

# *Newfoundland and Labrador Psychology Board*

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## **SUPERVISION GUIDELINES FOR MASTERS LEVEL PROVISIONAL REGISTRANTS Adopted January 4, 2019**

The Psychologists Act (2005) in Newfoundland and Labrador specifies that supervised experience is a part of the professional training of the psychologist and that no psychologist shall become registered without completing the relevant period of supervised experience. The following guidelines are intended to define the standards and conduct of supervised practice in psychology in Newfoundland and Labrador.

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## **A. Section 1: Master's Level Supervision**

Master's level provisional registrants are those who have completed their master's program prior to applying for registration and who, upon successful completion of all requirements for registration, will be fully registered psychologists at the master's level. Applicants who are provisionally registered and supervised at the Master's level who then graduate from a Board-approved doctoral program before the completion of their provisional registration supervision must contact the Board to determine how best to proceed with supervision post-doctorate.

## **B. Section 2: Background Information**

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

The supervised experience required for registration fulfills the following 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 psychology.
- c. It protects the public from potential harm through the reduction of professional errors.

### **2. Nature of Supervised Experience**

The supervised experience prior to registration:

- a. Is psychological in content, occurs within the context of a job that requires the job holder to be either a provisionally or fully registered psychologist and includes evaluation, assessment and intervention procedures with individuals, groups and organizations.
- b. Permits pertinent exchanges with other psychologists and other professionals.
- c. Allows for the use of a variety of approaches and techniques of evaluation, assessment and intervention.
- d. Facilitates the process of continuing education to allow the developing practitioner to become familiar with new developments in the field.

### 3. Setting for Supervised Experience

The setting for the supervised experience must be one in which:

- a. Psychological services are well-established. This means that psychological services have been provided by one or more registered psychologist(s) within this setting for a minimum of three years.
- b. There must be at least one psychologist available for consultation, in addition to the registrant's registration supervisor. That psychologist must be currently registered with the Board, have been a registered psychologist for at least three years, and have practiced in the field of psychology for at least three years.
- c. There are sufficient materials and equipment therein to allow for the use of various types of assessment and intervention procedures. With regard to assessment, the Canadian Psychological Association (CPA) recommends that psychologists follow the Standards for Educational and Psychological Testing (2014) approved by the American Educational Research Association, the American Psychological Association (APA), and the National Council on Measurement in Education. These standards state that psychologists do not base their assessment or intervention decisions or recommendations on data or test results that are outdated for the current purpose, and do not base such decisions or recommendations on tests and measures that are obsolete and not useful for the current purpose. Therefore, assessment measures available in the setting for the supervised experience must be the most recent versions that are available on the market.
- d. All intervention procedures to be used therein by the provisionally registered psychologist must be supported by current peer-reviewed, empirical research and on par with methods currently used by fully registered psychologists in teaching hospitals and institutions across Canada. If the provisionally registered psychologist and/or supervisor have concerns with the assessment tools (including any outdated tests) and/or interventions being used in the current supervision setting, it is recommended that they contact the Board with their concerns.

Independent private practice by a provisional registrant is not permitted. However, supervised practice in a private agency may be approved. Supervision in a private agency must meet specific requirements and have approval from the Board.

Where a supervisee wishes to obtain his or her supervised experience in a private agency, the supervisee may not start to practice psychology in the agency until his or her supervision plan has been approved. Furthermore, in addition to the supervision plan, the supervisee must submit a written description to the Board, signed by the owner or chief executive officer of the agency, of how the supervisee's work will be regulated and monitored by the agency. This description must include the name and qualifications of the immediate job supervisor (i.e. the individual to whom the supervisee will report).

Where the supervisee is obtaining his or her supervised experience in a school setting where the nature of the work will occur over the course of 10 and not 12 months, the supervisee is expected to complete the yearly requirements (including supervision and direct review) within that time.

