

Oregon Board of Psychologist Examiners

Information on Becoming a Supervisor

Q: *What is the supervisor registry?*

A: The registry is a list of Oregon licensed psychologists who are available to provide supervision services to residents or other licensees¹, with information about their training and experience in the area of supervision.

Q: *What is required to become a residency supervisor?*

A: You must be an Oregon licensed psychologist, and have been licensed for at least 2 years either in Oregon or in a state with licensing standards comparable to Oregon. A supervisor must be competent in the clinical specialty areas in which the resident will be practicing and with the populations with whom the resident will be providing psychological services.

Q: *What paperwork is required?*

A: Before residency supervision begins, you and your prospective resident must submit a [Resident Supervision Contract form](#) and have it approved by the Board. You as the residency supervisor must keep notes of each supervisory session, and maintain a record of supervision hours as you go (you may use the [Record of Supervised Hours form](#)). You will need to submit an [Interim Resident Evaluation form](#) every 6 months, and a [Final Resident Evaluation form](#) at the end of supervision.

Q: *Will I be paid for my services?*

A: You may charge an hourly fee for your supervision services. The fee must be disclosed to the Board in the Resident Supervision Contract form.

Q: *When does supervision end?*

A: A Resident Supervision Contract is effective for two years from the date of Board approval. The contract may be extended upon written request from the resident and supervisor. The request must be received *prior* to expiration of the contract.

The supervisor is responsible to promptly communicate to the Board any significant interruption or expected termination of the contract. The supervisor or resident may submit a written termination request to the Board, or you may indicate the termination date on the Final Residency Evaluation.

Q: *How often do I meet with my supervisee?*

A: The minimum residency supervision requirements are:

<i>Hours resident worked in a week:</i>	<i>Supervision required:</i>
1-20 hours	1 hour of individual supervision
>20 hours	2 hours of supervision (1 hour may be group supervision)

Supervision should be provided during each week the resident performs psychological work. However, on a non-routine basis, individual supervision may be delayed up to 14 days to accommodate vacations, illness, travel or inclement weather.

¹ Licensed psychologist associates need supervision for at least their first three years of practice.

OBPE - Regulations Pertaining to Resident Supervision

OAR 858-010-0036 Guidelines for Supervised Work Experience Psychologists

- (1) **Policy.** Two years of supervised work experience is required for licensure.
- (a) The Board may approve one year of pre-doctoral supervised work experience if the experience was a formal requirement of the applicant's doctoral program.
- (b) A minimum of one year of the required work experience must take place after the doctorate degree is conferred.
- (c) One year of supervised work experience is defined as 1,500 hours of psychological work performed over a period not less than twelve months. (d) Psychological work is defined as psychotherapy and treatment for an individual or group; diagnosis and assessment; completing documentation related to diagnosis or treatment provided; treatment planning; termination reports; chart reviews; client care meetings and consultation; psychological testing; research related to client care; report writing; and receiving formal training including workshops and conferences.
- (e) As of January 6, 2010, At least 50% of post-doctoral psychological work must be face-to-face client contact.
- (f) For the purposes of licensure, psychological work does not include business development; credentialing activities; marketing; purchasing; creating forms; administrative billing or other business management activities.
- (2) The following guidelines shall be used by the Board to identify post-doctoral supervised work experience. While obtaining postdoctoral supervised work experience, the applicant must be in a Board approved Resident Supervision Contract:
- (a) Working under the supervision of an Oregon licensed psychologist licensed in Oregon for at least two years; or
- (b) Working under the supervision of an Oregon licensed psychologist licensed for at least two years in a state with licensing standards comparable to Oregon.
- (c) Supervised employment in other jurisdictions must be a formal supervised work experience arrangement under the supervision of a psychologist who has been licensed for at least two years in a state with licensing standards comparable to Oregon or
- (d) For the period April 8, 2008 through December 31, 2009, an employee of an institution or agency exempt from licensure under ORS 675.090 (1)(e), who provides documentation of supervision by a psychologist licensed for at least two years may, at the discretion of the Board, receive supervised employment credit.
- (3) Applicants whose educational credentials and professional references have been approved by the Board shall be eligible to enter into a Resident Supervision Contract as described in subsection (2)(a) of this rule.
- (a) Resident status shall begin the date the Board approves the Resident Supervision Contract.

