

## Supervision Policies & Contract

Welcome to my practice. This document contains important information about my professional services and business policies. Please read it carefully and jot down any questions you might have so that we can discuss them at our next meeting. When you sign this document, it will represent an agreement between us.

### Professional Supervision Services

My approach to supervision is much like my basis for therapy, which is focused on helping to meet your needs and your goals. This focus will be placed on you as a developing professional, as well as the clients you serve. I consider our lives to be tremendous journeys, and supervision is one avenue for me to have the privilege of joining you along your journey. Although we may discuss various skills and concepts that can be used to assist you in your objectives to this supervision experience, the heart of my approach will start with a basis of acceptance, encouragement and support for the road ahead as you grow as a helping professional.

I believe that clinical supervision is a process whereby I engage a supervisee in professional growth and development that will lead to professional competence while safeguarding the clients of the supervisee. This growth constitutes increased knowledge, skill application, self-awareness, and self-management that will lead to a professional identity as a counselor.

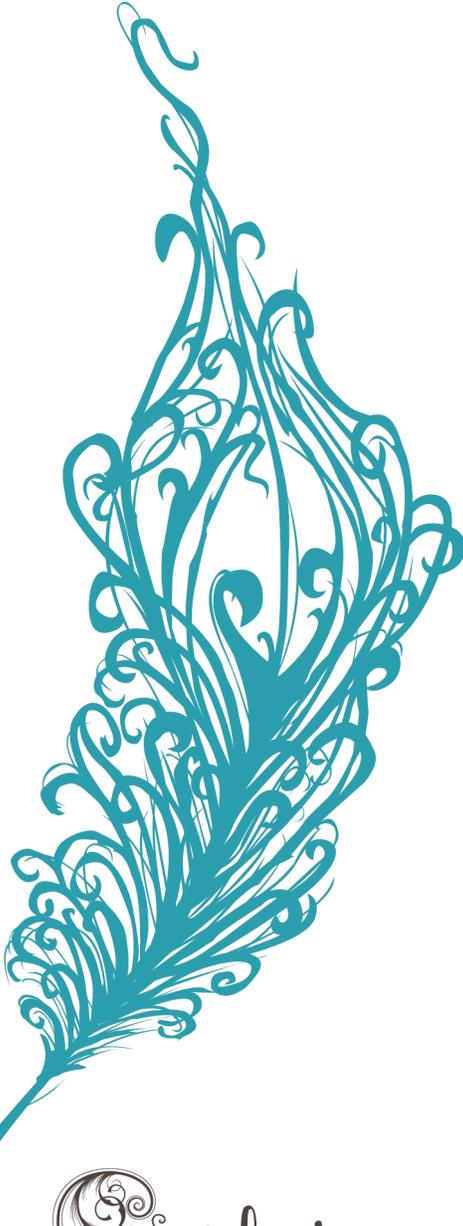
My supervision style is developmental in which I employ the roles of 1) teacher, 2) counselor, 3) consultant, and 4) learner, in order to assist each supervisee in learning the art and science of the helping profession. In the counselor role I will utilize common factors that will facilitate your personal growth regarding the professional issues stimulated by the client and the setting. Ethically, however, I cannot provide therapy for you as a part of my supervision. In the teaching role I will assist you in learning skills, techniques, and interventions that might assist you in your work with a client. As the consultant, I may review a case with you or provide discussion and support for your conceptualization or therapeutic plan. As a learner, I will be sensitive to your unique characteristics, experiences, multicultural issues, and insights that will challenge and teach me over the supervision experience.

During the supervision session I will perform several key functions, including 1) administrative, 2) conceptualization, 3) personalization, and 4) reflective processing. I will point out and assist you with administrative tasks such as case notes, ethics, time keeping, and other business aspects. Conceptualization includes what you think about, analyze, and plan for regarding your professional case. Personalization focuses on your personal experiences in working with clients as a helping professional and may include transference, counter-transference. Reflective processing is a critically important function where I will assist you in understanding your views including your professional relationships with clients. I will also challenge your personal biases around multicultural issues that may be barriers in building strong relationships with clients and supervisors.

