



PSYCHOLOGICAL ASSOCIATION OF MANITOBA RECORD OF SUPERVISION HOURS

INSTRUCTIONS:

Appraisal Forms-Mailed Every Six Months:

Supervisor Appraisal Forms: Forms are available on the PAM website and must be submitted every six months.

Recording Supervision Hours-Submitted with Oral Exam Application:

We ask that supervision hours be carefully recorded and only submitted to PAM once complete, which would be at the time of the candidate's submission of the oral exam application. Please type all entries for legibility on the fillable form included with this document. Submissions that are hand-written will no longer be accepted. Ensure that both the candidate and the supervisor have signed and dated each page of the *Record of Supervision Hours* form.

When can Candidates start accruing supervised experience?

Candidates begin accruing supervision hours for the purpose of registration once two conditions have been met:

1. The candidate officially becomes a member of PAM.
2. The candidate has fulfilled all the requirements of their graduate degree, with official confirmation from the educational institution.

Please indicate the date you earned your doctorate: _____

Only supervision hours collected after this date qualify as post-doctoral supervision

Required Number of Hours:

The total hours of supervised professional experience on the *Record of Supervision Hours* form are the total number of hours of work activity under the supervision of the supervisor signing the form. Over the course of one year, a candidate in one employment setting working a standard 8-hour day, or 40 hours per week, with 3 weeks of holidays, would then have accrued 1960 hours of professional experience. Supervision by a Registered Psychologist is required for a period equivalent to two years (full time), with documentation of 100 hours of direct supervision each year (total 200 hours of direct supervision). One year of supervision must be post-doctoral (following completion of the doctoral degree) and the other could be from a pre-doctoral residency or internship. Candidates who do not have a pre-doctoral residency would be required to fulfill two post-doctoral years of full-time supervised practise.

Individual Supervision:

Individual supervision is one-to-one supervision provided to the supervisee by the supervising psychologist, who is accountable for the professional psychological service provided to a patient/client(s). It consists of visual and/or verbal communication in person between the supervisor and the supervisee in which:

- The supervisor observes the supervisee deliver psychological service (in the room or via one-way mirror), or;
- The supervisor and the supervisee review audio or video recordings of the supervisee's delivery of the psychological service, or;
- The supervisor and supervisee engage in case discussion where the supervisee reports on the delivery of psychological service to the patient/client(s)

Individual supervision can occur between the supervisor and the supervisee as the only participants or it can occur in a group format with other supervisors and supervisees present. However, when supervision occurs in such a group format, it is only counted as individual supervision when it involves supervisor feedback directly to the supervisee working with a particular patient/client (i.e., it must be equivalent to when the supervisor and supervisee are the only participants). Observing and participating in person with the supervision of another supervisee by a supervisor would be counted as group supervision (counted at half credit).

Group Supervision:

Group supervision is when supervisees participate in the supervision of the psychological services delivered by another supervisee in a group format. (Two hours of group supervision is equivalent to one hour of individual supervision).

- Group supervision can also be meetings with supervisors and supervisees to review and discuss some method or technique of psychological service delivery, particular problems or disorders, or a professional or ethical issue affecting practice. However, to qualify for group supervision, this discussion must be in the context of clinical work with identified and ongoing cases. Continuing education workshops, case presentations, or seminars; or staff or administrative meetings DO NOT count towards group supervision hours.
- It is the candidate's responsibility to clearly identify each supervision hour that is claimed as either individual or group supervision, and to use different forms to report these hours. The candidate must also state explicitly if the group supervision hours have been adjusted or not (i.e. counted as half value of individual supervision hours).

Supervision With One or More Supervisor:

Each *Record of Supervision Hours* form should only indicate the hours of supervision by the supervisor who signed the form. For multiple supervisors, use multiple forms.

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RECORD OF SUPERVISION HOURS**

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- Supervision hours are to be recorded in real time and then submitted with with the oral exam application.

INDIVIDUAL SUPERVISION HOURS

Supervisee: _____ Supervisor: _____

For period from _____ to _____

Individual supervision consists of visual and/or verbal communication in person between the supervisor and the supervisee in which:

- The supervisor observes the supervisee deliver psychological service (in the room or via one-way mirror), or;
- The supervisor and the supervisee review audio or video recordings of the supervisee’s delivery of the psychological service, or;
- The supervisor and supervisee engage in case discussion where the supervisee reports on the delivery of psychological service to the patient/client(s)

Individual supervision can occur between the supervisor and the supervisee as the only participants or it can occur in a group format with other supervisors and supervisees present. However, when supervision occurs in such a group format, it is only counted as individual supervision when it involves supervisor feedback to the supervisee working with a particular patient/client (i.e., it must be equivalent to when the supervisor and supervisee are the only participants).

Total hours of supervised professional service during this period _____

Date	Nature of clinical work receiving INDIVIDUAL supervision	Hours
Total Hours for this Period		

Signature of Supervisee: _____

Date: _____

Signature of Supervisor: _____

Date: _____

Note: Signing this form means that both parties have reviewed and comply with the PAM Supervision Guidelines

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GROUP SUPERVISION HOURS

Supervisee: _____ Supervisor: _____

For period from _____ to _____

Group supervision is when supervisees participate in the supervision of the psychological services delivered by another supervisee in a group format. **(Two hours of group supervision is equivalent to one hour of individual supervision).**

Group supervision can also be meetings with supervisors and supervisees to review and discuss some method or technique of psychological service delivery, particular problems or disorders, or a professional or ethical issue affecting practice. However, to qualify for group supervision, this discussion must be in the context of clinical work with ongoing cases. Continuing education workshops or seminars; or staff or administrative meetings DO NOT count towards group supervision hours.

Total hours of supervised professional service during this period _____

Date	Nature of GROUP supervision	Hours
	Total Hours for this Period	

Signature of Supervisee: _____

Date: _____

Signature of Supervisor: _____

Date: _____

Note: Signing this form means that both parties have reviewed and comply with the PAM Supervision Guidelines