

**Standards for Supervision of Provisional Psychologists:
Form "A": Supervision during the required 1600 hours of supervised practice**

Provisional Psychologists and their supervisors must abide by the "Standards for Supervision of Provisional Psychologists"

1. A supervisor must be a Psychologist who is approved as a supervisor by the CAP Registration Approvals Sub-Committee/Panel. He/she must:
 - a) not be under orders of discipline;
 - b) have a minimum of 5 years of experience as a psychologist (or equivalent title) satisfactory to the Registration Committee, unless he/she will be supervising candidates in a pre-doctoral internship program accredited by the Canadian Psychological Association or the American Psychological Association;
 - c) be competent in the area of practice in which they are supervising (see Standards of Practice, sec. 3(1)).
 - d) be familiar with the College regulations, bylaws and standards of practice, as they relate to the supervision of provisional psychologists;
 - e) not have a current or previous familial or sexual relationship with the provisional psychologist.
2. A provisional psychologist must remain under the supervision of a psychologist within the circumscribed mandate of a supervision plan that has been approved by the Registration Committee/Panel until such a time as he/she has successfully completed the required 1600 hours of supervised practice. Approved supervision must also be maintained at all times (i.e. subsequent to completion of the required 1600 hrs.) until the provisional psychologist has satisfied all the requirements of status as a psychologist and received official notification of registration as a psychologist. (See form "B" of Standards for Supervision of Provisional Psychologists).
3. A provisional psychologist may be supervised by more than one psychologist, provided that there is one primary supervisor assigned responsibility for the applicant's supervision in each "branch of psychology" selected by the candidate as part of his/her declared area(s) of competence and that each of these primary supervisors ensures the overall monitoring and coordination of the supervision of the candidate within the selected branch of psychology.
4. Two supervision evaluation reports are required for each branch of psychology declared, from each primary supervisor; one at the half-way point of the supervision experience, and the other at its completion or termination (whichever occurs first). The first evaluation report must be kept on the supervisor's record of supervision. The final evaluation report must be submitted to the Registration Committee/Panel within one month of completion or termination of the supervision and will:
 - i) describe the supervisee's interpersonal relationship skills, level of competence, and limitations;
 - ii) confirm that the supervisee has satisfied all the requirements of supervision as established by regulation and bylaws; and
 - iii) provide a recommendation regarding the supervisee's readiness for independent practice.

In the case where concerns are raised by a supervisor's final evaluation report, the Registration committee/Panel may seek additional information as needed, and the candidate may be denied registration as a psychologist, or required to obtain additional supervision hours.
5. Any fees or expenses that may arise from the supervisory arrangements are solely the responsibility of the supervisee.

6. There will be a minimum of 1-hour supervision for every 15 hours of psychological practice. The supervision will be conducted at approximately 15-30 hour intervals.
7. At least 25% of the supervision hours will be on-site (i.e. where the provisional psychologist conducts his/her work) face-to-face supervision.
8. At least 75% of the supervision hours will be individual supervision.
9. When a group format is used for supervision purposes, the group must not be larger than 6 members and the supervisor must maintain responsibility for the learning experience of the individual supervisee i.e. this responsibility can not be relegated to the members of the group.
10. Supervisors must be available for emergency consultation and intervention in work settings where emergencies arise. Supervisors will also ensure that an alternative supervisor is available for periods of time when the assigned supervisor is unavailable to the supervisee.
11. A Provisional Psychologist must ensure that users of his or her services are informed of his or her provisional status. A declaration of consent will be signed by the client attesting that the client has been informed and helped to understand the implications of being seen by a provisional psychologist. The consent form will be kept on the client file. In situations where there are good reasons for not using signed consent forms, the provisional psychologist will accept and document the client's oral consent.
12. A Provisional Psychologist must inform his/her clients prior to providing services that their cases will be discussed with the supervisor.
13. All written reports (i.e. official/formal reports excluding contact/case notes) and clinical correspondence entered into a client's file must be countersigned by the supervisor.
14. Supervisors will review, and assist their supervisees in applying:
 - a) the Health Professions Act and Psychologists Profession Regulation;
 - b) the CAP bylaws relevant to the practice of psychologists and provisional psychologists;
 - c) the Canadian Code of Ethics adopted by CAP;
 - d) the Standards of Practice of CAP;
 - e) jurisprudence matters relevant to the provisional psychologist's areas of practice; and
 - f) the CAP guidelines relevant to the provisional psychologist's areas of practice.
15. An ongoing record of supervision will be maintained that details the types of activities in which the supervisee is engaged and any issues relevant to the supervisee's competence. Both the supervisor and supervisee will sign the record after every 30 hours of practice and each keep a copy.

Revised: November 2007