If supervised practice will be attained within a private practice, the supervisee is responsible for attaching a time log to each Competency Appraisal Report (CAR) that is submitted to the Board; this log must detail the number of hours worked during each week since the approval of the supervision plan or the last approved CAR, as applicable. This log must be signed by both the supervisor and supervisee. See Section 7 of this document for further details about CARs.

## C. Section 3: Process of Supervision

### 1. Duration of Supervised Experience & Amount of Supervision per Month

Master's level provisional registrants must complete two (2) calendar years of supervised and documented experience following completion of their master's degree. This period of supervised experience will consist of a minimum of 3200 hours of documented supervised experience in psychology working not less than 10 hours and not more than 40 hours per week accumulated over a period of not less than 24 months and not more than 48 months. Supervision must include ten hours per month of face-to-face supervision with their supervisor for the first 1600 hours of supervised experience and then eight hours per month of face-to-face supervision until they have completed a minimum of 3200 hours of supervised practice.

Part-time practice of less than 10 hours per week is not acceptable for the purposes of obtaining credit for supervised experience. Note, however, that supervisees whose practice activity is less than 10 hours per week are still required to be supervised and have an approved supervision plan. They must have a minimum amount of formal supervision of one hour per week.

### 2. Approval of Supervisor & Supervision Plan

Supervision requires the Board's approval of the following:

- a. The psychologist who is being proposed as the supervisor for provisional registration (see document entitled Supervisor Application).
- b. Supervision Plan
  - i. **Supervision Plan A:** Supervision covered by Plan A is referred to as "primary" supervision and covers the period in which registrants complete a minimum of 3200 hours of supervised practice. See Section #6 of this document for further detail about Supervision Plan A.
  - ii. **Supervision Plan B:** Supervision covered by Plan B is referred to as "secondary" supervision. Secondary supervision is only required if either of the following two situations exist: 1) the provisional registrant has not successfully completed the Examination for the Professional Practice of Psychology (EPPP) during the primary supervision period outlined above, or 2) the provisional registrant has

successfully completed the EPPP and the required length of supervised practice, yet the Board has been made aware of circumstances related to the supervisee's practice which suggest the need for further supervision prior to full registration. See Section #6 of this document for further detail about Supervision Plan B.

### 3. Group Supervision & Co-Supervision

Group supervision of provisional registrants is not permitted. Co-supervision is permitted in some circumstances, however. Specifically, if there is an area of a supervisee's practice that is outside of the scope of the supervisor's practice, the supervisee must contact the Board to request approval of a co-supervisor. The co-supervisor would be responsible for providing supervision and related reports on the supervisee's practice, in the area that has been identified as outside of the supervisor's scope of practice. The Board must approve all co-supervisors and related supervision plans prior to the supervisee engaging in practice that is outside of the supervisor's scope of practice.

### 4. Acceptable Supervision Activities

Supervision includes, but is not limited to, the following activities:

- a. Review of psychological assessment, evaluation strategies and procedures relevant to the area of practice, and the application of these strategies and procedures to current cases and issues.
- b. Review of intervention strategies and procedures relevant to the area of practice, and the application of these intervention strategies and 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. Planning and preparation for the Examination for the Professional Practice of Psychology (EPPP).

The following activities are not eligible to meet the required supervision hours of a provisional registrant:

- Attendance and/or participation at professional development sessions, conferences, etc.
- Attendance and/or participation in team meetings, clinical rounds, grand rounds, Individual Education Plan (IEP) meetings, etc.
- Telephone contact with the supervisor does not count towards the required number of supervision hours.

#### 5. Formal vs. Informal Supervision

Supervisor contact is designated as either “formal” or “informal” supervision. Formal supervision refers to planned contacts of at least 30 minutes in duration; they usually take place as face-to-face meetings. Informal supervision refers to ad hoc contacts, which may include casual encounters between the supervisor and supervisee in the workplace, or contact by telephone, email and other electronic means of communication; these ad hoc contacts are usually brief in duration.

Formal supervision shall take place on a regular basis, and it shall meet the minimum time requirements outlined in Section #3. The supervisor is also expected to be available for, and receptive to, informal supervision contact. The Board 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.

