"We do not learn from experience; we learn from reflecting on experience." — John Dewey

Supervisee details	
Clinician name	
Workplace	
Position	
Email address	
Phone number	

Bek Chatellier brings over 15 years of clinical occupational therapy experience across community, aged care, disability, and private practice settings. Bek holds the following qualifications and credentials:

- 15+ years clinical OT experience across community, aged care, and disability settings
- Sole trader and business owner since January 2018
- External clinical supervisor for 4.5+ years, providing external clinical excellence lead services
- Certificate in Fundamentals of Clinical Supervision (2022)
- Professional & Clinical Supervision with Michelle Bihary — PCS1102 (2023)
- Feedback Conversation Masterclass — Michelle Bihary (2023)
- Elevate & Lead: Mastering Supervision and Leadership Skills (2024)
- Sensational Supervision (2025)
- Resilience First Aid Certified (2025)
- Expertise in assistive technology, complex home modifications, and functional capacity assessment
- Experience in clinical governance, documentation design, and practice development
- Sole trader business set up, development and mentoring

Clinical supervision is recommended for allied health professionals for the purpose of supporting them in their professional role, continued professional development and ensuring patient safety and high quality care.

About your practice	
What year did you graduate?	
What is your current clinical role and scope?	
Previous areas/experience of clinical practice	
What formal and informal training have you done?	
What supervision have you had before, or are you receiving now?	

About your practice	
What are your strengths as a professional?	
How do you like to receive feedback?	
Are there specific challenges or topics you'd like to focus on?	
What are you aiming to achieve through supervision?	
How did you find The Supervisionary Partnership?	

Purpose of supervision

Supervision provides supportive, non-judgemental guidance to:

- Maintain high standards of practice within your discipline
- To maintain standards of care for clients, and treatment through accountable decision making and clinical practice
- To provide opportunities for collaborative learning that are developmentally appropriate
- Support your personal and professional growth within a safe relationship
- Guide you to develop your professional practice
- Promote your wellbeing
- Ensure ethical practice

Expected Outcomes

- Supervision is 1:1, or in a group where requested
- Sessions are 60 minutes, delivered online via Microsoft Teams
- How often we meet (e.g. fortnightly or monthly) is agreed at our first session
- Your learning goals guide our sessions. As we work together, I may also identify areas for development and suggest them as additional goals
- Sessions are led by you, to meet your goals and professional needs
- I'll offer a psychologically safe space for clear, specific and personalised feedback

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Supervision process

The supervisee will:	The supervisor will:
• Develop own learning goals • Supply the supervisor with an agenda for discussion (please provide to supervisor at least 1 business day prior to supervision session) • Lead supervision session	• May bring items for discussion to share with supervisee and assist with the supervision session • Awareness of sessions agenda that may require recommendations for external resources for supervisee to investigate

- Additional items can be added to the agenda by either the supervisor/supervisee at any time during the session
- Minutes are to be recorded on a supervision record by the supervisee
- Supervision record is to be emailed to the supervisor after session with reflections and learnings to provide signature - as both the supervisor and supervisee are required to keep this as a record

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Recording and session summaries

With your consent, sessions are recorded so an AI-generated summary can be prepared. Recordings are deleted once the summary is complete, and the summary is emailed to you after each session. Taking your own notes is still encouraged, as it helps deepen your learning.

You can withdraw consent to recording at any time. You'll give or decline consent at the end of this agreement.

Commitment/Responsibilities

- Supervisee to prepare agenda to bring to supervision sessions
- Supervisee and supervisor to attend agreed session time
- Supervisee to follow through on agreed actions between sessions
- Supervisor to provide professional support and expertise and adherence to professional standards
- Supervisor will provide timely, honest feedback
- Supervisor will find expertise from someone else if a topic is outside my scope

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Clinical responsibility

You remain responsible for your own clinical decisions and practice. Supervision provides guidance and support, but I do not take on legal or clinical responsibility for your work.

You agree to practise in line with your AHPRA registration requirements, including the Occupational Therapy Board of Australia's code of conduct, registration standards and competency standards. You also agree to follow the OTA Code of Ethics and, where relevant, the NDIS Code of Conduct.

Ethical Issues and Confidentiality

All issues discussed in the supervision relationship are confidential. There are however some legal and professional requirements such as mandatory reporting, codes of ethics, codes of conduct and duty of care that might mean confidentiality may be waived if these arise.

Confidentiality will be waived when:

- There is risk of harm to a client or supervisee
- There is serious concerns regarding a clinician's professional practice
- There is a legal requirement to report an item discussed during supervision

Please refer to clients by initials or de-identified details only. Any reports you share for review should be de-identified, and I won't keep copies.

If your workplace funds your supervision, any update to your manager (for example, to guide professional development courses or workplace changes) is only shared with your consent.

I agree to this sharing feedback with my manager

☐ Yes
☐ No

☐ N/A

Terms of agreement

- Cancellations with < 24 hours notice or no-shows will incur full fees
- If you are unable to attend at the scheduled time, an alternative clinician is able to attend to avoid fees
- If you are unable to attend your scheduled supervision session, notice in writing is required to both the supervisor and the relevant management personnel

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Fees and payments

Service	Fee
Individual supervision (60 minutes)	$225 + GST
Group supervision (4 to 8 clinicians, 60 minutes)	$60 per person + GST
Ad hoc supervision	$225 per hour + GST Charged in 15-minute increments
Email questions 5 - 10 minutes	Included (within reason)

- Invoices will be sent out after each session and are payable within fourteen (14) days from date of invoice
- I understand that if any debt collection services are engaged to retrieve any outstanding accounts relating to these invoices, the fees associated with this will be in addition to the invoice amount

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Signatures of agreement

By signing below, I confirm that:
- I have read and understood this agreement
- I consent to supervision as described
- I accept the responsibilities, fees, cancellation policy and confidentiality terms
- I understand supervision is for professional development and is not legal advice

Recording consent

☐ I consent to sessions being recorded to prepare a session summary

☐ I do not consent to sessions being recorded

Supervisee name	
Supervisee signature	
Date	

Workplace-funded supervision

Complete this section only if your workplace is paying for your supervision.

Manager name	
Manager signature	
Date	
Email address for invoicing	

The Supervisionary Partnership sells a range of clinical templates and business resources to either set up or elevate your existing practice. These templates are able to be used in either the private sector, aged care or NDIS space and have been refined over the last 8 years to enable your clinical documentation to be efficient and effective.

For a list of resources for sale, please visit www.thesupervisionarypartnership.com.au