

## COUN 239 Supervised Fieldwork Clinical Agreement MFCC and PCC Counseling Programs

***This is NOT an interagency contract.*** *This is an agreement among the university counseling department, the supervised fieldwork setting, the clinical site supervisor, and the trainee ONLY. The Board of Behavioral Sciences requires this agreement.*

### SECTION I: DEFINITION OF TERMS

1. “**Supervised fieldwork setting**,” is a governmental entity, a school, college or university, a non-profit and charitable IRS §501(c)(3) corporation, or a licensed health facility as defined in §4980.43(e) of the Business and Professions Code.
2. “**Clinical site supervisor**,” is a Licensed Marriage and Family Therapist (LMFT), Clinical Social Worker (LCSW), Psychologist, Licensed Professional Clinical Counselor (LPCC), or Physician (MD or DO) certified in psychiatry by the American Board of Psychiatry and Neurology as defined in §4980.45(a) of the California Business and Professions Code.
3. “**Trainee**,” is an **unlicensed** person who is currently enrolled in California State University, Fresno's Master of Science Degree program in MFCC or PCC, and has completed no less than 12-semester units of course work as specified in §4980.03(c) of the Business and Professions Code.
4. “**Supervised fieldwork experience**,” is experience within the scope of practice of a marriage and family therapist or professional clinical counselor in applied psychotherapeutic techniques, assessment, diagnosis, prognosis, and treatment of premarital, couple, family, and child relationships, including dysfunctions and healthy functioning and health promotion and illness prevention, in a supervised clinical placement as defined by §4980.40(b)(1) of the Business and Professions Code.
5. “**Employment**,” may be paid or voluntary. “Experience shall be gained by ... trainees either as an employee or as a volunteer ... Experience shall not be gained by trainees ... as an independent contractor” (§4980.43(b) of the Business and Professions Code). “... The clinical site supervisor may be employed by the trainee’s employer on either a paid or a voluntary basis. If such employment is on a voluntary basis, a written agreement must exist between the clinical site supervisor and the employer prior to commencement of supervision” (§1833(b)(4) of the California Code of Regulations).
6. “**Client contact**” means counseling/psychotherapy with individuals, couples, families, and groups.

7. **"Unit" of supervision.** One (1) unit of supervision consists of one (1) hour of "individual" or "triadic" supervision. Triadic supervision is defined as one (1) supervisor and two (2) supervisees for one (1) contact hour. The Board of Behavioral Sciences has deemed "individual" and "triadic" supervision to be equivalent and both are accepted as CACREP approved supervisory formats.

## **SECTION II: RELATIONSHIP OF THE PARTIES**

1. The *degree* program shall approve of and coordinate with the **supervised fieldwork setting**.
2. **The supervised fieldwork setting** shall coordinate with the degree program and shall employ the **trainee** and the **clinical site supervisor** in accordance with the statutes, regulations, and professional standards governing Marriage and Family Therapists and Professional Clinical Counselors.
3. **The clinical site supervisor** shall be employed by the **supervised fieldwork setting** and shall provide supervision of the **trainee's supervised fieldwork experience** in compliance with the statutes, regulations, and professional standards governing Marriage and Family Therapists and Professional Clinical Counselors.
4. **The trainee** is a student of the degree program, is employed by or is a volunteer of the **supervised fieldwork setting**, and is supervised by the **clinical site supervisor** in accordance with the statutes, regulations, and professional standards governing Marriage and Family Therapists and Professional Clinical Counselors.

## **SECTION III: GOALS OF THE SUPERVISED FIELDWORK EXPERIENCE**

1. To **provide** an integrated course of studies that train students generally in the diagnosis, assessment, prognosis, and treatment of mental disorders.
2. To **train** students specifically in the application of marriage and family relationship counseling principles and methods.
3. To **encourage** students to develop those personal qualities intimately related to the counseling situation such as integrity, sensitivity, flexibility, insight, compassion, and personal presence.
4. To **teach** students a variety of effective psychotherapeutic techniques and modalities that may be utilized to improve, restore, or maintain healthy individual, couple, and family relationships.
5. To **prepare** students to be familiar with cross-cultural mores and values, and to design practica to include marriage, family, and child counseling experiences in low-income and multi-cultural health settings.
6. To **educate** students in the therapeutic, clinical, and practical considerations involved in the legal and ethical practice of Marriage and Family Therapy and Professional Clinical Counseling.
7. To **gain** supervised experience within the scope of practice of Marriage and Family Therapy and/or Professional Clinical Counseling in a supervised clinical placement.

