

Elsbeth Martindale, Psy.D.

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PSYCHOLOGICAL RESIDENT INFORMATION

CONTACT INFORMATION

Full Name _____ Today's Date _____

Address _____

City _____ Zip _____

Phone: Home _____ Work _____ Cell _____

Fax _____ Age _____ Birth Date _____

Email (please print clearly) _____

Job Title where currently acquiring hours _____

Employer _____

Number of hours worked each week _____

Highest Degree: _____ School: _____ Year of graduation: _____

Internship _____ Dates: _____

Supervisor: _____

Who suggested you contact me? _____

May I thank them? _____

Contact information: _____

Address _____

Phone _____ Fax _____

Email _____

What skills are you hoping to build during your supervision?: _____

What are your fears or concerns about supervision?: _____

Have you ever had a **complaint** of any kind filed against you by anyone, including but not limited to clients, colleagues or the lay public? This complaint may have been to a supervisor, administrator, licensing board or professional organization. ____yes ____no

If yes, what was the outcome of the complaint? Were you disciplined? Please elaborate using an extra sheet if necessary.

Malpractice insurance is a requirement for supervision and coverage must be maintained throughout our work together. Please provide a copy of your current coverage including the name of the carrier, limits and dates of coverage. In the event you change insurers, have your insurance cancelled and/or have a claim made against your professional insurance, you must disclose these changes or events immediately. If our agreement lasts over time, I may request you provide me with an update of your professional liability coverage.

My Supervision Style

I use both an Existential/Humanistic and a Constructivist model in supervision. These approaches allow us to look for the meaning and purpose of client's behavior. This perspective presumes that the client is the expert in their own lives and that the therapist is a paid objective consultant hired to help the client explore, understand, and create the steps and methods necessary to make their lives more satisfying. This approach requires the therapist to be deeply empathic, attentive to strengths, listening for intention, focused on the client's goals, engaged, and instructive in the process of change. I will encourage you to use this model in viewing your clients and we will use this approach in our work together in supervision. Your input, interests, skills, and knowledge will be respected and integrated into discussions of your work with clients.

Evaluation is a necessary part of the process of supervision. I would like to see work samples and review these with you. Work samples could include video, audio, or written and oral summaries of sessions.

Reviewing chart notes will also allow for feedback. Practical feedback about client forms and chart management will also be available. I will give you constructive feedback to help develop your skills. I will point out areas where skill improvement could be useful as well as areas where awareness and attentiveness may be overlooked. I will invite open communication, two-way feedback, and will focus on an exploration of values, beliefs, biases, and conflicts as they relate to your clinical work.

Since I bear all liability for your work, it is imperative that you share complete information regarding your clients and abide by my final decisions, as the welfare of your client is tantamount. I invite and expect you to express disagreement and difference of opinion with me. It is important that we discuss any conflicts that might arise in the supervisory relationship.

Supervision is different from therapy. As your supervisor I will not provide therapy or delve into areas where healing is needed in your own life. I may identify these areas, if they are interfering with your work, and encourage you to seek therapeutic growth and support as needed.

I will provide you with feedback on your work with clients. I will suggest tools and strategies that might be valuable to your clients. I will support you in building your client base by offering practice development ideas at your request. I will share the tools, handouts, and books that I have found effective in helping people grow and change.

There are several areas where I am either not skillful or up to date on current psychological literature. These areas include: Eating Disorders, Alcohol and Drug Addiction, and Forensic Psychology. Should you need assistance or guidance in these areas, I would help refer you to appropriate resources and may encourage additional supervision. I will work with the board to get approval for this associate supervisor as needed.

I am not qualified to conduct neuropsychological testing, other than brief screening instruments. I have training in most major psychological assessments but do not use these instruments frequently enough in my current practice to feel competent to provide supervision with these tools. I will gladly work with you to find an adjunctive supervisor or psychologist consultant to assist you in areas of testing if desired.

