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**SUPERVISOR'S STATEMENT
OF PRACTICES &
PROCEDURES**

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As a consumer of a professional service, you are entitled to clear and concise information about your Approved Supervisor and the supervisory relationship. *The Supervisor's Statement of Practices and Procedures* has been designed by your supervisor to give you basic, up-to-date "consumer" information about many important aspects of the internship process.

LEGAL AUTHORITY FOR THIS STATEMENT

The state law that makes provision for the licensing of Licensed Professional Counselors and Licensed Marriage and Family Therapists is **LA RS 37: 1101-1115** and **Title 46, Part LX, Subpart 1 and 2 of the Louisiana Administrative Code**. *The Supervisor's Statement of Practices and Procedures* reflects the imperatives contained in this statute that relate to Counselor Interns, Licensed Marriage and Family Therapy Interns, and Approved Supervisors. Interns are strongly encouraged to review the law and the accompanying rules in their entirety by going to the Louisiana Licensed Professional Counselor's Board of Examiners website at www.lpcboard.org.



If there is any discrepancy between the information contained in this statement and the revised statute and rules referred to above, then the information contained in the law should take precedent.

After reading this statement, interns are asked to sign the signature page. Interns will be given a copy of this page for their files. *Your signature on the last page of this document signifies that you have read, understand and agree to the terms of the supervisory relationship contained therein.*

YOUR SUPERVISOR'S QUALIFICATIONS

EDUCATION: Mr. Moore holds two graduate degrees, one a Master of Arts in Counseling from Louisiana Tech University and the other a Master of Marriage and Family Therapy from Abilene Christian University. Mr. Moore has also earned a Bachelor's Degree in Education from Louisiana Tech University.

LICENSURE AND CERTIFICATION: Mr. Moore is a Licensed Professional Counselor, number 474, and a Licensed Marriage and Family Therapist, number 003.

Mr. Moore is a Board Approved LPC Supervisor and a Board Approved LMFT Supervisor.

Both licenses and his certification as a Board Approved Supervisor are administered by the Louisiana **Licensed Professional Counselor's Board of Examiners, 8631 Summa Avenue, Suite A, Baton Rouge, Louisiana, 70809, telephone number 504-765-2515.** For more information about these licenses or his approved status as a supervisor or to ask about filing a complaint, you may contact the Board by mail, telephone, or you may go to the website at www.lpcboard.org.

PROFESSIONAL MEMBERSHIP: Mr. Moore is a Clinical Member of the American Association for Marriage and Family Therapy and a Member of the Louisiana Association for Marriage and Family Therapy. He is also a member of the Northwest Chapter of the Louisiana Counseling Association.

PROFESSIONAL EXPERIENCE: Mr. Moore has worked in private practice as an individual, marital, and family therapist since 1986. He also consults with churches and non-profit mental health agencies in Shreveport-Bossier, such as the Center for Families. He became an Approved LPC Supervisor in 1988 and an Approved LMFT Supervisor in 2006.

Mr. Moore is a member of the Adjunct Faculty at LSU in Shreveport in the Department of Psychology. Mr. Moore also provides workshops and seminars in marital and family issues for churches, organizations, and other mental health professionals.

Mr. Moore served on the Advisory Committee for Marriage and Family Therapy to the LPC Board of Examiners since 2002. He has also served as Coordinator for The LSUS Family Therapy Institute since 2005.

THERAPEUTIC EXPERTISE AND STYLE OF PRACTICE

Mr. Moore specializes in the practice of marriage and family therapy, and is experienced in working with problems of childhood, parenthood, marital difficulties, and adult difficulties that may be related directly or indirectly to disturbances in family relationships.

Whether working with an individual, couple, or family, Mr. Moore works from an ecosystemic perspective, which means that he accepts a client's immediate relationships and larger social context as being important factors in solving life's problems.

Specifically, Mr. Moore works from a structural/strategic orientation, which means that a well-defined plan for achieving identified goals or solving specified problems is developed in collaboration with the client. This plan usually includes the structuring of family relationships in such a way that the probability

of success for the client in therapy is enhanced. The emphasis in therapy is placed on assisting the client in finding workable solutions and accessing the resources necessary to enact those solutions in a time-limited framework. Therapy focuses on providing insight into the “historical roots” of problems only as it is necessary to the resolution of the problem as it finds expression in the “here-and-now.”