#### 6. Direct Review of Supervisee’s Practice

Direct review of the supervisee's practice is conducted by the supervisor through:

- a. In-person observation, and/or
- b. Use of audio and/or video recording, and/or
- c. Live face-to-face interaction through electronic means.

Direct review:

- a. Shall be evenly distributed throughout the supervision period.
- b. Must cover a variety of practice activities, with a major portion devoted to the supervisee's work with individual cases.
- c. Must involve a client or other relevant third party.
- d. Must include the client's consent for any recording or observation.

Upon completion of any direct review, there should be discussion of the supervisee's performance as well as the relevant clinical issues. In the case of in-person observation, sufficient time for this discussion should be set aside before and after the activity being observed. It is important to note that a supervision session which includes direct review thereby includes two components:

- a. The actual time spent with the supervisor observing the supervisee, and
- b. The discussion of the observation with the supervisor upon completion of the observation.

Master's level provisional registrants must complete 10 hours of direct review in the first 1600 hours of supervised practice and 8 hours of direct review in the second 1600 hours of supervised practice. Direct review time is only the time which the supervisor spends observing the provisional registrant's practice in real time or via audio or video recording. The discussion of what was observed is considered supervision time, not direct review time. Supervisees must indicate their intentions for direct review under "Supervision Activities" in the "CONDUCT OF SUPERVISION" section of their Supervision Plan, specifying the kinds of practice activity to be supervised in this way and the approximate percentages of time planned for each activity. Furthermore, in the Record of Supervision section of the Yearly Supervision Report (YSR), entries for direct review must be identified as such, with the amount of time spent on direct review clearly specified. These entries must also identify the issues discussed in regard to the supervisee's performance as well as any clinical issues that arose during the activity.

#### 7. Crediting of Supervision Hours

Supervision and supervised practice cannot begin until the Board has approved both the supervisor and Supervision Plan A. Required supervision hours are only credited upon approval by the Board. If any supervision was completed prior to the Board's approval of the supervisor and supervision plan, as required by an employer for example, such supervision and relevant supervision hours will not be considered acceptable to the Board.

The onus is on the supervisor and supervisee to ensure that all supervision hours (regular and direct review) are completed and documented as per the Board's requirements. Furthermore, the onus is on the supervisor to ensure that all necessary supervision documents are received by the Board within the two weeks following their respective deadlines. This includes all Competency Appraisal Reports (CARs) and Yearly Supervision Reports (YSRs).

#### 8. Crediting of Previous Supervised Experience

Where an applicant has had previous supervised experience, this may be taken into consideration provided that: 1) the experience was acquired after completion of the approved post-graduate degree, 2) the supervisor was a fully registered psychologist, and 3) both of these points are documented in a form acceptable to the Board. Requests for credit for prior supervised experiences must be submitted in writing to the Board with documentation from the supervisor and a description of the supervised experience.

#### 9. Remediation Plan(s) & Additional Supervision Time

If a supervisor identifies concerns about a supervisee's practice on a Competency Appraisal Report (CAR) or Yearly Supervision Report (YSR), the Board may contact the supervisor for further detail about these concerns. The Board retains the right to require the implementation of a remediation plan and/or additional supervision time that would address these areas of concern. Additional supervision time could be required within, or beyond, the hour allotments indicated herein (i.e., 3200 hours of supervised practice).

## **D. Section 4: Qualifications of Supervisors**

All supervisors must be approved, in writing, by the Board; this includes original supervisors, co-supervisors, alternate supervisors and new supervisors.<sup>1</sup> A new supervisor is one that agrees to take over all responsibilities of supervision from an original supervisor if a change in supervisors must be made at any point during the supervisee's period of provisional registration (e.g., due to illness, job reassignment or relocation of original supervisor). The new supervisor must be approved in writing by the Board before providing any supervision. The original supervisor is responsible for ensuring that all relevant documentation (including CARs, YSRs, supervision logs and correspondence to the Board, as applicable) is transferred to the new supervisor.

