

The information provided in this Practice Support checklist is intended to provide general guidance to assist registrants in identifying issues and options that should be considered, and implementing strategies to address issues, resolve problems and improve practice, with respect to a particular aspect of psychology practice. No checklist can anticipate all variables that might be relevant to a specific professional decision or circumstance, but the checklist can provide general guidance to registrants dealing with the identified practice issue. Registrants are also invited to contact the Practice Support Service with any questions.

Readers are advised that documents provided by the Practice Support Service are not legal advice, and do not supplant any applicable legislation, the College's Code of Conduct, or any other official College communications. While an effort has been made to be comprehensive, the information in this checklist is not exhaustive, and the College makes no warranty or representation as to its currency, completeness or accuracy. The College accepts no responsibility for any errors or omissions, and expressly disclaims any such responsibility.

This checklist does not establish standards, limits or conditions for registrants' practice for the purposes of the Health Professions Act, and it is not intended to impose mandatory requirements to the extent that such requirements are not established under the Code of Conduct. In the case of any inconsistency between this checklist and any Code standard, the Code standard governs. The final decision on the course of action to be taken in any practice situation is made by the registrant, and checklists are not intended as a substitute for the professional judgment and responsibility of the registrant. Exclusive reliance on checklists is imprudent, as every practice decision depends on its own particular circumstances.

This document may not be copied in part. Registrants wishing to copy it in its entirety must keep this disclaimer attached and must identify it as a College of Psychologists of B.C. Practice Support document. For ease of reference, select Code standards are indicated in brackets following checklist items. Registrants are obligated to consider any other Code standards and legislation that may be relevant to a specific practice situation. All references to the Code of Conduct and other legislation is current to the date indicated at the beginning of each checklist.

## Provision of Supervision Services Checklist

This document is intended to assist registrants who provide supervision services, including those cases in which the potential supervisee is not a graduate of a psychology program, to do so consistently with obligations under the *Code of Conduct*. Relevant Code standards are indicated in brackets following the checklist items. Registrants who are or will be providing regulatory supervision services on behalf of the College should contact the College directly with any questions or concerns regarding their specific supervision agreement(s).

- I have the requisite education, training, and experience to offer supervision services. **(3.5)**
- I have the requisite education, training, and experience to supervise the content area and activities being considered. **(3.5)**
- I have a plan for maintaining professional and regulatory knowledge related to the supervisory services being provided. **(3.2, 3.7, 3.8)**
- I have familiarized myself with any relevant professional and regulatory documents pertaining to the profession of my intended supervisees if they are from another mental health background. **(3.8, 15.9, 18.1)**
- I will establish a defined professional relationship with any person I undertake to supervise. **(8.1, 5.34)**
- I have reviewed the education, training, and experience of my supervisees, considered the responsibilities that my supervisees are able to perform competently on the basis of their education, training, or experience with the level of supervision I am providing, and will ensure that there is an appropriate match between the responsibilities I assign and the level of supervision I offer. **(3.1, 5.21, 5.23)**
- I will not teach the use of any techniques or procedures to individuals who lack the prerequisite training, legal scope of practice, or expertise. **(5.34, 11.13, 15.8, 15.10)**
- I have considered my existing agreements with test publishers and considered supervisee qualifications for utilizing any specifically contemplated testing materials, and will only teach the use of testing materials to appropriately qualified individuals. **(11.13, 11.14, 11.16, 15.8)**
- I will maintain awareness of the quality of the services my supervisees are providing to the service recipients to ensure they are meeting *Code of Conduct* requirements. **(3.1, 5.21, 5.22)**
- I will provide psychological information during training accurately and objectively. **(10.14, 15.5)**
- I have an appropriate process for assessing, and providing feedback to, supervisees. **(15.6, 15.7)**
- I will create and maintain supervisory records in accordance with *Code of Conduct* requirements. **(7.19, 13.8, 13.9)**

- I have clarified any and all reporting requirements regarding my supervisee(s) with employers, organizations, educational institutions, regulatory bodies, etc., as relevant, and discussed these requirements with my supervisee. **(4.2, 5.13)**
- I have clarified the intended objectives of the supervisee in seeking my supervision services, and have ensured that the purpose, intent, and substance of my supervision services is consistent with these objectives or declined to offer the services. **(8.2, 5.34)**
- If my potential supervisee is, or plans to be, an applicant for registration with the College, I have, as part of clarifying the intended objectives of the supervisee in seeking my supervision services, ensured they have determined any registration requirements for supervision and whether my supervision services meet those requirements, if applicable. **(8.2, 5.34)**
- I have confirmed that I am not offering supervision services for an inappropriate purpose or to someone who lacks the requisite education, training, and experience to undertake the supervised activities. **(5.21, 5.22, 5.23, 5.24, 5.34, 12.16)**
- I will obtain informed consent from supervisees before offering my supervision services. **(4.1, 4.2)**
- Informed consent procedures with potential clients include all relevant information relating to the supervised nature of the services being offered, including my professional responsibility and legal accountability for those services. **(4.2, 4.7, 8.6, 8.7)**
- I will ensure clients and third-party payers are informed of my name, status, and responsibility for the services being delivered by my supervisees. **(4.7, 8.6, 8.7)**
- All fee reports will accurately include the supervised nature of the services and the identity and status of the service provider. **(4.7, 12.15)**
- I will address any circumstances in which the supervised services are being offered within a sponsoring institution and I believe that the most appropriate service for a client is not in accord with the expectations of the institution, by acting in accordance with *Code of Conduct* requirements. **(8.8)**
- I have ensured my liability insurance will cover my contemplated supervisory activities. **(3.8)**
- I have conducted a review of the *Code of Conduct* to ensure my contemplated services are in compliance with all relevant *Code* requirements. **(3.1)**