**Contract for Supervision of mindfulness-based teaching and practice**

**Agreement between:**

**(supervisee) (supervisor)**

**Supervisee Contact details:**

|  |  |
| --- | --- |
| **Telephone** |  |
| **Email** |  |
| **Skype/Zoom** |  |

**Supervisor Contact details:**

|  |  |
| --- | --- |
| **Telephone** |  |
| **Email** |  |
| **Skype/Zoom** |  |

**Content and process of Sessions**

The Supervisee needs to take responsibility for bringing issues to supervision and deciding how to apply the learning gained. The Supervisor may wish to be emailed in advance with a provisional agenda for the next supervision session to facilitate the best use of the time available.

Supervisees should be strongly encouraged to record all of their teaching and to regularly bring recordings of clips of their teaching to supervision in accordance with their Trust’s Information governance Policy.

The Supervisor will be responsible for offering mentoring, guidance and support; s/he may also exercise his/her responsibility to bring issues to the session agenda that s/he consider necessary to discuss; and/or for suggesting a practice of teaching and inquiry during the sessions. The supervision process will aim to encourage investigative dialogue and exploration around the issues brought to supervision or arising in the session. This is a two-way learning process, though advice and guidance may be offered as appropriate.

Ideally, supervision will cover:

1. Development of personal practice, including exploration of how this underpins professional MBCT work.
2. Development of teaching practice, by giving feedback on recordings with reference where possible to the MBI-TAC on which they will be assessed.
3. Supporting the supervisee’s reflective practice, bringing together personal practice and teaching.

*Please note:*

Trainees are qualified mental health professionals, so responsible for their work. If there are problematic issues, especially to do with risk, the trainee will need to raise these also with their manager if the supervisor does not work in their service. Discussion of those issues of risk still need to be discussed in mindfulness supervision even if the mindfulness supervisor is not clinically responsible. Please ensure that clinical responsibility is discussed as part of the contracting process.

**Background information**

**Prior to the first session, the supervisee should send the supervisor the following information:**

Please specify what you are hoping to gain from the supervision sessions, e.g.

the course content and curriculum, discussion of individual participants’ contributions or vulnerabilities, the group process, personal process during teaching, your overall development as a mindfulness teacher – areas of competence and learning edges (MBI:TAC competencies), personal mindfulness practice and its relationship to teaching. Please also state your background profession/work and a brief summary of what personal practice you do.

**Confidentiality**

Discussions in the sessions will normally be held in complete confidence except in rare cases where a supervisor or supervisee has concerns about the ethical practice or competence of the other. In these cases, the supervisor and supervisee have a duty to discuss the matter with their manager and training lead.

If recordings are used as part of the supervision process, the Supervisee must gain clients’ explicit written consent to recorded material being used for this purpose in accordance with the UK Mindfulness Centres Collaboration information governance document and with the policies of their employing organisation where applicable (e.g. NHS Trust).

The Supervisor may take any appropriate issues arising from the supervision to his/her own supervision process, in which case all reasonable care will be taken to ensure the Supervisee’s anonymity and maintain confidentiality.

If the Supervisor or Supervisee is sufficiently concerned about a matter with serious ethical, medico-legal or criminal implications that come to light in supervision in relation to the supervisee or supervisor (including concerns about fitness to practice), s/he reserves the right to break confidentiality by discussing this with another responsible person (such as the Supervisee’s professional manager) and the local training site lead. This would never be done without making every effort to discuss it with them first.

**Supervision Notes and Data Protection**

The Supervisor will keep notes of the supervision sessions as a reminder of what was discussed. These will be kept in a locked cabinet or if electronic they will be password protected. The Supervisor may refer to these notes in their own supervision. In addition, the supervisor will keep a Supervision Record Form which will be shared with the Training Lead at the end of supervision. All notes and records will be kept for 7 years.

**Arrangements for the sessions**

* The Supervisor will be responsible for administering this contract.
* The dates, frequency, times and locations of supervision sessions will be negotiated by the Supervisor and Supervisee.

**Complaints**

Any concerns arising in relation to the supervision being offered should in the first instance be raised directly with the Supervisor. If this does not lead to a resolution of the issue, the Supervisee should contact the local training lead. If the local training lead cannot resolve it, then it will be taken to the UK Mindfulness Centres Collaboration training steering group.

**Cancellation policy**

Cancellation should be within a period mutually agreed between supervisor and trainee. Re-arranged supervision sessions cannot be guaranteed with cancellations at very short notice.

**Session details**

**First 8 week course - Number of sessions and dates (state if shared or individual):** **………………………………………………………….**

**…………………………………………………………….**

**………………………………………………………….**

**…………………………………………………………….**

**Second 8 week course - Number of sessions and dates (state if shared or individual ): ………………………………………………………….**

**…………………………………………………………….**

**………………………………………………………….**

**…………………………………………………………….**

**Method of Delivery (face to face, phone, Skype, Zoom)**

**I agree to the terms set out in this supervision contract.**

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**Name of Supervisee Date Signature**

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**Name of Supervisor Date Signature**

**This contract must be signed (electronically) by the Supervisor and Supervisee after discussion and agreement. Copies should be kept by both parties for reference.**