

# **British Columbia Association of School Psychologists (BCASP)**

## **SUPERVISION GUIDELINES**

**Revised December 2010**

The following guidelines are intended to define the standards and the conduct of supervised practice in the process of obtaining certification as a school psychologist. As guidelines they may be modified to meet unique individual situations with the prior written consent of the Membership Committee.

### **CONTENTS:**

- 1. Purposes of Supervised Experience**
- 2. Duration**
- 3. Full-Time and Part-Time Assignments**
- 4. Work Setting**
- 5. Supervision Plans**
- 6. Nature of Experience**
- 7. The Supervisor**
- 8. Role of the Supervisor**
- 9. Amount of Supervisor Contact**
- 10. Conduct of Supervision**
- 11. Role of the Supervisee**
- 12. Yearly Supervision Report**
- 13. Prior Supervised Practice**

### **1. Purposes of Supervised Experience:**

The supervised experience required for certification fulfills several purposes:

- A. It contributes to the upgrading of professional services and the maintenance of standards of practice.
- B. It enhances the growth and skills of the developing practitioner of school psychology.
- C. It protects the public from potential harm through the reduction of professional errors.

### **2. Duration:**

To obtain certification as a school psychologist in BCASP an applicant (who has not participated in an accredited university's school psychology practicum or intern experience of at least 1200 hours) must show evidence of one year (10 months) of successful supervised experience as a school psychologist in a school setting.

- A. For a period of supervised experience to be credited it shall consist of a minimum of 4 consecutive months in the same setting.
- B. Only supervised experience that is evaluated as being acceptable can be considered for credit.

- C. Notwithstanding the specified duration, a supervisee must continue to be supervised until such time as the Membership Committee formally grants full certification, or the Membership Committee decides that supervision is no longer required.
- D. Where a school psychologist has completed the applicable period of supervised experience required for certification but not achieved a passing score for the PRAXIS examination, the psychologist must continue supervision at the rate of one hour per month.

### **3. Full-Time and Part-Time Assignments:**

- A. A full-time assignment is defined as an assignment of at least .80 FTE or an average of 4 days per week during a single school year.
- B. A part-time assignment is defined as a rate of practice activity of less .80 FTE.
- C. Part-time assignment of less than two days per week (.40 FTE) is not acceptable for the purposes of obtaining credit for supervised experience.
- D. All supervisees are required to have an approved supervision plan and receive the minimum amount of formal supervision (see section 9) of 1 hour per week.

### **4. Work setting:**

It is recommended that the setting where supervised experience is acquired be one in which:

- A. School Psychology services are well established.
- B. At least one experienced (5 years of practice or longer) certified school psychologist, registered psychologist, or registered psychological associate is available for consultation.
- C. There are sufficient materials and equipment to allow for the use of various types of assessment procedures.
- D. Independent private practice is **not** permitted under provincial regulations.

### **5. Supervision Plans:**

Supervisees must have an approved supervision plan for their supervised experience.

- A. The supervision plan must be approved by the Membership Committee prior to the beginning of supervision.
- B. The supervision plan must cover all the supervisee's professional activity as a school psychologist.
- C. Where the initial plan does not cover the full period of supervision, or when the supervisee changes supervisors or goes to a different work setting, an updated supervision plan must be submitted immediately. If, for some reason, an updated plan cannot be submitted immediately or there is an interruption in supervision, the supervisee must immediately notify the Membership Committee in writing and explain the situation.
- D. Where the supervisor provides supervision as a job responsibility recognized by his or her employer, the supervisee will not remunerate the supervisor. However, if the supervisee enters into a private arrangement with a supervisor, BCASP permits the supervisee to pay the supervisor for this service. BCASP recommends that the supervisee enter into a contract with the supervisor,

defining the services to be provided and the terms of payment, and that a draft copy of the contract is submitted with the supervision plan to the Membership Committee.

#### **6. Nature of Experience:**

The professional experience to be supervised should:

- A. Specifically involve the practice of school psychology and involve such relevant activities as:
  - i. Producing Written Reports
  - ii. Presenting Oral Reports to Parents or Examinees
  - iii. Completing Formal Assessments
  - iv. Participating in Case Conferences or Team Meetings
  - v. Consulting with Teachers and Others
- B. Permit pertinent exchanges with other school psychologists and other professionals.
- C. Allow for the use of a variety of approaches and techniques of evaluation, assessment and consultation.
- D. Facilitate the process of continuing education to allow the individual to become familiar with new developments.

#### **7. The Supervisor:**

In order to be approved by the Membership Committee, the Supervisor:

- A. Shall be a certified school psychologist, or (with the prior written permission of the Membership Committee) a registered psychologist or registered psychological associate.
- B. Normally, should not be the direct administrative supervisor of the supervisee who has the responsibility of job evaluation. It is only in exceptional circumstances that the administrative supervisor will be approved as the Supervisor. Approval must be sought in advance of setting up the supervision experience
- C. Should have no more than three supervisees at any one time without the expressed approval of the Membership Committee.

#### **8. Role of the Supervisor:**

The supervisor must agree to accept professional, ethical, and tutorial responsibility for the work of the supervisee. Specifically the supervisor shall:

- A. Monitor the professional activities and standards of the supervisee.
- B. Be prepared to intervene in problematic situations requiring attention at a level of skill not yet mastered by the supervisee.
- C. Regularly evaluate the performance of the supervisee.
- D. Provide guidance in administrative issues in the practice setting.
- E. Continue and facilitate the supervisee's education and acquisition of skills.
- F. Submit evaluations of the supervisee's progress to the Membership Committee as required.