Mr. Moore has experience working with elderly adults, adults, teenagers, and children of all ages. When working with teenagers and children, Mr. Moore strongly prefers to work with the whole family. Unwillingness or inability of family members to participate in therapy may result in referral.

SUPERVISORY EXPERTISE AND STYLE OF PRACTICE

Mr. Moore’s training and experience as a supervisor is in training therapists in an ecosystemic approach to therapy as described above. His approach to clinical supervision is consistent with his structural/strategic approach to therapy.

He sees the supervisee as part of a therapist/client /supervisor “system.” In turn, the client’s immediate and extended social network is seen as a necessary “subsystem” of the supervision “suprasystem.” **Therefore, the supervision process for the supervisee will necessarily entail the supervisee’s acquisition of knowledge and skill in working with the client’s social network as a problem-solving resource.** While it is not the role of the supervisor to “convert” the supervisee to any particular theoretical orientation of therapeutic change, Mr. Moore will expect the supervisee to expand or modify his or her approach to therapy to allow for the conceptualization and management of change at the systemic level, even if the supervisee plans to practice as an “individual” therapist. If the supervisee has not had formal training in a systemic approach to therapy prior to their supervision process, the supervision experience may involve didactic as well as practical elements.

Mr. Moore’s approach to supervision is “strategic” in that he works with supervisees to assist them in incorporating their particular theoretical approach to therapeutic change with systemic concepts to improve the supervisee’s ability to respond creatively, effectively, and efficiently to the widest possible variety of presenting problems.

To accomplish this, Mr. Moore utilizes a “case consultation” format to supervision, collaborating with the supervisee as a “team member” in assisting clients in resolving their presenting problems. **Review of video and/or audio recordings of the supervisee’s work with clients is a necessary part of this process.**

TERMS AND DEFINITIONS

The following are important terms and their definitions used in the description of the interning process in the law:

Registered LMFT Intern – An individual who has received an official letter from the Louisiana Licensed Professional Counselor’s Board of Examiners stating that they have qualified to begin accruing supervision hours toward their licensure as Licensed Marriage and Family Therapist.

Counselor Intern – An individual who has received an official letter from the Louisiana Licensed Professional Counselor’s Board of Examiners stating that they have qualified to begin accruing supervision hours toward their licensure as a Licensed Professional Counselor.

Approved Supervisor – A person who has been officially designated by the Louisiana Licensed Professional Counselor Board of Examiners to supervise the practice of Counselor Interns or Registered LMFT Interns as they work to obtain licensure.

Supervisor-Contact Hours – Clock hours spent in face-to-face clinical consultation with an Approved Supervisor. Telephone, e-mail, or any other “distance” contact other than face-to-face contact in real time cannot count for direct contact with an Approved Supervisor. Supervisor-contact hours may be **individual** (for Counselor Interns, one intern in a single supervision session; for Registered LMFT Interns, one or two interns in a single supervision session) or **group** (three to six interns in single supervision session).

Direct Client-Contact Hours – Clock hours spent by an intern in direct, face-to-face clinical consultation with clients in individual, marital, family, or group therapy. Telephone, e-mail, or other forms of distance contact with clients may count as direct client contact hours at the discretion of the supervisor.

Indirect Client-Contact Hours – Clock hours spent by an intern in collateral duties associated with the provision of clinical services to clients, such as record-keeping, report writing, or administrative consultation.

NATURE OF THE SUPERVISORY RELATIONSHIP

The relationship between supervisor and supervisee is intended to facilitate the accomplishment of two goals. One is the education, training, and personal development of the intern therapist. The other is the overseeing of service delivery to the client to ensure that the therapy process is ethical and of the highest quality possible. It is the task of the supervisor to maximize *both* of these aspects of the intern/client/supervisor system and keep them “flowing in harmony” with each other.

THE PROFESSIONAL DEVELOPMENT OF THE INTERN: To facilitate this aspect of the intern/client/supervisor system, the supervisor encourages and challenges the intern to assume an explorative, “experimental” posture. The supervisor seeks a complimentary posture of facilitator, consultant, encourager, educator, and “coach.”

