

Supervision Cheat Sheet

- 1. Consultation/Supervision by a colleague that is not one of my principal supervisors?** Possibly - for ANY supervision hours to count the supervisor(s) in question MUST be approved and listed in our supervisor database prior to counting the hours. If you are unsure, ask your principal supervisor. New individuals can also be added at any time.
- 2. How do I add a supervisor?** Site Training Director should fill out the [Supervisor List Change Request](#).
- 3. Co-facilitating services with supervisor?** Yes, just make sure you don't double count these hours. They either need to be counted as client contact OR supervision.
- 4. Multidisciplinary/Treatment Team meeting/Grand Rounds?** Yes, but only if one of the intern's patient(s) is/are being discussed. Also, one of the principal or ancillary supervisors need to be present and evaluating the intern's participation in the meeting *and* discuss afterward in a manner that contributes to learning. This is classified as "secondary" supervision.
- 5. "Drop-in" supervision and/or "Drive-by" Consultation in the hallway?** Yes, any time spent discussing client cases or any issues with your principal or ancillary supervisor can be counted as supervision.
- 6. More than 2 hours a week of Individual Supervision (Licensed Psychologist)?** Yes, supervision can always include more Individual Supervision (Licensed Psychologist) hours. 2 hours per week is the minimum.
- 7. Telesupervision?** Yes, as long as it uses a synchronous audio/video format. Please see full list of telesupervision guidelines/regulations in the manual.
- 8. Peer consultation/supervision?** No, intern-to-intern consultation is tracked as training hours rather than supervision since they are not a supervisor.
- 9. Group Supervision (intern group)?** Yes, as long as the group is run by an approved supervisor. All group supervision is classified as "secondary" supervision. **Ancillary** supervisors may provide this, but only under oversight and direction of a licensed psychologist. **Ancillary** supervisors who provide Group Supervision will be required to attend Supervisor Orientation and complete Supervision Training Courses.
- 10. Do I need to make-up missed supervision when the intern or supervisors was on vacation?** Yes, see the *Making up Missed Supervision* policy in the manual.

Training Director

- ◆ Licensed Psychologist
- ◆ On-site at least 20 hours per week.
- ◆ Overall responsibility for training at site.
- ◆ Responsible to either complete all paperwork or delegate paperwork to other **Principal** supervisors as appropriate.
- ◆ Can also be a **Principal Supervisor**.

Training Requirements:

- ◆ Complete yearly CV update.
- ◆ Must attend Supervisor Orientation and complete Supervision Training Courses as necessary.

Principal Supervisor

- ◆ A Licensed Psychologists who is formally assigned to an intern is a **Principal** supervisor.
- ◆ Each site must have at least two, but may have more as able.
- ◆ Every intern will have at least two **Principal** supervisors formally assigned to them over the course of the year.
- ◆ Preference is being licensed for **2+ years** before being assigned to an intern.
- ◆ **Principal** supervisors collaborate with all other **Principal** and **Ancillary** supervisors to complete paperwork and evaluation of their assigned intern(s).

Training Requirements:

- ◆ Complete yearly CV update.
- ◆ Must attend Supervisor Orientation and complete Supervision Training Courses as necessary.

Responsibilities:

- ◆ Provides "Primary" supervision.

*Regular weekly face-to-face individual supervision
At least 2 hours required each week*

- ◆ May provide "Secondary" supervision.

*Intern group supervision
Multidisciplinary/Team Meetings
Co-facilitation, etc.*

- ◆ Maintains responsibility for client cases.

- ◆ May be asked to review and approve timesheets and/or complete quarterly evaluations and ILTPs if delegated by Training Director.

Ancillary Supervisor

- ◆ Any qualified professional, including licensed psychologists.
- ◆ Provides "Secondary" supervision.

*Multidisciplinary/Team Meetings
Grand Rounds, Co-facilitation
Intern group supervision (see #9),
Training in area of specialty, etc.*

- ◆ There are no required number of **Ancillary** supervisors.
- ◆ There are no required numbers of "Secondary" supervision as long as intern receives at least 4 hours of supervision each week.

Training Requirements:

- ◆ Complete yearly CV update.
- ◆ Not required to attend Supervisor Orientation or complete additional Supervision Training Courses unless required by NPTC.