(b) Termination of a Resident Supervision Contract will be granted by the Board at the written request of the supervisor or the resident. The termination shall be effective at the time the Board approves the request in writing, or on the date indicated by the supervisor in the final residency evaluation, whichever is later.

(c) If the supervisor is to be paid for supervision payment must be in the form of a per-hour fee.

(d) Supervision of more than two residents concurrently shall require prior approval by the Board.

(4) **Resident's Responsibilities.** The resident's conduct must conform to the following standards:

(a) **Title.** The resident must be designated at all times by the title "psychologist resident." All signed materials, letterheads, business cards, telephone directory listings, internet postings; brochures, insurance billings and any other public or private representation must include the individual's title as "psychologist resident" and the supervisor's name and designation "supervisor."

(b) **Scope of Practice.** The resident will only offer services in those areas that the supervisor is competent.

(c) **Nature of Supervision.** The resident must obtain frequent and regular supervision meetings throughout the duration of the Resident Supervision Contract. The resident must provide the supervisor with a periodic evaluation of all cases and psychological activities in which the resident is engaged. The resident's practice must comply with Oregon laws and administrative rules.

(d) The supervisor is not required to be working on-site with the resident.

(e) Non-routine individual supervision may occur by electronic means when geographical distance, weather or emergency prohibit a face-to-face meeting.

(f) **Frequency.** If a resident works 1-20 hours in a week the resident must receive at least one hour of individual supervision every week. If a resident works more than 20 hours in a week the resident must receive at least two hours of supervision every week. One hour must be individual and one hour may be group supervision. On a non-routine basis individual supervision may be delayed up to 14 days to accommodate vacations, illness, travel or inclement weather.

(A) Group supervision must be:

(i) A formal and on-going group of at least three mental health professionals;

(ii) Facilitated by a licensed mental health professional;

(iii) Approved by the resident's supervisor; and

(iv) All legal and ethical issues must be referred back to the supervisor if the group facilitator is not a licensed psychologist.

(g) **Duration.** The resident status is a transitional step toward licensure and is not intended as a means to avoid licensure. A Psychologist Resident Contract shall be effective for a period not to exceed two years from the date of Board approval. The Board may extend the contract beyond two years upon a written request from the resident and the supervisor prior to the expiration of the contract. Failure to

receive a courtesy reminder notice from the Board shall not relieve the resident of the responsibility to request an extension.

(h) **Confidentiality.** The resident must advise all clients orally and in their informed consent policy that the supervisor may have access to all information and material relevant to the client's case.

(i) Promptly communicate to the Board any significant interruption or expected termination of the Resident Supervision Contract;

(j) The resident must provide the Board with a Supervisor Evaluation Report at the conclusion or termination of the Resident Supervision Contract.

(5) **Responsibilities of the Supervisor.** The supervisor's conduct must conform to the following standards:

(a) Closely review, supervise, and evaluate representative and problem cases with attention to diagnostic evaluation, treatment planning, ongoing case management, emergency intervention, recordkeeping and termination;

(b) Countersign all psychological reports and professional correspondence produced by the resident; and ensure that letterhead, business cards, telephone directory listings, brochures, insurance billing and any other public or private representation includes the appropriate title of "Psychologist Resident" or "Psychologist Associate Resident" and the supervisor's name and designation as "supervisor." Client progress notes do not need to be co-signed by the supervisor.

