



## Supervision Policy

### **1. INTRODUCTION**

This initial section is intended to outline in general terms our organisational stance towards supervision in key training and practice areas.

#### **1.1 Matrix Supervision Statement:**

Supervision is understood as a reflective and evaluative process, conducted within an articulated working relationship, between a qualified or student psychotherapeutic counsellor and an appropriately knowledgeable and trained supervisor.

Categories of Matrix Membership:

- Student member (currently in training)
- Graduate member working towards UKCP Registration
- Full members (who have achieved UKCP Registration)

All Matrix members working with one or more clients must have their clinical work covered by a supervisory arrangement which adheres to the requirements set out in this policy.

It is unethical practice for any Matrix member to work as a counsellor with clients without attending supervision sessions (see Matrix Code of Ethics and Professional Conduct).

In keeping with UKCP's position on supervision Matrix requires that all members (student, graduate and full) should be able, in principle, to provide informed documentation which demonstrates and supports the way that they are participating in supervision at any given time.

Documentation may take many forms – for example, a reflective journal; clinical notes; supervision reports. What is required is that the practitioner is able to demonstrate and articulate the ways in which they monitor their own practice and seek appropriate support and guidance in their practice from others.

All records of supervision must be discrete and separate and easily available for audit. Details must include the date, duration and name of the supervisor.

#### **1.2 The Nature of Supervision**

- a. Supervision is a process conducted within a formal working relationship in which a qualified or student psychotherapeutic practitioner presents his or her client work to a designated supervisor, as a way of enhancing their practice through careful reflection and reflexive practice on the process.
- b. Supervision can take place on a one-to-one basis or in groups. Supervision can take place through face-to-face meetings, or online.

c. Supervision of students should ideally be conducted face-to-face, in line with the Matrix Face-to-Face and Online Hours Policy

### **1.3 The Purpose of Supervision**

- a. The primary purpose of supervision is to enhance the professional development of the supervisee so as to ensure the best possible psychotherapeutic practice for their client. To this end, supervision should perform the functions of education, support and evaluation against the norms and standards of the modality, profession and of society.
- b. Supervision can also contribute towards a gate-keeping process that allows for the recognition of certain situations, e.g. burnout, where because of the supervisee's physical, mental, psychological or emotional state it is unsuitable for them to work with clients.

### **1.4 Definition of a “Supervisor”**

A supervisor will be someone who:

- Is suitably qualified and experienced to provide supervision (see section 3)
- Is UKCP Registered as a Full Clinical Member (of PCIP or another College)
- May be registered with another professional body in an equivalent category

A supervisor working with students is normally required to meet additional criteria (see section 3)

Supervisors who are UKCP registrants and meet the Matrix requirements can be entered into the UKCP Supervision Directory.

Supervisors who are *not* UKCP registrants but are registered with another relevant professional body (and have a level of experience and training equivalent to that required for entry in the UKCP supervision directory) may be accepted to supervise Matrix students.

## **2. SUPERVISION REQUIREMENTS**

### **2.1 Requirements for Matrix Students**

All students must have supervision at a minimum level of 1hr supervision to 6hrs client work (1:6). This applies throughout the training. It continues until the student has completed 450 hours of practice and has met all of the requirements to be eligible for an application for UKCP Registration.

***For the first 100 hours of clinical practice***, students must have supervision sessions at a minimum of 1 hour ***fortnightly*** (keeping the 1:6 ratio).

***After 100 hours of clinical practice***, the frequency may change, but the overall ratio of 1:6 must be maintained.

The 1:6 ratio may need to be increased if the supervisor or placement recommends this, for a specified period. This will be to ensure that the student is ethically and clinically supported in certain situations. Students are expected to follow the guidance of the supervisor/placement in such cases.

***Group Supervision*** may be counted as part of the student's clinical log, provided it meets the Matrix requirements:

- There will be a minimum of 30 minutes of supervision per supervisee (i.e. for a group of 3, the session should be at least 90 minutes)
- The maximum number of students in a group is four

- The 'countable' hours will be calculated by dividing the total session duration by the number of students present (for example, a session of 120 minutes with four students = 30 minutes countable)
- A minimum of 30 minutes can be 'countable' – if the result of the calculation is less than 30 minutes, it may not be counted
- Group supervision hours may be counted up to a maximum of one third of the overall total (i.e. 150 hours group supervision, maximum)

**Face to Face Supervision** is strongly preferred for Matrix students. However, it is recognized that some students may be living/working in rural areas where access to a supervisor may be limited. This may present difficulties in terms of transportation, cost, and environmental sustainability. Students to whom these issues apply may have online supervision sessions. See the Matrix Face-to-Face and Online Hours Policy.

## **2.2 Requirements for Matrix Graduate Members**

Graduates who have completed their course and passed all of their assessments (Graduate Members) must continue with the 1:6 ratio of supervision, until they reach the 450 hours required for UKCP registration.

Upon reaching the 450 hours, Graduate Members may submit their logs to the Principal, who will verify them. They may then revert to the supervision requirement for Full Members if agreed by the Principal.

## **2.3 Requirements for Matrix Full Members**

Matrix Full Members must normally have a minimum of 1.5 hours supervision per month. Where their practice hours are greater than approximately 40 client hours per month (10 client hours per week or more), supervision will normally be increased to meet a ratio of supervision to counselling practice hours that would average out to 1:25 over a year. This is a minimum and is expected to increase if recommended by either a supervisor or line manager, or where the practitioner is working with challenging or complex clients.