Confidentiality

Our supervision relationship and the work that takes place are considered confidential with the following exceptions:

- If you work at an agency we will need to discuss communications with your supervisor at the agency. We will need to establish frequency and type of contact between myself and your supervisor, responsibilities of your agency, me and you for communication about professional activities and evaluations. All clients need to know you are in supervision and that they will be discussed confidentially. Please have clients sign permission to audio/video tape sessions after discussion with them and before you tape. This should be considered part of informed consent.
- If you are working towards licensure or are presently licensed you are expected to abide by the Code of Ethics of your professional board. If I believe you are endangering clients by unethical practices, I will need to report those practices to the appropriate board.

- If you are a student, evaluations will be shared with your school. We will also need to follow their requirements for standards and practice.

What I Offer

I can offer a variety of things in supervision. Please rank your top five interests.

- ___ Private practice development
- ___ Tools/strategies for therapy
- ___ Therapy resources - books, groups, services in town
- ___ Forms for clients at intake
- ___ Understanding ethics as it relates to the practice of psychology
- ___ Understanding the law as it relates to the practice of psychology
- ___ Group therapy - running groups or developing groups
- ___ Diagnosing clients
- ___ Clinical records
- ___ Using creativity in your own practice
- ___ Public speaking and community workshop development
- ___ _____

In addition to the above concerns we will:

- ___ Review the legal guidelines and expectations, including the mandated reporting laws
- ___ Review the Ethical Principles for Psychologists and integrate these into clinical practice
- ___ Discuss the expectation to follow all ethical rules for informed consent and confidentiality
- ___ Identify and review expected hours of clinical contact
- ___ Identify and review emergency coverage plans for clients
- ___ Management of HIPPA compliant clinical records
- ___ Process for client termination, referral, and consultation
- ___ Develop a plan for continuing education, including identifying areas for training and growth
- ___ Discuss suicide assessment, risks and procedures and duty to warn information

My Responsibilities

My obligations to the OBPE include:

- I will review legal and ethical issues pertinent to your clients and work setting, including the APA “Ethical Principles of Psychologists and Code of Conduct.”
- I will discuss with you issues of billing practices, record keeping, report writing, protection of records, and professional relationships and referrals.
- I will discuss continuing education and work with you to form a plan for ongoing professional education.
- I will keep notes of our sessions and make them available to the board if necessary.
- I will evaluate you and advise the board about your readiness for licensure in Oregon. I will evaluate and give you feedback on your performance.
- I will document your supervision hours and submit this information to the board when requested by you. I will communicate with the board, as necessary, regarding your progress.

Your Responsibilities

During the course of supervision you will have several obligations as specified by the Oregon Board of Psychologist Examiners (OBPE). These obligations include:

- You must inform your clients that you are in supervision with me, orally and in writing. The client must know that I will have access to all material relevant to their treatment.
- I must sign all correspondence and psychological reports produced by you as a psychological resident outside the supervision of an employer.
- You must refer to yourself as a “psychologist resident” on all public and private documents, including letterhead, business cards, directories, online postings, brochures, and websites. You must list, on these same documents, my name as your designated “supervisor.”
- You must inform me of any emergency situation that affects your practice or clients. I expect to be contacted for consultation in any and all cases involving risk management issues. My cell number may be used for such emergencies (503-234-6577) If I am not immediately available you may call Susan Rosenzweig, Psy.D. (503-206-8337) for guidance.
- You must discuss all your clients with me and inform me of any potential risk factors.
- You must inform me of any anticipated ethical or legal violations.

- You must maintain case records for each of your clients and review these with me. You must give me a periodic list of all your clients, including ages, diagnosis, number of sessions, and treatment progress.
- You must bill your own clients in a timely manner.
- You must gain and maintain malpractice coverage of 1,000,000/incident and 3,000,000/aggregate for your work and give me a copy of your face sheet upon each renewal date.
- You will be responsible for providing me with a copy of the approved contract with the board, and will be responsible for keeping a log of supervision sessions to be signed off by me.

