



# Supervision

## Key Information

### How it works

Each session provides a confidential space to dive deep into your clinical practice. You'll come prepared with cases, challenges, professional development objectives and a commitment to reflective practice, and we'll work collaboratively to support your growth. The more engaged and open you are, the more valuable our supervision will be.

### Practical Details

- Duration: 60-90 minutes
- Frequency: Monthly
- Delivery: Online via Zoom
- Fees reviewed annually

### If I Can't Make It

- I take regular breaks every 6-8 weeks, I will let you know these dates in advance.
- While cancellation of session is always a last resort, if it does happen I will let you know with as much notice as possible
- There is no charge for sessions cancelled by the counsellor

### If there are Technical Difficulties

If you are having problems accessing the meeting, please let me know by email ASAP

- Help can be found on the [Zoom website](#)
- If it is not possible to continue the meeting over zoom you will be offered the option to complete the session over the phone



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### If You Can't Make It

If you know you won't be able to attend:

- Let me know at least 24 hours before (No charge applies)
- If you cancel with less than 24hrs notice, the full session fee will apply. However, if we can reschedule for the same calendar month this payment can be reallocated to the new session
- If you don't attend a session as expected:
  - I'll send a check-in email after 5 minutes

We'll reach out again after 20 minutes to make sure you're okay and invite you to rebook

### Contact Between Sessions

**If you encounter an urgent client-related issue that requires immediate guidance**, I offer a brief email or short call option during my normal working hours. This is strictly for time-sensitive issues directly related to client safety or complex ethical dilemmas.

**Routine Communication:** For non-urgent matters, please email me with any follow-up questions or reflections. I typically respond within 1-2 working days. Brief queries can be addressed via email, but more complex discussions are best reserved for our scheduled supervision sessions.

**Additional sessions:** If you require additional supervision sessions between our scheduled meetings, then please get in touch and I can let you know any availability I might have. (Additional sessions will be charged at our normal standard rate.)