## SECTION IV: RESPONSIBILITIES OF THE PARTIES

### 1. THE DEGREE PROGRAM

- a. shall approve the supervised **fieldwork setting** for each **trainee**.
- b. shall have this written agreement with the **supervised fieldwork setting** that details each party's responsibility, including the methods by which supervision will be provided.
- c. shall provide forms for regular process reports and evaluation of the student's performance at each **supervised fieldwork setting**.
- d. shall coordinate the terms of this agreement with each of the named parties.
- e. shall evaluate the appropriateness of the **supervised fieldwork experience** for each **trainee** in terms of the educational objectives, clinical appropriateness and scope of the license of a Marriage and Family Therapist (MFT) and/or Professional Clinical Counselor (PCC) as set forth in §4980.02 of the Business and Professions Code.

\_\_\_\_\_ **Initials of the Representative of the Degree Program**

### 2. THE SUPERVISED FIELDWORK SETTING (MAY BE DIFFERENT FROM CLINICAL SITE SUPERVISOR)

- a. shall provide the **trainee** and the **clinical site supervisor** with the documentation necessary to verify to the Board of Behavioral Science that the placement is one that is defined in law, that the **trainee** is employed in the manner required by law and a description of the duties performed by the **trainee** fall within the scope of the license of an MFT or PCC.
- b. shall appropriately evaluate the qualifications and credentials of any employee who provides supervision to MFT/PCC trainees.
- c. shall provide adequate resources to the **trainee** and the **clinical site supervisor** in order that they may provide clinically appropriate services to clients.
- d. shall **orient** the **trainee** and **clinical site supervisor** to the policies and practices of the agency.
- e. shall notify the degree program in a timely manner of any difficulties in the work performance of the student.
- f. shall **provide** the **trainee** and the **clinical site supervisor** with an emergency response plan which assures the safety and security of **trainee, clinical site supervisor, and trainee's clients**.
- g. shall provide the trainee with a minimum of one unit of direct clinical site supervisor contact for each week of experience claimed within the scope of practice of an MFT/PCC.

\_\_\_\_\_ **Initials of the Representative of the Fieldwork Setting**

### 3. THE CLINICAL SITE SUPERVISOR

- a. shall sign and abide by the “Responsibility Statement for Supervisors of the MFT/PCC License” as described in §1833.1 of the California Code of Regulations (CCR).
- b. shall describe in writing the methods by which supervision will be provided.
- c. shall provide an average of one (1) unit per week of individual and/or triadic supervision throughout the duration of the field placement.
- d. in accordance with Business & Professions Code §4980.43(c): (if the trainee is counting hours toward licensure) shall provide an average of at least one (1) unit of direct **clinical site supervisor** contact for every five (5) hours of **client contact**. This means one (1) unit of face-to-face contact on an individual basis or one (1) unit of triadic supervision in a one-hour group of not more than two (2) supervisees.
- e. shall provide regular progress reports and evaluations of the student’s performance at the site to the degree program.
- f. shall abide by the ethical standards for clinical site supervisors promulgated by the American Counseling Association (ACA) and the California Association of Marriage and Family Therapists (CAMFT).
- g. shall review and sign the experience log required by §1833(e) of the CCR on a **weekly** basis as set forth in §1833(c) of the CCR.
- h. shall sign the experience verification form required for licensure except as set forth in §1833.1(c) of the CCR.
- i. shall provide the degree program with a current copy of their license and resume at all times. Notify the degree program and the **trainee** of any action that may affect his/her license immediately.

\_\_\_\_\_ **Initials of the Clinical Site Supervisor**

### 4. THE TRAINEE

- a. shall obtain and retain the “Responsibility Statement for Supervisors of the MFT/PCC License” within 30 days after commencing this **supervised fieldwork experience** and provide a copy to the degree program.
- b. shall maintain a log of all hours of experience gained toward licensure as required by §1833(e) of the CCR.
- c. shall be responsible along with their **clinical site supervisor** for providing complete and accurate documentation to the Board of Behavioral Science in order to gain hours of experience towards licensure.
- d. shall be responsible for learning those policies of the **supervised fieldwork setting** which govern the conduct of regular employees and trainees, and for complying with such policies.
- e. shall be responsible for participating in the periodic evaluation of his or her **supervised fieldwork experience** and delivering it to the degree program.

