

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 professors 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.

- 4.3 Supervisors must know and follow the rules of the Counselling and Psychotherapy Centre as well as the regulations of the College of Registered Psychotherapists of Ontario regarding follow-up with clients and supervision.
- 4.4 Once approved and signed by the Dean of the Faculty, the contract is sent electronically to the clinical supervisor for signature. Once signed, the contract is forwarded to Human Resources Services. A copy of the contract is kept by the candidate, the Counselling and Psychotherapy Centre and Human Resources Services.
- 4.6 A sample contract is attached and cannot be modified without the authorization of Human Resources Services.

Employee Number:

Name:

Address:

Email:

Telephone:

Account: 3-5302-2-114

Terms & Conditions

Duties and Responsibilities

The Clinical Supervisor (or Employee) agrees to provide clinical supervision to students assigned to them by the Counselling and Psychotherapy Centre. One (1) Clinical Supervision Unit includes:

- Provide 60 minutes of direct contact with the student per week (except during vacation or vacation periods when the Centre is closed), which includes reviewing digital recording excerpts, reviewing and signing session notes, discussing clinical work, etc.
- Ensure that the client's file is complete at all times.
- Follow up with clients and students in the event of an emergency.
- Follow up with students and faculty about assessments.
- Complete student evaluations at the mid-term and end of each term.

The Clinical Supervisor agrees to provide in-person, online or telephone clinical supervision for therapy that has been provided in person, online or by telephone by the student.

The Clinical Supervisor agrees to be present at a two-hour team meeting during the period covered by this contract.

The supervisor agrees to follow the policies of the Counselling and Psychotherapy Centre outlined in the Student Guide as well as the professional standards of the College of Registered Psychotherapists of Ontario (CRPO).

The Supervisor performs their duties primarily on the Employer's campus at 150 Hazel Street, Ottawa, ON and works any hour necessary to perform their duties and functions.

Conditions of employment

The Clinical Supervisor must meet the following criteria:

- Hold a graduate degree (master's or doctorate) in counselling or a related field.
- Have extensive clinical experience in psychotherapy of at least five years, acquired after graduation.
- Meet CRPO's "independent practice" requirements.
- Be a member in good standing of CRPO or, if permitted, of another professional order.
- Have completed 30 hours of clinical supervision courses that meet the requirements of the CRPO. If the supervisor was already supervising prior to April 2026, the 30-hour course

requirement may be replaced with directed training that may include supervised practice, individual, peer or group learning, and independent study including structured readings.

- Successfully complete the CRPO learning module on clinical supervision.
- Have professional liability insurance.

The Clinical Supervisor must meet the eligibility criteria and conditions of employment for the contract to be valid. If a Clinical Supervisor does not meet the eligibility criteria or ceases to meet the requirements, they must immediately notify the Counselling and Psychotherapy Centre Director.

The provisions for the holding of the Clinical Supervisor position, including scope, terms and conditions of employment and compensation, can be found in Policy RHR-203 "Contract – Clinical Supervisor".

Date and Term of this Agreement

Subject to the termination provisions set forth below, employment as a Clinical Supervisor will commence on [Start Date] and will be for a fixed term, i.e., until [End Date] (the "Expiry Date") (# weeks).

Contract Value

Rate of pay: [rate]/supervisory unit.

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

Contract value: _____ units × [rate] = \${contract value}.

Please note that the Clinical Supervisor will not receive additional remuneration for other activities related to supervision under any circumstances

The Clinical Supervisor understands that the value of contracts is proportional to the number of students assigned to them. As such, the employee acknowledges that no minimum number of hours is guaranteed in this contract. The withdrawal of a student from the program, for any reason, will result in a proportionate reduction in the value of the contract. The University will notify the Clinical Supervisor in a timely manner if there is a need to reduce hours.

Payment method

The Clinical Supervisor will be paid by direct deposit every two weeks, less standard and statutory deductions.

TERMINATION OF EMPLOYMENT CONTRACT

Termination of the contract on the Expiry Date

This Agreement will automatically terminate on the Expiration Date. The Employee agrees that they will not be entitled to notice of termination (or pay in lieu of notice) or any other payment or benefit, except for salary earned up to the Expiry Date, subject to minimum statutory rights. If any part of this clause grants the Employee rights that are lower than their rights under the *Act*, the minimum rights under the *Act* will prevail.