Supervisors of Matrix Members must meet the minimum criteria set out by UKCP and Matrix. It is the practitioner's responsibility to ensure that their supervisor is suitably qualified and experienced.

***Individual/Group/Face-to-Face/Online Sessions*** - Supervision format is not prescribed for Matrix Full Members but must include ***individual*** supervision. Participation must promote reflective and informed practice in a way that is beneficial to both practitioners and service-users. Supervision must support the supervisee working within the UKCP code of ethics.

***After 5 years of practice as a Full Member***, practitioners may undertake peer supervision in addition to a minimum of 1 hour of formal supervision per month minimum and must have a minimum total of 1.5 hours per month between the two formats. Hours of peer and group supervision will be fully 'countable'. After 10 years as a registrant, a mix of peer and formal supervision is acceptable.

## **2.4 Requirements for Matrix Full Members working with Children and Young People**

Full members working with children and young people are expected to meet the requirements specified in the UKCP Supervision Policy. The policy states that child practitioners are held to meet the requirements of the UKCP document called *Standards of Supervision for Child Psychotherapists*.

The *UKCP Standards of Education and Training: Guidelines for Section and Institutional Members for the Development of Standards of Supervision for Child Psychotherapists* document states that newly registered practitioners are recommended to have **one hour of individual supervision for every six client hours in their first year of practice**.

After one year of registration the minimum requirement for clinical supervision is **2 hours per month**. Working with severely disturbed, traumatized or abused clients may require higher rates of supervision. Supervisors may advise additional supervision where they deem necessary.

Supervisors will usually be registered with UKCP as a Child Psychotherapist or a Child Psychotherapeutic Counsellor. Normally supervisors must be on the UKCP supervision directory as a Child Supervisor.

## **2.5 Documentation of Supervision**

All Matrix members (Student, Graduate, Full) must adequately document their supervision attendance. This needs to be in a form that easily available for audit. Details are to include the date, duration and the name of the supervisor.

**For Matrix Full Members**, a supervisor's form must be submitted with the annual membership renewal form. All supervision documents must be submitted to Matrix as part of the 5-yearly reaccreditation process.

It is the responsibility of the practitioner to maintain this documentation, which may take a variety of formats.

## **3. CRITERIA OF SUITABILITY FOR SUPERVISORS**

### **3.1 Eligibility of Supervisors – UKCP Registered Practitioners**

Provided the following criteria are met, a UKCP Registered practitioner may apply to supervise Matrix students

- Their supervision training was run by a UKCP Organizational Member or equivalent
- Their supervision qualification is at Diploma level (not Certificate)
- Their supervision training comprised a minimum of 40 taught hours
- Their supervision training included supervision of supervision of not less than 10 hours overall, with a minimum of two individual cases or one individual and one group or a combination of both.
- Their supervision training met the PCIPC's minimum entry requirements.
- Their supervision training followed a programme in line with the PCIPC's SETs.

Supervisors applying must be current members of Matrix or an equivalent OM (or be a Direct Member of PCIPC) and in good standing.

Supervisors applying must commit to maintaining their competence via appropriate CPD activity which related to supervision practice.

Supervisors applying must undertake adequate supervision of their supervision practice.

### **3.2 Eligibility of Supervisors – Non-UKCP Registered Practitioners**

Non-UKCP Registered practitioners working as supervisors for Matrix students as training supervisors must meet the following standards.

They must:

- Hold a psychotherapy or psychotherapeutic counselling qualification
- Be registered with a recognised professional body in a category that equates to that of Psychotherapeutic Counsellor
- Work to the code of ethics and professional conduct of their professional body
- Have been practising as a post-qualified practitioner for a minimum of 5 years
- Have completed a supervisor training of a minimum of 40 taught hours
- Have a minimum of supervisory experience of 2 years
- Provide evidence of support for their supervisory practice via a reference from their current supervisor of supervision
- Comply with UKCP policies, including diversity and equalities and safeguarding.

- Undertake adequate supervision of supervision
- Agree to comply with the Matrix Supervision Policy and Matrix Code of Ethics and Professional Conduct.

### 3.3 Requirements for Supervisors of Matrix Students

- Supervisors of student psychotherapeutic counsellors must be fully qualified psychotherapeutic counselling or psychotherapy practitioners (adults), normally with a minimum of five years' clinical experience and two years' supervisory experience.
- Supervisors must be in regular supervision for their supervisory work.
- Supervisors are expected to maintain up to date knowledge of the legal responsibilities associated with clinical work.
- Supervisors must provide supervisees with details of the relevant codes of ethics and complaints procedure under which complaints against them can be heard.
- Supervisors of students must conduct regular evaluation and assessment of the work of the students, including (but not limited to) an annual Supervisor's report Form. Where there are perceived difficulties, these must be addressed first with the student and then with Matrix (with whom final responsibility for the supervisee lies). If necessary, a relevant Complaints Procedure may be implemented.
- Supervisors of students are expected to hold a level of ethical responsibility for the welfare of the clients of their students.
- It is recommended that, in addition to their supervision practice, supervisors are concurrently working directly with clients.
- Supervisors of students must work within the Matrix Code of Ethics and Professional Conduct, and any other relevant Codes at all times with particular reference to confidentiality and boundaries. They must be aware of the legal responsibilities of practitioners in relation to their clients. In addition, there must be clarity over managerial and non-managerial responsibility for the work of students, so there is no confusion or duality of roles.

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