Developing an identity as a helping professional is a developmental process that takes time and an investment in the learning process. It requires each person to perform to the best of his or her ability, to reflect on that performance, to take calculated risks, to be open to feedback that is positive and constructive, and to immerse oneself into the role. As your supervisor I will assist you in this process. I will do my best to facilitate your learning, be honest and supportive, provide meaningful feedback and encouragement, teach effectively, and evaluate your progress. I will also safeguard your client's welfare and serve as a gatekeeper to the profession by maintaining the highest ethical standards. You can also expect that I will frequently reflect on the AATA Code of Ethics (available at [www.arttherapy.org](http://www.arttherapy.org)).

### Expectations

My expectations of you in supervision are to come to supervision each week prepared and ready to engage in the supervision process. In either event, my expectations include the following: (a) read materials for discussion as agreed upon during a session by both parties (supervisee and supervisor),



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(b) raise questions or concerns regarding potential ethical issues, (c) reflect on your work in order to maximize your supervision interactions, (d) intentionally update me on your professional activities, (e) identify strengths and areas of concern and consider how to improve skills and interventions, and (f) reflect on the process of your work, on YOU as a helping professional, and on the profession. It is your responsibility to present issues that concern you or that are unresolved in the supervision session. To this extent, you are in charge of your learning. I will assist you in understanding how to prepare for supervision as well as interacting with peers.

## Cancellations and Lateness

Missed and cancelled sessions pose some issues for both of us. Once an appointment hour is scheduled, you will be expected to pay for it unless you provide 48 hours advance notice of cancellation. If it is possible, I will try to find another time to reschedule the appointment. If we are able to do, before the following weekend, I will allow you to reschedule at no extra fee.

If you are running late for your appointment, please phone, text or email me as soon as you can to let me know you will be late. If I do not hear from you by 20 minutes into your session, I will call to check on you and may assume you do not plan to attend your session.

If you are late for your session, we will still end at our regular time so that I have time to prepare for my next appointments and I can be on time for them.

## Contacting Me

I am often not immediately available by telephone. While I am usually in my office between 11 A.M. and 7 P.M., I probably will not answer the phone when I am with a client. For small administrative matters such as checking appointment times or changing them, you are welcome to email me at [studio@sairalyn.com](mailto:studio@sairalyn.com). I generally receive and return these emails within 24 hours with the exception of holidays or scheduled vacations.

If you need to contact me between sessions about a clinical matter, please leave a message for me at (646) 801-4724. I will make every effort to return your call on the same day you make it, with the exception of holidays or vacations. If you are difficult to reach, please inform me of the times when you will be available. If I will be unavailable for an extended time, I will let you know in advance and I will provide you with the name of a colleague to contact, if necessary.

