

Standards for Supervision of Provisional Psychologists: Form "B": Supervision after the completion of 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 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.
 - c. be competent in the area of practice in which they are providing supervision (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 conflict of interest with the provisional psychologist as outlined in the Standards of Practice #14.
2. A provisional psychologist may not employ or supervise his/her approved supervisor(s).
3. A provisional psychologist may not provide services as a sole practitioner in an independent private setting.
4. Approved supervision must be maintained at all times subsequent to completion of the required 1600 hours until the provisional psychologist has satisfied all the requirements of status as a psychologist and received official notification of registration as a psychologist.
5. 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.
6. An evaluation report must be completed and submitted to the Registration Committee every six months (from the finish date identified on the candidate's last supervision plan). It will:
 - i) evaluate the supervisee's interpersonal relationship skills, level of competence, and limitations;
 - ii) attest to the supervisee's continued readiness for independent practice; and
 - iii) confirm the provisional's area of practice. If the area of practice is different from the area of practice that was approved in the 1600 hour supervision plan/waiver request, the candidate must notify the Registration Committee/Panel of any changes and provide detailed written information outlining what steps were taken to become competent to practice in the new area of practice.

In the case where concerns are raised by a supervisor's 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.

7. Any fees or expenses that may arise from the supervisory arrangements are solely the responsibility of the applicant.
8. There will be a minimum of 1-hour of individual supervision every month. This will be in addition to time spent by the supervisor reviewing and signing reports.
9. 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.

10. 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.
11. A Provisional Psychologist must inform his/her clients prior to providing services that their cases will be discussed with the supervisor.
12. 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.
13. 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.
14. 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 monthly and each keep a copy.

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