(c) Review with the resident, Oregon laws and administrative rules related to the practice of psychology, including the 2002 APA "Ethical Principles of Psychologists and Code of Conduct," professional relationships and referrals, protection of records, billing practices, recordkeeping and report writing;

(d) Assist the psychologist resident in developing a plan to prepare for the national written exam and the Oregon jurisprudence examination; -

(e) Promptly communicate to the Board any professional or ethical concerns regarding the resident's conduct or performance;

(f) Promptly communicate to the Board any significant interruption or expected termination of the Resident Supervision Contract;

(g) Ensure that the resident has access to supervision by telephone to discuss urgent matters, if the supervisor is unavailable for any reason, during a period not to exceed fourteen days;

(h) In the absence of the primary supervisor, not to exceed fourteen days, one-on-one supervision hours may be conducted retro-actively.

(i) Keep notes of each supervisory session, and provide them to the Board upon request;

(j) Maintain a record of hours of supervision and provide it to the Board upon request; and

(k) Provide the Board with a Resident Evaluation Report at the conclusion or termination of the Resident Supervision Contract.

(6) **Associate Supervisor.** Any supervision of the resident by a person other than the primary supervisor must be identified in the Resident Contract and approved by the Board.

(a) The associate supervisor is responsible for providing supervision as described in section (5) of this rule in the event that the primary supervisor is unavailable for any reason; and

(b) The associate supervisor is responsible for reporting any professional or ethical concerns regarding the resident's conduct or performance to the primary supervisor and the Board.

OAR 858-010-0037 Supervised Work Experience - Psychologist Associate

(1) Applicants must complete a one year full-time internship or one year of other supervised learning practicum deemed equivalent by the Board.

(2) Applicants must complete three years of full-time post-masters degree supervised work experience. The guidelines used by the Board to define the three-year supervised work experience requirement for psychologist associate applicants shall conform to those guidelines used in OAR 858-010-0036, except that:

(a) The resident shall be designated at all times by the title "psychologist associate resident" and

(b) A Resident Supervision Contract will be effective for a period not to exceed four years. The Board, in its discretion, may extend the contract beyond four years.

OAR 858-010-0038 Continued Supervision - Licensed Psychologist Associate

Before the initial license is issued, the psychologist associate and the supervising psychologist must submit a "Contract for Continued Supervision of a Licensed Psychologist Associate." Day-to-day supervision of the licensed psychologist associate is the responsibility of the supervisor and includes such face-to-face consultation as is required by the nature of the work of the psychologist associate, and is consistent with accepted professional practices in psychology.

OAR 858-010-0039 Application for Independent Status - Psychologist Associate

A licensed psychologist associate may apply to the Board for approval to function as an independent psychologist associate. Independent status will be granted only after at least three years of work as a licensed psychologist associate or a psychologist at a demonstrated high level of professional proficiency.

OAR 858-020-0025 Complaints on Which the Board Can Act

Any complaint submitted to the Board must be specific as to the conduct upon which the complaint is based and why this conduct is cause for a complaint. The Board will review and accept for consideration complaints which might affect the licensure of psychologists and psychologist associates who are already licensed or are candidates for licensure, or which concern the possible practice of psychology by non-psychologists or unlicensed psychologists. A complaint concerning a licensed psychologist associate or psychologist resident may be regarded as a complaint against the supervisor. Other types of complaints will be rejected, or, if authorized by ORS 676.160 to 676.180, may be referred to appropriate individuals or groups with the consent of the complainant.

The Ethical Principles of Psychologists and Code of Conduct, 2002. Some standards to pay particular attention to are listed below:

ES 2.01 Boundaries of Competence

(a) Psychologists provide services, teach, and conduct research with populations and in areas only within the boundaries of their competence, based on their education, training, supervised experience, consultation, study, or professional experience.

(b) Where scientific or professional knowledge in the discipline of psychology establishes that an understanding of factors associated with age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, or socioeconomic status is essential for effective implementation of their services or research, psychologists have or obtain the training, experience, consultation, or supervision necessary to ensure the competence of their services, or they make appropriate referrals, except as provided in Standard 2.02, Providing Services in Emergencies.

