

Number:	RHR-203
Title:	Contract – Clinical Supervisor
Person responsible for enforcement:	Vice-Rector, Academic and Research
Entered into force:	October 20, 2021
Approved:	October 20, 2021 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	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 60 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 mid- and at the end of each term.
- 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 of the Faculty or director of the School 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 and cannot be modified without the authorization of Human Resources Services.

Contract between Saint Paul University and the Clinical Supervisor

Employee number:

Name:

Address:

Email:

Telephone number:

Account: 3-5302-2-114

Terms and conditions

Purpose of the Agreement

The clinical supervisor agrees to provide clinical supervision to students as assigned by the Counselling and Psychotherapy Centre. One (1) unit of clinical supervision includes:

- 60 minutes of direct contact per student per week (except during holiday or leave periods when the Centre is closed) which includes reviewing excerpts of digital recordings, reviewing and signing session notes, discussing clinical work, etc.
- Making sure the client file 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 middle and end of each term.

Please note that under no conditions the clinical supervisor will be allotted additional remuneration for other supervision-related activities.

The clinical supervisor agrees to provide clinical supervision in person, online or by telephone for therapy that was provided in person, online or by phone by the student.

The clinical supervisor agrees to attend a two-hour staff meeting during the present hiring period.

The clinical supervisor agrees to follow the Counselling and Psychotherapy Centre outlined in the student handbook and the College of Registered Psychotherapist of Ontario's (CRPO) professional standards.

In addition to the hiring requirements that the clinical supervisor must hold a graduate degree (MA or PhD) in counselling or some counselling-related field, have 5 years or more direct clinical contact experience, completed 30 hours of directed learning in providing clinical supervision, the following conditions of employment apply:

1. Must meet CRPO's "independent practice" experience.
2. Must be a member in good standing with CRPO (some exceptions may apply).
3. Must have professional liability insurance.

The clinical supervisor must meet the requirements and conditions of employment for the contract to be valid. If a clinical supervisor fails to meet or ceases to meet the requirements and conditions of employment, the clinical supervisor must immediately inform the Counselling and Psychotherapy Centre manager.

Hiring Period

From September 6, 2021, to April 30, 2022 (33 weeks).

Contract Value

Pay rate: \$95.69/supervision unit.

Number of units: 1 supervision unit × 33 weeks × _____ of students = _____ units.

Contract value: _____ units × \$95.69 = \$_____.

Payment methods

The clinical supervisor will be remunerated by direct deposit on a biweekly basis.

Possible Changes to the Contract

The clinical supervisor understands that value of the contracts is proportional to the number of students entrusted to the clinical supervisor. The withdrawal of a student from the program, for any reason, will result in a proportional reduction in the contract's value. The University will notify the clinical supervisor in a timely fashion should it be necessary to reduce the hours.

This contract cannot be modified without the authorization of Human Resources Services.

Clinical Supervisor

Date

Dean of the Faculty or
Director of the School of Counselling, Psychotherapy and Spirituality

Date