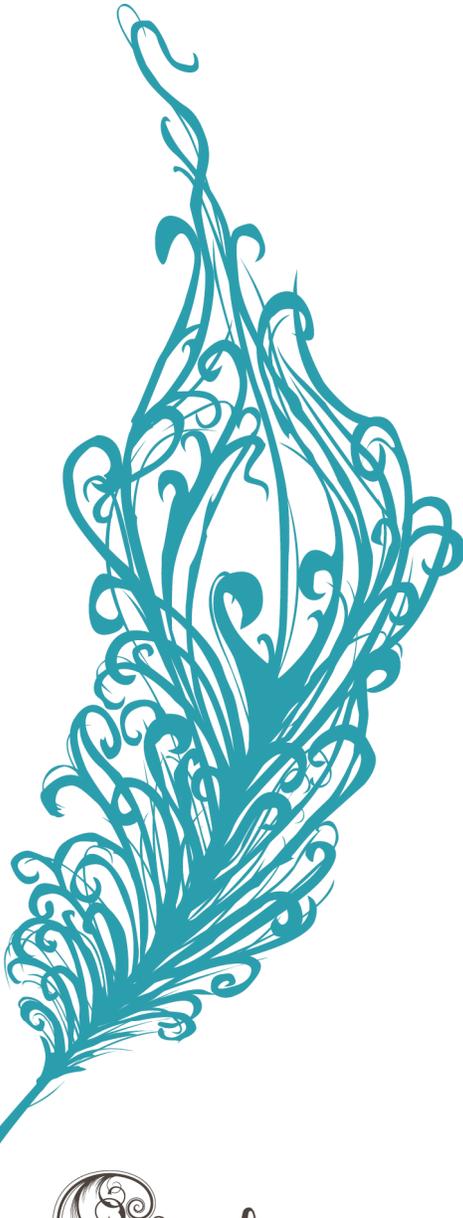
If you have an emergency in your professional role and need to reach me immediately, you may call me on my cell phone at (646) 801-4724. If you cannot reach me at first, please also text me at the same number, or e-mail me at [studio@sairalyn.com](mailto:studio@sairalyn.com). If this is a threatening emergency with a client or yourself, please call the local police or 911.

## Social Media

I do not accept friend or contact requests from current supervision clients on any social networking site (Facebook, LinkedIn, etc). I believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our therapeutic relationship. If you have questions about this, please bring them up when we meet and we can talk more about it.

My primary concern is your privacy. If you share this concern, there are more private ways to follow me (such as using an RSS feed), which would eliminate having a public link to my content. You are welcome to use your own discretion in choosing whether to follow me. Note that I will not follow you back. I do not follow current clients on blogs or Twitter. Viewing your online activities without your consent and without our explicit arrangement towards a specific purpose could potentially have a negative influence on our working relationship. If there are things from your online life that you wish to share with me, please bring them into our sessions where we can view and explore them together, during the therapy hour.

Please do not use messaging on Social Networking sites such as Twitter, Facebook, or LinkedIn to contact me. These sites are not secure and I may not read these messages in a timely fashion. Do not use Wall postings, @replies, or other means of engaging with me in public online if we have an



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already established supervisory relationship. Engaging with me this way could compromise your confidentiality.

If you need to contact me between sessions, the best way to do so is by phone. Direct email at [studio@sairalyn.com](mailto:studio@sairalyn.com) is second best for quick, administrative issues such as changing appointment times. I prefer using email only to arrange or modify appointments. Please do not email me content related to your sessions, as email is not completely secure or confidential. If you choose to communicate with me by email, be aware that all emails are retained in the logs of your and my Internet service providers. While it is unlikely that someone will be looking at these logs, they are, in theory, available to be read by the system administrator(s) of the Internet service provider.

## Professional Fees

My individual hourly rate is \$120. In addition to weekly appointments, I charge this amount for other professional services you may need, though I will break down the hourly cost if I work for periods of less than one hour. Other services include report writing, telephone conversations lasting longer than 5 minutes, attendance at meetings with other professionals you have authorized, preparation of records, and the time spent performing any other services you may request of me. If you become involved in legal proceedings that require my participation, you will be expected to pay for my professional time even if I am called to testify by another party. Because of the difficulty of legal involvement, I charge \$180 per hour for preparation and attendance at any legal proceeding.

The fee is to be paid at the start of each session unless other arrangements have been made. If you are late, we will end on time and not run over into the next person's session. An annual fee increase will occur every January and I will begin to remind you of this in October and November.

**Balances:** I do not permit clients to carry a balance of more than one session and if you are unable to pay this balance, we will discuss whether it makes sense to pause your care or develop another strategy so that you can avoid incurring additional debt. Please let me know if any problem arises during the course of therapy regarding your ability to make timely payments.