Termination of the contract by the Employer before the Expiry Date

If this contract is terminated with or without cause prior to the Expiration Date, the Employee shall receive only the minimum payments and benefits that are due to the Employee under the *Act*, including,

but not limited to, any unpaid wages, notice of termination (or pay in lieu of notice), severance pay (if applicable), and continued benefits (if applicable). The Employee understands and agrees that, in accordance with the *Act*, there are circumstances in which the Employee would not be entitled to notice of termination, pay in lieu of notice, severance pay or continued benefits.

The Employee agrees that meeting the minimum requirements prescribed by *the Act* satisfies any contractual or common law right that the Employee may have to notice of termination or severance pay. The Employee agrees that the provisions contained in the above paragraph are just and reasonable and that upon termination of this contract in accordance with the above paragraph, employment with the Employer will be terminated in its entirety and that the Employee will have no cause of action, claim or demand against the Employer as a result of the termination of this contract, whether at common law or under the *Act*, for charges of wrongful dismissal, notice or other damages resulting from the termination of your employment.

Resignation

An Employee may terminate this contract by giving at least two (2) weeks prior notice to the Employer of their decision to resign from their position. The Employer reserves the right to waive the notice period of resignation, in whole or in part, by paying the amount of salary and other benefits for the notice period waived by the Employer. If any part of this clause grants the Employee rights inferior to their rights under the *Act*, the minimum fees under the *Act* will prevail.

MISCELLANEOUS

Reviews

Notices authorized or required under this Contract shall be in writing and delivered by mail, registered mail or e-mail to the last known address of both parties to this Contract, or shall be delivered personally or by courier, including notices to the Employer.

Indivisible contract

This Agreement constitutes the entire and final contract between the parties with respect to the matters set forth herein and supersedes any other agreements that may have existed between them previously, and any agreements, understandings, letters of understanding, letters of commitment, communications, negotiations, or promises prior to the effective date of this Agreement.

Modification

Any modification to this Agreement or the waiver of a right arising therefrom shall be null and void if not explicitly stated and confirmed in a document signed by both parties to this Agreement. The contract cannot be modified without the authorization of Human Resources Services.

Continuous application

The terms of this Agreement, including but not limited to the termination provisions in the "Termination of Employment Agreement" section, will continue to apply for the duration of the Employee's employment, regardless of seniority or any changes that may occur in their position, duties and responsibilities, compensation or benefits, or any other term or condition of employment, unless otherwise agreed to in writing between the Employee and the Employer.

Invalidity of the provisions of this Agreement

A decision of a court that invalidates any provision of this Agreement and confirms its non-performance shall not affect the remaining provisions or their validity or enforceability.

Assignment

The Employee is prohibited from assigning this Agreement or the rights conferred on it hereunder. The Employee is further prohibited from delegating its performance hereunder. However, the Employer may transfer or assign any of its rights set out in this Agreement to another successor employer, partnership or corporation.

Applicable Laws

This Agreement shall be governed by and construed in accordance with the applicable laws of the Province of Ontario. The parties agree that, in the event of any dispute between the parties relating to the enforcement of this Agreement, the parties submit to the jurisdiction of the courts of Ontario in Ottawa.

This offer of employment is conditional on the receipt of the following:

- Proof of your eligibility to work in Canada, either a work permit if applicable, or a Social Insurance Number attesting to your status as a Canadian citizen.

Employer's contact information

SAINT PAUL UNIVERSITY
 223 Main Street
 Ottawa (Ontario) K1S 1C4
RH-HR@ustpaul.ca
 613-236-1393
 Human Resources Services

ACKNOWLEDGEMENT AND ACCEPTANCE

The employee acknowledges that They has read, understood and accepted the terms and conditions of employment set out in this Contract and declares that They considers them to be fair and reasonable. The Employee agrees that all provisions of this Agreement constitute valid and sufficient consideration for the purposes of entering into this Agreement.

The Employee also acknowledges that they have been provided with independent legal advice or have had the opportunity to obtain independent legal advice in connection with the terms of this Agreement. The Employee waives any technical, procedural and/or legal objection to the formation and full validity of this Agreement and/or its terms

Clinical Supervisor

Date

Dean of the Faculty

Date