In this dimension, the intern is the consumer. The focus is on maximizing the intern’s learning experience by providing him or her with meaningful feedback about his or her weaknesses as well as strengths as a therapist. “Mistakes” are seen as an opportunity for the intern’s growth and learning. The intern’s therapeutic relationship with his or her clients is a “tool” in assisting the intern to develop skill and confidence as a therapist.

PROFESSIONAL SERVICE DELIVERY TO THE CLIENT: In this dimension, the supervisor facilitates a relationship of “accountability” between the intern and the client. The intern assumes the posture of professional therapist, responsible for the ethical and effective delivery of services to the client. The supervisor seeks a complimentary posture of director and monitor.

In this dimension, the client is the consumer. The focus is on creating a successful therapeutic experience for the client through a meaningful collaboration between intern and supervisor. The intern’s relationship with his or her supervisor is seen as a “tool” for ethical, effective service delivery to the client.

When the collaboration between supervisor and supervisee fails to effectively balance these two aspects of the intern/client/supervisor system, the welfare of the client always takes precedent.

THE RIGHTS OF THE INTERN: As a consumer of a professional service as described above, the intern has a right to ethical and professional treatment by his or her Approved Supervisor as described in the Code of Conduct for LPCs,

the Code of Ethics for LMFTs and as prescribed by law. Specifically, the intern has a right to:

1. Accurate, complete, and timely information from his or her Approved Supervisor about the intern process as prescribed by law.
2. Collaborate with his or her Supervisor on a Supervision Contract that meets the developmental needs of the intern.
3. Regular and continuous face-to-face contact with his or her Approved Supervisor for the purpose of receiving meaningful feedback about the progress of the Intern toward the goals specified in the Supervision Contract.
4. Timely submission of all paperwork to the Board of Examiners that is the responsibility of the Approved Supervisor.
5. Terminate the supervisory relationship without undue penalty with proper notification of the Supervisor and the Board of Examiners.

It is the responsibility of the intern to inform his or her Approved Supervisor anytime the intern thinks that he or she is being treated in an unethical or unprofessional manner. If the intern fails to reach resolution by consulting with the Approved Supervisor, then the intern is encouraged to report the matter to the Board of Examiners.

THE ROLE OF THE SUPERVISOR

In order to achieve the “balance and flow” in the supervisory relationship as it is described above, the supervisor must function in at least two roles with the supervisee:

THE SUPERVISOR AS TRAINER: As a “trainer”, the supervisor educates, models for, and coaches the supervisee in the practical application of theoretical principles of therapeutic change. In addition, the supervisor facilitates the development of the “person” of the intern therapist consistent with traits that are characteristic of effective therapists. In this role, the supervisor is an advocate for the intern as he or she develops competence as a mental health professional.

THE SUPERVISOR AS DIRECTOR AND EVALUATOR. As a “director and evaluator,” the supervisor establishes a professional standard of behavior for the supervisee and evaluates the supervisee’s ability to meet that standard in his or her interaction with clients. In this role, the supervisor advocates for the client as he or she seeks competent care in therapy.

If the supervisee is not willing or able to meet the professional standards established by the supervisor, it is the responsibility of the supervisor to provide corrective feedback to the supervisee, assist the supervisee in terminating ineffectual or unethical relationships with clients, and/or provide evaluative feedback to clients and/or the Board of Examiners as appropriate.

THE SUPERVISOR AS THERAPIST: The therapy process and the supervision process are isomorphic to one another, but not identical. It is an integral part of the supervision process for the supervisor to help the supervisee in mitigating or eliminating any personal problem that may hinder the supervisee in functioning fully with his or her clients or in a relationship with the supervisor.

Because of the evaluative role of the supervisor in the professional development of supervisees, however, it is inappropriate for Mr. Moore to do therapy with supervisees. Should during the course of supervision the need arise for a supervisee to seek therapy, Mr. Moore will see that the supervisee is referred appropriately. The intern will decide in collaboration with Mr. Moore whether his or her internship should take hiatus for the time the intern is in therapy or whether the intern can continue seeing clients.