Expectations for our work together

- We will discuss and set goals for professional growth in supervision/consultation on an ongoing basis. You are expected to prepare for each session by thinking through these goals, your cases and deciding what case presentation and questions would be most pertinent for us to focus on.
- We will have formal written evaluations every _____. These will be shared with _____. Your evaluation will be based upon the goals we are meeting and the ongoing feedback in each session. I expect you to evaluate how supervision and is meeting your needs and what I can do to change to better help you.
- We will discuss suicide assessment, risks and procedures and duty to warn information to prepare you for a suicidal or violent client. This information is to assist your clients and support your professional knowledge and independent functioning if an emergency arises. You will be asked to sign that we reviewed this information.
- You are expected to follow all ethical rules for informed consent and confidentiality for clients. We will review the forms you use for release of information with other professionals and to discuss when you have contacts with professionals about clients.
- You will be expected to maintain clear professional boundaries with clients. We will discuss professional boundaries and possibilities of dual relationships. This serves as notice I consider sexual relationships harmful to clients, unethical and prohibitive.
- Feelings as they arise with and about clients are important information relevant to the therapeutic relationship. I expect these feelings to be discussed in supervision/consultation.

- We will need to discuss all “out of office” contacts with clients. This includes telephone calls to your home by a client, telephone calls after work hours to or from your client, and any planned or unplanned meetings (i.e., at the grocery, social events, movies, school or professional functions, etc.), and all online contact, email, and texting.
- We need to discuss any physical contact with your client, even if you consider this touching therapeutic.
- We need to discuss any bartering arrangement you may consider with a client instead of a set fee. In addition we need to discuss any acceptance or giving of gifts.

My Professional Background

I am a licensed psychologist, licensed in the state of Oregon since 1991. I was licensed as a Marriage, Family, and Child Counselor in California since 1996. My professional experience includes therapy work and assessment in inpatient and outpatient settings: individual, couples and group work, public speaking engagements, workshop presentations, and the development of psycho-educational tools and groups. I work primarily with an adult population. Although I have extensive training to work with children and adolescents it is not an area of focus for my current practice.

I have provided clinical supervision since my 1985. I have taken several supervision courses to keep on top of the requirements and skills of supervision. These include:

Ethical Issues in Supervision	4/19/98	1.25 hrs	Oregon Psych. Association
Clinical Supervision Skills in Beh. Health	12/2/03	6 hrs	Cross Country University
Clinical Supervision	10/29/05	30 hrs.	Portland State University
Orientation to Residency Supervision	4/9/10	3 hrs.	Board of Psych. Examiners

Cost of Supervision

Individual: I charge \$150/session for individual supervision (45 min.). Because I am offering to hold a spot in my schedule for you, I expect that you will show up to your appointments or pay me for my time. For individual supervision you will not be charged if you give me a 24 hour notice. I am often willing to adjust this cost of supervision, in the beginning, as you build your practice. The scale below is a typical arrangement. Whatever arrangement we make would need to be negotiated and put in writing. Please advocate well for your needs and I will do the same for mine.

Suggested gradual scale for payment:

Number of Clients	Cost for Supervision
0-3	\$75
4-7	\$100
8-10	\$125
11 and above	\$150

Group Supervision/Training

I charge \$60/session for group supervision/training (90 min). Because effectiveness is dependent on your regular participation, you are discouraged from missing group meetings. Only one absence will be allowed, every 4 months, without charge.

Sliding Fee Option: I want to help client's build their client base and am willing to adjust my fee to assist. The scale below suggests a fee reduction related to the number of clients in your practice. As your practice grows please increase your payment accordingly. I will trust you to be honest in this regard.

Suggested gradual scale for payment:

Number of Clients	Cost for Supervision
0-3	\$30
4-7	\$40
8-11	\$50
12 and above	\$60

This supervision/consultation relationship may be terminated by either party at any time. In such an event we will document the termination agreement in writing.

By signing this we are entering into a contractual agreement as supervisor and supervisee. The purpose of supervision is to meet the requirements of supervised practice for resident psychologist in Oregon as outlined by the Board of Psychologists Examiners under Administrative Rules 858-010-0001 – 858-040-0065. In signing we agree to fulfill our responsibilities, as outlined above. A copy of this contract has been provided to me.

_____	_____
Signature of Resident	Date
Printed Name _____	

_____	_____
Signature of Supervisor	Date
Elsbeth Martindale, Psy.D. Clinical Psychologist	