### **1. Supervisors:**

- a. Must be in good standing and fully registered as a psychologist with the Board for at least three years. Potential supervisors who have a history of formal disciplinary sanction but are not currently under a sanction or undertaking or ADR resolution will have their suitability to serve as a supervisor examined by the Board and may be denied this depending on the nature of the previous formal discipline. At minimum one must have no history of formal discipline for a period of at least 5 years prior to being considered as a supervisor. Each case will be considered on its own merits.
- b. Must have training and experience in the broad area of practice in which the supervision will be offered.
- c. Must have Board-approved training and experience in supervision.
- d. Cannot be the direct job supervisor or employer-assigned supervisor of the supervisee.
- e. Must not act as a supervisor while a director of the Board.
- f. Must have no more than three supervisees at any one time without the expressed approval of the Board.
- g. Who become the subject of formal disciplinary sanction or ADR will not be allowed to continue to provide supervision to their supervisees.

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<sup>1</sup> Original supervisors are the supervisors that agree to supervise the provisional registrant's practice from the outset of that registrant's approval as a provisionally registered psychologist, and presumably for the full duration of the registrant's supervised experience. The roles of co-supervisors and alternate supervisors, as applicable, are explained in Sections #3 and #5, respectively, of this document.

## **E. Section 5: Responsibilities of Supervisor & Supervisee**

### 1. Responsibilities of Supervisor

The supervisor shall:

- a. Agree to accept professional, ethical, and tutorial responsibility for the work of the supervisee.
- b. Monitor the professional activities and standards of the supervisee.
- c. Be prepared to intervene in problematic situations requiring attention at a level of skill not yet mastered by the supervisee.
- d. Regularly evaluate the performance of the supervisee.
- e. Provide guidance in administrative issues in the practice setting.
- f. Facilitate the supervisee's continued education and acquisition of skills.
- g. Submit evaluations of the supervisee's progress to the Board, as required, and within the specified timelines.
- h. Immediately inform the Board in writing if, in the supervisor's opinion, the supervisee is not demonstrating an acceptable level of competence.
- i. Immediately inform the Board in writing of serious reservations relating to any aspect of supervision.
- j. Immediately inform the Board in writing if unable to fulfill supervision duties due to illness or other unforeseen circumstance for any period of time extending beyond two weeks. In this situation, the supervisor must identify an alternate supervisor who will provide supervision during his/her absence. This alternate supervisor must be approved by the Board.
- k. Immediately inform the Board and supervisee in writing if, for any reason, supervision cannot be continued for the remainder of the supervisee's period of provisional registration.

### 2. Responsibilities of Supervisee

The supervisee shall:

- a. Secure his/her own supervisor. Note that the Board maintains a list of registered psychologists who are interested in being supervisors.
- b. Accept responsibility for attending supervisory meetings at times mutually agreed upon with the supervisor.
- c. Inform his/her clients of his/her status as a provisionally registered psychologist. The client must sign a declaration of consent attesting that the client has been informed, and helped to understand the implications, of being seen by a provisionally registered 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 provisionally registered psychologist will accept and document the client's oral consent.

- d. Inform the Board and the supervisor, in writing, of changes in the work setting and/or work duties.
- e. Immediately inform the Board in writing of serious reservations relating to any aspect of supervision.

## F. Section 6: Supervision Plans

### 1. Supervision Plan A

All provisional registrants must have an approved Supervision Plan A before they can begin practice as a provisionally registered psychologist. The supervision plan must include the work settings of both the supervisor and the supervisee, and the proposed start date of supervision. Additionally, the supervision plan must cover all the supervisee's intended professional activity as a provisionally registered psychologist. It must be signed by both the supervisor and the supervisee. It must be submitted on the **Supervision Plan Form** within **30 days of notification of the Board's approval of the applicant's provisional registration.**

All supervision plans must cover a minimum of 24 consecutive months with a minimum of 3200 hours of supervised practice. The supervision may include non-client activities such as preparation for the Examination for Professional Practice of Psychology (EPPP), readings and professional research.