THE INTERNING PROCESS

GETTING STARTED: The interning process begins with the prospective intern consulting the Board of Examiners website at www.lpcboard.org to make sure he or she has met all the preliminary educational and experiential requirements to qualify for internship either as a Counselor Intern leading to licensure as a LPC or a Registered LMFT Intern leading to licensure as an LMFT. **The qualifications for approval as a Counselor Intern and Registered LMFT Intern are different; the candidate may not qualify for both.** If, however, the candidate does qualify for both, he or she may design a Supervision Contract with Mr. Moore that allows the intern to work on both licenses simultaneously.

The candidate may then download the necessary forms for application from the website and follow the application instructions. When the intern candidate has completed the application forms (including the *Statement of Practice*), he or she must submit them to Mr. Moore who will review them, sign them, and return them to the candidate to be mailed to the Board of Examiners office along with the candidate's fees. If the candidate is seeking dual licensure, *both* sets of forms must be completed and approved.

After the Board of Examiners reviews and approves the candidate's application, The Board sends a letter to the intern and Mr. Moore informing them of the

Board's approval of the Supervision Contract. The intern may then begin accruing supervisor and client-contact hours toward his or her licensure.

THE SUPERVISION CONTRACT: At the outset of the Intern's supervision, the intern must sign a *Supervision Contract* with Mr. Moore. This contract outlines details of the interning process and reveals how the individual needs of the Intern are to be addressed in the course of his or her supervision experience.

COUNSELOR INTERNS: The Licensed Professional Counselor Board of Examiners requires that Counselor Interns accrue two-thousand nine hundred (2,900) client-contact hours as part of their supervision process for licensure in no less than two (2) years and no more than seven (7) years. Of these two-thousand nine-hundred hours, up to one-thousand (1000) hours may be *indirect* client contact hours. The remaining one-thousand nine hundred (1,900) hours must be *direct* client-contact hours.

During this same period, The Board of Examiners also requires that Counselor Interns accrue one-hundred (100) contact hours with their Approved Supervisor. Up to half (50 hours) of the supervisee's supervisor-contact hours may be *group* contact hours. The remaining fifty (50) supervisor-contact hours must be *individual* hours.

REGISTERED LMFT INTERNS: The Licensed Professional Counselors Board of Examiners requires that Registered LMFT Interns accrue a minimum of three-thousand (3,000) client contact hours as part of their supervision process for licensure in no less than two (2) years and no more that seven (7) years. Of these three-thousand hours of client contact, up to one-thousand (1000) hours can be *indirect* client-contact hours. The remaining two-thousand (2000) hours must be *direct* client- contact hours.

During this same period, The Board of Examiners also requires that Registered LMFT Interns accrue 200 (two-hundred) contact hours with his or her Approved Supervisor. Up to half (100 hours) of the required supervisor-contact hours may be *group* supervision hours. The remaining one-hundred (100) supervisor-contact hours must be *individual* hours.



Subject to Board approval, Registered LMFT Interns may count up to one-hundred (100) supervisor-contact hours that he or she may have accrued during the course of their qualifying degree program if the supervision received by the intern was clearly and demonstrably systemic in content.

INTERNS SEEKING DUAL LICENSURE: Mr. Moore is approved to supervise both Counselor Interns and Registered LMFT Interns. Therefore, if the intern has qualified as a Counselor Intern *and* as a Registered LMFT Intern, then supervisor contact hours count simultaneously toward both licenses.

Only client contact with couples, families, or couple/family therapy groups count toward the client contact requirement for *both* licenses. Contact with clients for individual therapy will only count toward the client-contact requirement for the LPC license.

SUPERVISION SESSIONS: Supervision sessions are normally 1 to 1 ½ hours in length. Individual sessions may include one or two interns, while group supervision sessions may include up to six interns. Sessions are rarely required more often than one time a week. For continuity's sake, sessions are required at least two times a month regardless of the caseload of the intern.

Sessions are normally conducted using a case consultation format. Using this format, interns present pertinent case information augmented by session audiotapes or videotapes. Mr. Moore assists the intern in conceptualizing the case and formulating interventions. The intern delivers the intervention in session with his or her clients and reports the result in the next supervision session.

Interns may also schedule live supervision sessions at the Mr. Moore's office at 820 Jordan, Suite 570, in the observation room.