- G. Immediately inform the Membership Committee and supervisee if, for any reason, supervision cannot be continued.
- H. Immediately inform the Membership Committee if, in the supervisor's opinion, the supervisee cannot perform at a professional level.
- I. Immediately inform the Membership Committee in writing of serious reservations relating to any aspect of supervision.

## **9. Amount of Supervisor Contact:**

Supervisor contact is designated as formal or informal supervision. Formal supervision refers to planned contacts of at least half-hour duration, which normally take place as face-to-face meetings. Informal supervision refers to ad hoc and usually brief contacts, which may include casual encounter of the supervisor and supervisee in the workplace, or contact by telephone, email and similar means of communication.

The Membership Committee is aware of the problems in conducting face-to-face supervision in remote locations. In such situations the Membership Committee will consider other options such as monthly face-to-face meetings supplemented by weekly telephone/computer consultation or teleconference sessions. The key is that the supervision be adequate in the opinion of the supervisor, the supervisee, and the Membership Committee.

Formal supervision shall take place on a regular basis, and it shall meet the minimum time requirements set out below. The supervisor is also expected to be available for and receptive to informal supervision contact. The Membership Committee recognizes that the need for supervision can vary and the supervisor is expected to provide both formal and informal supervision with consideration for the supervisee's level of professional experience, work demands, and personal life situation.

The Membership Committee permits group supervision, provided that there are not more than three supervisees involved, and each supervisee receives at least one hour per month of individual supervision.

**Full-time assignment:** The recommended amount of formal supervision for fulltime assignment (see section 2A) should be 10 hours per month (approximately 2 to 3 hours per week).

**Part-time assignment:** Where the supervisee has a part-time school psychology assignment between .80 and .40 FTE, the amount of formal supervision shall be prorated, with a minimum of 1 hour per week, and the duration of supervised experience extended to compensate for the lower rate of practice and supervision.

## **10. Conduct of Supervision:**

It is recognized that the variability in the preparation for practice and the type of professional activity engaged in by supervisees will require individually tailored supervision. Therefore, the specific content of the supervised procedures will have to be determined between the supervising school psychologist and his/her supervisees. The supervision activities listed below are pertinent to most forms of professional practice so the Membership Committee expects them to be included in the Supervision Plan. Where a supervisee believes an activity is not pertinent to the intended supervised experience,

a letter explaining the omission shall be attached to the Supervision Plan for the Membership Committee's consideration.

- A. Review of psychological assessment and evaluation strategies and procedures relevant to the school district's policies and the application of these strategies and procedures to current cases and issues.
- B. Review of consultation procedures relevant to the school district's policies, and the application of these consultation procedures to current cases and issues.
- C. Review of studies from the relevant literature.
- D. Discussion regarding the professional ethics involved in both the supervisee's own practice and encountered in the literature.
- E. Direct review of the supervisee conducting a formal standardized test through observation, and use of audio or video recording, by the supervisor:
  - i. The supervisee shall receive at minimum, a total of ten (10) hours direct review;
  - ii. Time spent in direct review shall be evenly distributed throughout the supervision period;
  - iii. Direct review must cover a variety of standardized assessment instruments;
  - iv. For supervision to qualify as direct review, the professional activity being observed must involve the administration of standardized cognitive and academic assessments with a student.
  - v. Any recording or observation must be done with the informed consent of the child's parent or legal guardian.
  - vi. There should be discussion of the supervisee's performance as well as the relevant assessment issues and, in the case of direct observation, sufficient time for this discussion should be set aside before and after the activity being observed;
  - vii. In the Supervision Report, entries for direct review must be identified as such, with the amount of time specified, and they must cover the issues discussed about the supervisee's performance as well as any assessment issues;

#### **11. Role of the Supervisee:**

The supervisee is responsible for securing a supervisor. The Membership Committee will provide assistance where needed and will maintain a list of certified psychologists employed in a district. The supervisee is responsible for ensuring that the completed forms are forwarded to the Membership Committee for approval. These forms will include a plan of supervision and a copy of the contract between the supervisor and the supervisee.

In addition, the supervisee shall:

- A. Accept responsibility for attending supervisory meetings at times mutually agreed upon.
- B. Inform the Membership Committee and the supervisor of changes in the work setting or of changes in functions.
- C. Report on their supervised experience to the Membership Committee once a year or as often as required by the Membership Committee.
- D. Inform the Membership Committee in writing of concerns relating to any aspects of the supervision.

## **12. Supervision Report:**

The Membership Committee evaluates supervised experience using the documentation submitted in the Supervision Report. It is important that Reports are submitted promptly and that they document an adequate account of supervision.

- A. Supervision Reports shall be submitted twice during a full-time supervised year. The reports may need to be submitted more often than twice in a year if required by the Membership Committee or less often if the supervised experience is a part-time assignment.
- B. The due date for the Supervision Reports is based beginning the date on which the supervisee began their supervision. The Formative Evaluation shall be completed at the midpoint of the supervised experience. The Summative Evaluation shall be submitted at the end.
- C. The Membership Committee only accepts original Supervision Reports, with hand-written initials and signatures. It does not accept faxes or photocopies.
- D. Only formal supervision activity is to be recorded in the Supervision Report.

## **13. Prior Supervised Experience:**

Where a candidate has had supervised experience prior to application for certification with the Membership Committee, this will be taken into consideration provided that the experience was acquired after completion of the approved post-graduate degree, the supervisor was a certified psychologist, a registered psychologist, or a registered psychological associate, and it can be documented in a form acceptable to the Membership Committee.