### 2. Supervision Plan B

Until a provisionally registered psychologist has been granted full registration status by the Board, they are only permitted to practice under the supervision of a fully registered psychologist. Therefore, when a provisionally registered psychologist completes a minimum of 3200 hours of supervised practice (within a minimum of 24 months), they are still required to continue practicing under supervision until:

- a. They successfully complete the EPPP and
- b. The Board has approved their final supervision report and
- c. The Board has granted them full registration.

In situations where a provisional registrant successfully completes the minimum of 3200 hours of supervised practice (within a minimum of 24 months) required but has not yet successfully completed the EPPP, they must submit a second supervision plan (known as Supervision Plan B) which is intended to cover a period of up to 12 months during which they will be supervised while they prepare to write the EPPP. Any extensions beyond the period of 12 months must be pre-approved by the Board. Supervision Plan B is intended to ensure that provisional registrants remain supervised following the required period of primary supervision and prior to the successful completion of the EPPP and granting of full registration status by the Board.

## **G. Section 7: Supervision Reporting**

The Board evaluates supervised experience using the documentation submitted in the Competency Appraisal Reports (CARs) and the Yearly Supervision Reports (YSRs). The Board accepts only the original versions of these documents, with handwritten initials and signatures. Any incomplete CARs and YSRs be immediately returned to the provisional registrant's supervisor without evaluation.

CARs must be received by the Board within the two weeks following the CAR deadline dates provided in the correspondence from the Board approving the provisional registrant's supervision plan. Similarly, YSRs must be received by the Board within the two weeks following the one- and two-year anniversary dates of the Board's written approval of the supervision plan.

### **1. Competency Appraisal Reports (CARs)**

CARs must be submitted at the end of the 4<sup>th</sup> month, 8<sup>th</sup> month, 12<sup>th</sup> month, 18<sup>th</sup> month and 24<sup>th</sup> month of supervision. For any provisional registrant who has not completed the minimum hours of supervised practice within the minimum 24-month supervision period, his/her supervisor will be required to submit a CAR every six months until the minimum required number of hours of supervised practice have been completed (i.e. 3200 hours) and the Board has notified the provisional registrant that no additional CARs will be required. In other words, supervision and submission of CARs is to be continued until the Board notifies the provisional registrant in writing that all supervision requirements have been met.

## 2. Yearly Supervision Reports (YSRs)

YSRs must be submitted at the end of the 12th month and 24th month of supervision, or more often if/when required by the Board. YSRs must provide an adequate account of supervision that would allow the Board to determine if/when a provisional registrant has met the competencies required for independent practice as a psychologist. Additionally, YSRs must clearly delineate the activities and hours that fall under the categories of direct review and regular supervision.

## H. Section 8: Examination for the Professional Practice of Psychology (EPPP)

All provisional registrants must write the Examination for the Professional Practice of Psychology (EPPP) and achieve a minimum score of 500 and must also successfully complete any other examination(s) required by the Board in order to be eligible for full registration. After two unsuccessful attempts at writing the EPPP, a provisional registrant will only be permitted to write a third time after submission and approval of a comprehensive study plan which will demonstrate and identify the challenges encountered and the changes which are being made to the study approach for the exam. This should outline the preparation plan up to and including the date upon which the provisional registrant intends to attempt the exam for the third time. If the Board accepts a provisional registrant's study plan, they will be permitted to write the exam a third time. Should a provisional registrant be unsuccessful on this third attempt, his/her provisional registration will not be renewed in the majority of cases. In exceptional circumstances, and with appropriate supporting documentation, the Board may allow a registrant to write a fourth time and to renew provisional registration if successful in passing the exam on the fourth attempt. If unsuccessful in passing the exam on the third attempt (or fourth in exceptional circumstances, as applicable), and should the individual wish to pursue registration in the future, the Board will consider a new application for registration from the individual after a period of three years. The individual's application for registration will be considered under the Board regulations existing at the time of the application.