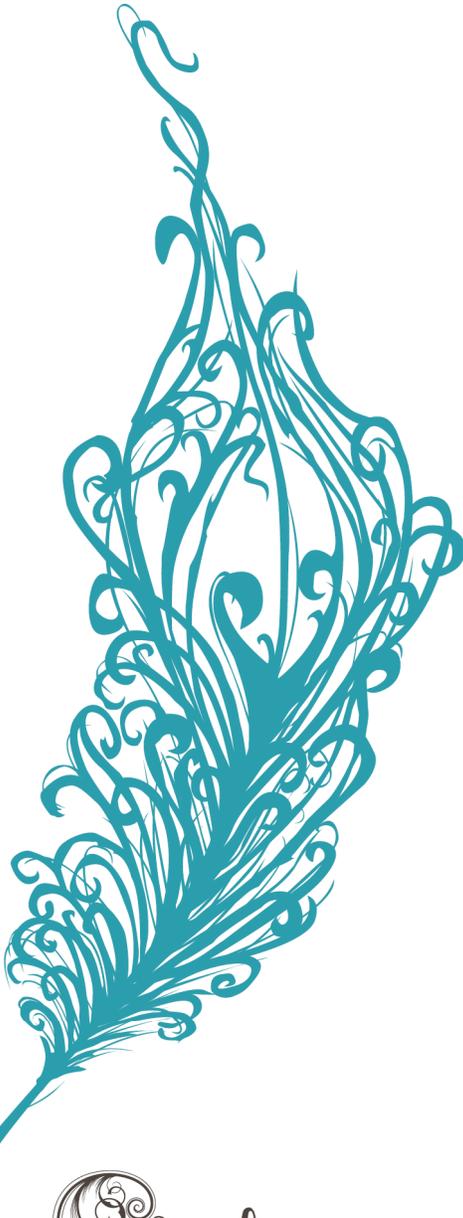
## Billing and Payments

In order for us to set realistic goals and priorities, it is important to evaluate what resources you have available to pay for your treatment. You will be expected to pay for each session at the beginning of each session, unless we agree otherwise. Payment schedules for other professional services will be agreed to when they are requested.

If your account has not been paid for more than 60 days and arrangements for payment have not been agreed upon, I have the option of using legal means to secure the payment. This may involve hiring a collection agency or going through small claims court. If such legal action is necessary, its costs will be included in the claim. In most collection situations, the only information I release regarding a client's treatment is his/her name, the nature of services provided, and the amount due.

## Confidentiality

All our supervision sessions are confidential. This means that all information that you share with me concerning your client or yourself will be kept confidential. The only situations that would require me to release information without your consent would include: 1) you direct me share the information with someone else through written consent, 2) I determine there is danger to self or others, 3) there is suspected child, incapacitated, or elder abuse of you or your client, 4) I am court ordered, 5) I am asked to defend myself against a legal action or formal complaint made to the state regulatory board, or 6) any unethical behavior that requires me to bring your name up to the clinical setting or regulatory agencies. I will not disclose your client's name or any revealing information so that all client confidentiality may be protected. I do participate in peer supervision with other professionals, with whom I consult on my work as a supervisor, but your name will remain anonymous. This supervision experience is held to the highest ethical standards regarding confidentiality



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While this written summary of exceptions to confidentiality should prove helpful in informing you about potential problems, it is important that we discuss any questions or concerns that you may have at our next meeting. I will be happy to discuss these issues with you if you need specific advice, but formal legal advice may be needed because the laws governing confidentiality are quite complex, and I am not an attorney.

### *Acknowledgement*

Your signature below indicates that you have read the information in this document and agree to abide by its terms during our professional relationship.

I acknowledge the receipt of Sairalyn's Studio Psychotherapy Policies and Contract and I understand and agree to comply with these policies. I understand that these policies will always be available to me on the Sairalyn's Studio website but that I may always request a hard copy if I am unable to access them.

I understand that Sairalyn Ansano, ATR-BC, LCAT, is a licensed art therapist (PSY21284) in the state of New York.

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Full Name (PRINT)

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Signature

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Date



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