

Clinical Supervision Agreement – Design Your Mind

Supervisor: Melisa Adams

Qualifications: BSc (Hons) Psychology, MSc Integrative Therapy

Professional Membership: BACP Accredited Psychotherapist & Clinical Supervisor

Contact: info@designyourmind.co.uk

Session Format: Online or telephone supervision

Purpose of Supervision

Supervision is a collaborative, reflective space that supports ethical, safe, and effective therapeutic practice. It encourages professional development, self-awareness, and accountability. My approach is integrative and trauma-informed, drawing on person-centred, psychodynamic, and CBT principles, tailored to the supervisee's modality and level of experience.

Session Fees & Format

- **Individual Supervision:** £70 for 50 minutes
- **Group Supervision:** By prior agreement
- Supervision is delivered via secure video call or telephone.
- Frequency and duration are agreed in line with BACP standards and the supervisee's needs.

Payment & Cancellation Policy

- Payment is due in advance or on the day of the session via bank transfer.
- **A minimum of 48 hours' notice** is required to cancel or reschedule a session.
- Missed sessions or cancellations with less than 48 hours' notice will be charged in full.

Payment Details

- Payment is required either in advance or on the day of the session. Please use the details below:
- **Bank Transfer Details:**
 - Account Name:* Miss Melisa Adams – Design Your Mind
 - Sort Code:* 51-81-34
 - Account Number:* 96691530
- Please use your name and date of the session as the payment reference.

Responsibilities

- **Supervisor:** I am responsible for supporting your development, encouraging ethical reflection, and raising concerns if I believe client safety or ethical standards are at risk. This includes, where necessary, informing your professional body or employer after discussion where possible.
- **Supervisee:** You remain responsible for your own clinical work, decision-making, and compliance with your professional body's ethical guidelines.

Confidentiality & Ethical Conduct

All supervision is confidential. However, I may need to share information if:

- There is risk of serious harm to a client, the supervisee, or others
 - There is a legal obligation
 - You give consent for specific sharing
- All discussion of client work must ensure anonymity.

We both agree to work in accordance with the BACP Ethical Framework for the Counselling Professions.

Dual Relationships & Boundaries

This is a professional relationship. If any dual roles (e.g. colleague, trainer, therapist) exist or arise, we will address them transparently to avoid conflicts of interest.

Record Keeping

I will keep brief, secure records of supervision sessions in line with GDPR and for professional accountability.

Use for Accreditation or Training

If you are using these sessions for accreditation or training purposes, it is your responsibility to ensure they meet your institution's requirements. I am happy to complete any necessary documentation.

Review and Endings

Supervision will be reviewed periodically (e.g., every 6–12 sessions) to ensure it remains effective and appropriate. Either party may end the supervision relationship with notice and, ideally, a closing review session.

Supervisee Declaration

I have read and understood this supervision agreement. I agree to work within these terms and understand my responsibilities as a supervisee.

Name: _____

Signature: _____

Date: _____