(c) Psychologists planning to provide services, teach, or conduct research involving populations, areas, techniques, or technologies new to them undertake relevant education, training, supervised experience, consultation, or study.

(d) When psychologists are asked to provide services to individuals for whom appropriate mental health services are not available and for which psychologists have not obtained the competence necessary, psychologists with closely related prior training or experience may provide such services in order to ensure that services are not denied if they make a reasonable effort to obtain the competence required by using relevant research, training, consultation, or study.

(e) In those emerging areas in which generally recognized standards for preparatory training do not yet exist, psychologists nevertheless take reasonable steps to ensure the competence of their work and to protect clients/patients, students, supervisees, research participants, organizational clients, and others from harm.

(f) When assuming forensic roles, psychologists are or become reasonably familiar with the judicial or administrative rules governing their roles.

2.05 Delegation of Work to Others

Psychologists who delegate work to employees, supervisees, or research or teaching assistants or who use the services of others, such as interpreters, take reasonable steps to (1) avoid delegating such work to persons who have a multiple relationship with those being served that would likely lead to exploitation or loss of objectivity; (2) authorize only those responsibilities that such persons can be expected to perform competently on the basis of their education, training, or experience, either independently or with the level of supervision being provided; and (3) see that such persons perform these services competently. (See also Standards 2.02, Providing Services in Emergencies; 3.05, Multiple Relationships; 4.01, Maintaining Confidentiality; 9.01, Bases for Assessments; 9.02, Use of Assessments; 9.03, Informed Consent in Assessments; and 9.07, Assessment by Unqualified Persons.)

3.04 Avoiding Harm

Psychologists take reasonable steps to avoid harming their clients/patients, students, supervisees, research participants, organizational clients, and others with whom they work, and to minimize harm where it is foreseeable and unavoidable.

3.08 Exploitative Relationships

Psychologists do not exploit persons over whom they have supervisory, evaluative, or other authority such as clients/patients, students, supervisees, research participants, and employees. (See also Standards 3.05, Multiple Relationships; 6.04, Fees and Financial Arrangements; 6.05, Barter With Clients/Patients; 7.07, Sexual Relationships With Students and Supervisees; 10.05, Sexual Intimacies With Current Therapy Clients/Patients; 10.06, Sexual Intimacies With Relatives or Significant Others of Current Therapy Clients/Patients; 10.07, Therapy With Former Sexual Partners; and 10.08, Sexual Intimacies With Former Therapy Clients/Patients.)

7.04 Student Disclosure of Personal Information

Psychologists do not require students or supervisees to disclose personal information in course- or program-related activities, either orally or in writing, regarding sexual history, history of abuse and neglect, psychological treatment, and relationships with parents, peers, and spouses or significant others except if (1) the program or training facility has clearly identified this requirement in its admissions and program materials or (2) the information is necessary to evaluate or obtain assistance for students whose personal problems could reasonably be judged to be preventing them from performing their training- or professionally related activities in a competent manner or posing a threat to the students or others.

7.06 Assessing Student and Supervisee Performance

(a) In academic and supervisory relationships, psychologists establish a timely and specific process for providing feedback to students and supervisees. Information regarding the process is provided to the student at the beginning of supervision.

(b) Psychologists evaluate students and supervisees on the basis of their actual performance on relevant and established program requirements.

7.07 Sexual Relationships With Students and Supervisees

Psychologists do not engage in sexual relationships with students or supervisees who are in their department, agency, or training center or over whom psychologists have or are likely to have evaluative authority. (See also Standard 3.05, Multiple Relationships.)

9.07 Assessment by Unqualified Persons

Psychologists do not promote the use of psychological assessment techniques by unqualified persons, except when such use is conducted for training purposes with appropriate supervision. (See also Standard 2.05, Delegation of Work to Others.)