- f. shall be responsible for notifying the degree program in a timely manner of any professional or personal difficulties which may affect the performance of his or her professional duties and responsibilities.
- g. shall abide by the ethical standards of the American Counseling Association (ACA and the California Association of Marriage and Family Therapists (CAMFT).

\_\_\_\_\_ **Initials of the Trainee**

**5. THE UNIVERSITY SUPERVISOR**

- a. The faculty supervisor will support trainees' understanding and application of the Code of Professional Ethics for Counselors and American Counseling Association Code of Ethics.
- b. The faculty supervisor review advancement of trainees' fieldwork progress on a regular basis.
- c. The faculty supervisor makes contact with the field-site supervisor at least one time each semester via site visit, phone, and/or electronic communication.
- d. The faculty supervisor will structure and facilitate weekly group supervision meetings (minimum 1½ hours).
- e. The faculty supervisor will address concerns, in collaboration with the student and site supervisor, related to unsatisfactory performance.

\_\_\_\_\_ **Initials of the University Supervisor**

**SECTION V: METHODS OF SUPERVISION**

Per §1833.1(a)(6) of the CCR, the **clinical site supervisor** must monitor the quality of counseling or psychotherapy performed by the **trainee** by direct observation, audio or video recording, review of progress and process notes or records or by any other means deemed appropriate by the **clinical site supervisor**. The **clinical site supervisor** shall inform the **trainee** prior to the commencement of supervision of the methods by which the **clinical site supervisor** will monitor the quality of counseling or psychotherapy being performed.

Clinical site supervisor, please check all those appropriate. (✓)

_____ Audio Tape	_____ Video Tape
_____ Process and Progress Notes	_____ Student Verbal Report
_____ Role Play	_____ Direct Observation
_____ Other (Describe) _____	

**SECTION VI: EVALUATIONS**

1. PERIOD OF EVALUATION (✓)

\_\_\_\_\_ Semester                      \_\_\_\_\_ Summer Session

2. EVALUATORS (✓)

\_\_\_\_\_ Clinical Site  
Supervisor                      \_\_\_\_\_ Trainee                      \_\_\_\_\_ Program Advisor

\_\_\_\_\_ Other (Specify) \_\_\_\_\_

**SECTION VII: ADDITIONS**

- a. **TERMINATION.** The expectation of all parties is that the **trainee** will complete the term of this agreement. Termination of this agreement with cause shall be in accordance with the academic policies of the degree program or the employment or volunteer policies of the **supervised fieldwork setting**. Any party may terminate this agreement without cause by giving all other parties seven (7) days' notice of the intention to terminate. Termination of this agreement on the part of the trainee or clinical site supervisor is separate from termination of his or her employment at the **supervised fieldwork setting**. Termination of the trainee's or clinical site supervisor's employment or this agreement must take into account the clinical necessity of an appropriate termination or transfer of psychotherapeutic clients. In any case, it is assumed that if there is an early termination of this agreement on the part of the **trainee**, the **supervised fieldwork setting**, or the **clinical site supervisor** that such a decision must include consultation with the degree program.
- b. **CHANGES IN THE AGREEMENT.** This agreement may be amended at any time but any amendment must be in writing and signed by each party. This agreement contains the entire understanding of the parties regarding their rights and duties. Any alleged oral representation or modification concerning this agreement shall be of no force or effect unless contained in a subsequent written modification signed by all parties.

**This is NOT an interagency contract.** The interagency contract between the University (which houses the **degree program**) and the agency (which houses the **supervised fieldwork setting**) is a separate document which includes legal indemnification statements for both parties.

**SECTION VIII: TERM OF THE AGREEMENT**

From \_\_\_\_\_ To \_\_\_\_\_ (Dates are subject to modification)

**Amendments to Dates:**

University Supervisor,  
please "initial" all  
amended dates.

\_\_\_\_\_

**SECTION IX: SIGNATURES**

\_\_\_\_\_  
Clinical Site Supervisor                      Date

\_\_\_\_\_  
Trainee    Date

\_\_\_\_\_  
Representative of                      Date  
Degree Program

\_\_\_\_\_  
Representative of                      Date  
Work Setting

\_\_\_\_\_  
Professor of Counseling  
Title

\_\_\_\_\_  
Title