

## Sample Supervisor-Supervisee Agreement



### SUPERVISEE-SUPERVISOR AGREEMENT

#### **Terms of Agreement**

By both signing this document, we agree to the following:

The Supervisee and the Supervisor acknowledge that the prime outcome of the relationship is for the Supervisee to acquire knowledge, and in particular practical experience, imparted by the opportunities existent within Supervised Experience and under the guidance of the Supervisor, so as to meet the competencies required to become a Practitioner.

The Supervisee and the Supervisor are expected to behave in a professional manner during the relationship, thus participating in an efficient and effective manner so as to expedite Supervised Experience, whilst maintaining a degree of thoroughness.

The Supervisee-Supervisor relationship shall last until the requirement of hours and competencies are met.

Whether for internal or external reasons, termination of this agreement may be given in writing to the other person no less than twenty-eight (28) days in advance.

#### **Expectations of the supervisee:**

- To familiarise yourself with the BASES guidelines and the requirements of Supervised Experience prior to application
- To familiarise yourself with and to adhere to the BASES Code of Conduct
- To take responsibility for the completion of the application form and annual reports and to contact your supervisor at least 4 weeks prior to deadlines to complete these
- Be the initiator of meetings and all other necessary requirements.
- Maintain a comprehensive logbook recording all your relevant work experience and CPD and to provide updates to your supervisor
- To seek and undertake appropriate work experience that provides opportunities for the development of technical competencies; this will usually require you to be working in an environment in which you have access to a physiology laboratory and clients
- To undertake appropriate internal and external CPD (continuing professional development)
- To be available to undertake appropriate work experience with your supervisor that allows for the assessment of your technical competencies
- To identify and undertake a scientific support case study where applicable

- Give advanced notice of any changes that could hamper making meetings, or impact on Supervised Experience

**Expectations of the supervisor:**

- To make an initial assessment of the supervisees technical competencies and development needs analysis
- Support of the application for supervised experience
- To help identify work experience and CPD opportunities relevant to your development needs
- Provision of work experience opportunities that allow for the development and assessment of your technical competencies
- Mentoring of the supervisees applied support work and technical development
- Review of the development and progression and support of reports submitted
- Guidance on a case study, where applicable
- Give advanced notice of any changes that could hamper attendance at meetings, or impact on Supervised Experience
- Formally acknowledge to both the supervisee and BASES, when the supervisee has completed SE

**Cost of supervised experience**

A charge of £ per annum will be made for undertaking Supervised Experience, payable to your supervisor. It should be noted that this cost is in addition to the BASES SE fees and that the supervisee is responsible for the cost of all external CPD and workshop costs.

*Supervisor's Name* \_\_\_\_\_ *Supervisee's Name* \_\_\_\_\_

*Signature* \_\_\_\_\_ *Signature* \_\_\_\_\_

*Date* \_\_\_\_\_ *Date* \_\_\_\_\_