 - RELATIONSHIP: _____

i. Supervisor Availability _____

- Contact with the supervisor outside of supervision and cultural work days (Monday-Friday) and hours (8am-7pm) is permitted under the following circumstances:

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- Clinical Support
- Clinical Guidance in emergencies
- Scheduling Changes
- Supervision Discussion Agendas
- Emergencies
- The supervisor has agreed to meet at scheduled days and times with supervisee. Scheduling changes by either supervisor or supervisee are expected to be conducted within **24-hours** of the scheduled session day/time.
- The supervisor may plan to be absent. It is the supervisor’s responsibility to arrange back-up supervision from a state board approved social work supervisor. The supervisee will be notified by the supervisor of planned absences and contact information for the back-up supervisor.
- Any grievances/complaints regarding the supervisor can be submitted in a **written** format to the State of Texas Social Work Board:

Complaints Management and Investigative Section
 P.O. Box 141369
 Austin, Texas 78714-1369
 Or call 1-800-942-5540

http://www.dshs.state.tx.us/socialwork/sw_complaint.shtm

By signing this contract you agree that you have read, understood, and have been able to ask questions about this contract.

Signature of Supervisee

Shelley L. Imholte, LCSW Signature

Printed Name of Supervisee

Shelley L. Imholte, LCSW
Name of Supervisor Printed

Date

Date

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