



# Psychological Association of Manitoba Supervisor Agreement

## Supervision Requirements

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Applicants must submit a Supervisor Agreement(s) as part of their candidate application.

**An agreement must be completed by each supervisor and anytime a new supervisor is obtained.**

Note: an approved supervisor must have an equivalent graduate degree as the candidate or higher.

Candidates may begin accruing supervision hours for the purpose of registration after the following conditions have been met: (a) they have formally been approved as candidates for registration, (b) they have completed all the requirements for their graduate degree, and (c) they have signed an agreement with an approved supervisor.

One year of supervised practice should be a minimum of 1500 hours of professional activity that is acceptable to the Registration and Membership Committee. Each year must include at least 100 hours of direct supervision. Up to 25% of direct supervision can be group supervision, where group supervision is defined as the time the candidate spends observing another supervisee's work being reviewed by a supervisor. Two hours of group supervision is counted as one hour of direct supervision. The time a candidate spends receiving feedback on their own work in a group supervision setting can be counted as individual supervision, meaning one hour of this type of supervision is considered one hour of direct supervision. In addition, up to 25% of individual supervision can be asynchronous, which occurs where the supervisor has produced detailed feedback on the candidate's work and this feedback is later reviewed by the candidate. Most typically this occurs when a supervisor has reviewed an assessment report and has provided detailed written feedback. Asynchronous supervision is only permitted when the supervisor's feedback is sufficiently detailed that the candidate needs to spend roughly an equivalent amount of time to review the feedback as was required to create it. The supervisor must also advise the candidate about the amount of time they spent generating their feedback. It is this time that the candidate can count as equivalent to direct supervision.

**Change in supervisor:** Candidates must send in a new supervisor agreement (as soon as possible or 30 days maximum) if their supervisor changes. Final appraisals from outgoing supervisors must be submitted to PAM.

### Instructions

1. Supervisor(s) complete the fillable form on page two and forward to the candidate for their signature.
2. Candidates, please include the signed agreement with your application documents.
3. Supervisor(s) and applicant should each keep one copy for their records.

It is the responsibility of the Candidate and Supervisor to obtain any necessary approval for the supervisory agreement from any sponsoring institutions involved. The cost of supervision should be borne by the Employer. The Supervisor should not receive any remuneration, direct or indirect, from the Supervisee for the supervision.



# Psychological Association of Manitoba Supervisor Agreement

## Agreement to Be Signed by Supervisor

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1. I understand that \_\_\_\_\_ (**Candidate**) is applying for registration as a Psychologist or Psychological Associate with PAM. I agree to act in the capacity of Supervisor during the period designated by PAM.
2. As indicated on the candidate's application; the area(s) of competence sought are:

### Fields of Practice

### Client Groups

3. I agree to supervise and appraise \_\_\_\_\_ (**Candidate**) in accordance with PAM's Standards and Guidelines. I agree to practice open disclosure of my standing as their Registered Psychologist Supervisor.
4. I agree to supply PAM with [Supervisor Work Appraisal Forms](#) of the Candidate every six months to the end of the supervision period. Further, I am in a position to, and agree to accept responsibility for the quality of the Applicant's work as a Candidate and will review the work with the Applicant on a regular basis, at least twice a month, during the period of candidacy.
5. I agree to supply PAM with the [Record of Supervision Hours](#) form at the end of the supervision period. Note: while Appraisal forms must be submitted every six months; hours are to be documented during the candidacy and only submitted all together when the candidate submits their Oral Exam Application.
6. I agree to inform PAM and the Candidate immediately of any circumstances affecting my ability to perform these contractual obligations.
7. I agree to document my supervision in writing as indicated on PAM's *Record of Supervision* form.
8. The date for commencement of the period of supervision is: \_\_\_\_\_
9. The expected minimum hours of professional supervised experience per week is: \_\_\_\_\_

### Signature of Registered Psychologist Supervisor

Name: \_\_\_\_\_ Certificate No: \_\_\_\_\_

Position: \_\_\_\_\_

Location Supervision is Taking Place \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

### Signature of Applicant/Candidate

I acknowledge receipt of a copy of this agreement and agree to comply with the requirements stated herein during my period of Candidacy.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_