

<b>Number:</b>	RHR-203
<b>Title:</b>	Contract – Clinical Supervisor
<b>Person responsible for enforcement:</b>	Vice-Rector, Academic and Research
<b>Entered into force:</b>	May 30, 2018
<b>Approved:</b>	May 30, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Board of Governors

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

## 1. Policy statement

This regulation sets out the administration of contracts with clinical supervisors offering their services in the context of programs of study of Saint Paul University.

## 2. Definition

For the purposes of this regulation, a clinical supervisor is:

- a professional from outside the University who is paid a set rate for each unit of supervision; or
- a full-time member of the University faculty who takes on a duty in addition to his usual workload.

## 3. Regulation

- 3.1 No clinical supervisor may be hired without signing a contract in due and proper form.
- 3.2 A clinical supervisor is bound by the terms of the contract he has entered into with Saint Paul University.
- 3.3 The statements made by a clinical supervisor in his job application and in his curriculum vitae must be true for the employment contract to be valid.
- 3.4 It is understood that all regulations of the University or of an academic unit that are currently in force or forthcoming, and those related to the faculty of the University, whether regarding duties, privileges or employee benefits or any other matter, as well as all modifications made to these regulations during the time of the contract or any renewal, are an integral part of the contract.

## 4. Areas of application

- 4.1 Supervisors are paid by supervision unit. One unit consists of direct contact with the supervised student and the completion of the following tasks:
  - ensuring 45 minutes of direct contact with the student;
  - reviewing and signing the progress notes and/or the intake interview and making sure the client dossier is complete at all times;
  - ensuring follow-up with clients and students in emergency situations;
  - ensuring follow-up with students and instructors about assessments;
  - completing student evaluations at the end of each session.
- 4.2 Supervisors must provide one unit of supervision/week/student, or what is specified in their contract. To obtain payment for services rendered, supervisors must fill out a form on which

they indicate the number of units completed. The maximum number of units allowed will be noted in the contract.

4.3 Supervisors must know and follow the rules of the Counselling and Psychotherapy Centre as well as the regulations of the College of Psychologists of Ontario regarding follow-up with clients and supervision.

4.4 Number of copies and distribution

- The contract is prepared in three copies. The dean or director signs them and sends them to the candidate for signature.
- The candidate keeps one copy for his files and returns the other two copies to the dean or to the person responsible for the program. One copy remains in the archives of the academic unit concerned; the other is sent to Human Resources Services, which ensure that the necessary administrative follow-up is done.

4.5 Delegated signatory

One person in the academic unit is delegated by the Board of Governors to sign contracts with professors from his faculty.

4.6 Sample contract

A sample contract is attached.

**Contract Between Saint Paul University and the Clinical Supervisor\***

Employee N° \_\_\_\_\_

**COUNSELLING AND PSYCHOTHERAPY CENTRE****Account****CLINICAL SUPERVISION AGREEMENT**

\_\_\_\_\_

Name and surname of clinical supervisor	
Purpose of the agreement	The clinical supervisor agrees to oversee a maximum of _____ students.
Hiring period	
Course title	
Duration and maximum amount of contract Ex. : 26 × 4 × \$71.00 = \$7,384	
Frequency of meetings	One/week/student during the semester(s) mentioned above except during periods of leave.
Length of interventions	45 minutes of supervision/student and 15 minutes for correction of clinical records/student.
Staff meetings	The clinical supervisor agrees to attend a maximum of 2 staff meetings per semester under the supervision of the Director of the School of Counselling, Psychotherapy and Spirituality and/or under the direction of the Director of the Counselling and Psychotherapy Centre. One of these meetings, during the fall semester, is the orientation meeting which takes place at the very beginning of September. Attendance to such meeting is mandatory for every clinical supervisor. Those who do not attend the meeting will not be allowed to start supervising students.
Possible changes to the contract	The clinical supervisor understands that the withdrawal of a student in the program, for any reason, could result in a reduction in hours of supervision entrusted to him. The University will notify the clinical supervisor of the situation as soon as possible.
Payment method	<b>Clinical supervisors on the payroll system</b> will enter the hours worked each week in Workforce Now (WFN). The hours are approved by the coordinator of the Counselling and Psychotherapy Centre.  <b>Clinical supervisors with self-employed status</b> must submit a monthly invoice to the coordinator of the Counselling and Psychotherapy Centre for approval. The clinical supervisor must complete the self-employment form and adhere to its conditions.

**\*The clinical supervisor must submit a copy of his liability insurance**

Date: _____	Date: _____
Signature: _____ <i>Dean</i>	Signature: _____ <i>Clinical Supervisor</i>

**Remit signed original to Human Resources Services.***The masculine form is used without prejudice and for conciseness purposes only.*