LIVE SUPERVISION: Live supervision is the best way to learn therapeutic skills. In a live supervision session, Mr. Moore observes and collaborates with the intern as he or she works with clients in real time. Mr. Moore's office at 820 Jordan, Suite 570, is equipped with an observation room that utilizes a closed-circuit video camera system designed for live observation. Interns may schedule their own clients for live supervision in the observation room by contacting Mr. Moore's Administrative Assistant at 221-2255 during regular business hours.

Interns may "team up" for a live supervision session with one intern being observed and the other intern observing the session with Mr. Moore


Whether the intern is observing or being observed, the intern gets credit for *supervisor* contact hours as well as direct *client* contact hours.

Interns may also volunteer to participate in *The Intensive Family Therapy Program* that is hosted by the LSUS Family Therapy Institute. Clients who have consented to be videotaped will be assigned to the interns who are participants in this program.

VIDEO AND AUDIO TAPING: As mentioned above, each intern is required to provide audiotapes or videotapes of their sessions to bring to supervision for review.

Interns may schedule the observation room in Mr. Moore's office to make videotapes of their work with clients. This may be done by contacting Mr. Moore's administrative assistant during regular business hours at 221-4455. Interns must provide their own DVD re-writable disks.

As a substitute for videotapes, interns may also make audiotapes of their work. The intern must, however, provide their own tape recorder and audiotapes. *Audiotapes must be completely clear and intelligible for use in supervision.*

 *All interns are asked to review the Appendix to this Statement that details policy and procedure for live observation, videotaping, and audio taping before they use the observation room. Interns are responsible for obtaining in advance of the first session the informed written consent of any and all clients they wish to audio or videotape using the Consent Form prescribed by the Approved Supervisor. This form may be obtained from Karen.*

INTERN ORIENTATION WORKSHOPS AND SPECIAL SEMINARS: At various times during the year, Mr. Moore offers special seminars for interns, including an orientation seminar that is mandatory for all interns. Attendance at these seminars earns the intern group supervision hours.

CHANGING OR ADDING SUPERVISORS: It is generally recommended that an intern have more than one supervisor over the course of their internship. An intern may add a supervisor by filling out an additional application and submitting it to the Board of Examiners for approval. *In this circumstance, the intern must inform Mr. Moore of the addition of the new supervisor and collaborate with Mr. Moore to ensure that the intern's supervisory experience continues to be integrated and ethical.*

If the intern desires to change supervisors, Mr. Moore must complete an evaluation and recommendation of the intern and submit it to the Board of Examiners along with the intern's new application. *In this circumstance, the intern must continue to fulfill his or her Supervision Contract with Mr. Moore until he or she receives official notice from the Board of Examiners that a new Supervision Contract has been approved.*

COMPLETING THE INTERNSHIP: After the intern has accumulated the minimum number of client-contact hours and supervisor-contact hours, the intern may complete the final section of his or her application for licensure by downloading and completing the appropriate forms from www.lpcboard.org.

As part of this final application process, all of the intern's current supervisors must document his or her supervisor contact hours, review the intern's


performance with the intern on the evaluation form provided as part of the final application, and recommend the intern for licensure. The Board of Examiners then reviews the intern's final application and sends the intern their license through the mail. *The intern must remain in supervision with his or her Approved Supervisor until he or she receives their license.*

LEGAL AND ETHICAL CODES OF CONDUCT

The provision of the service of Mental Health Counseling and the service provided by Licensed Marriage and Family Therapists/Interns as well as the supervision of the delivery of these services by Approved Supervisors is governed by *Louisiana Revised Statute 37: 1101-1115*, as well as *Title 46, Part LX, Subpart 1 and 2, of the Louisiana Administrative Code*.

As provided for in the statute, the practices of LPCs, LMFTs, Approved Supervisors, and Interns are regulated by the Louisiana Licensed Professional Counselors Board of Examiners. The law and subsequent rules promulgated by the Board in the *Administrative Code* are designed to protect the consumer, whether client or supervisee.

As a Licensed Marriage and Family Therapist, Licensed Mental Health Counselor, and Board Approved LPC/LMFT Supervisor in Louisiana, Mr. Moore is bound by law to adhere to the Code of Conduct for Licensed Mental Health Counselors, the Code of Ethics for Licensed Marriage and Family Therapists, and the rules and regulations for Approved Supervisors established by the Board of Examiners. These ethical codes are included in your *Intern Manual* or available to be downloaded from www.lpcboard.org. The Revised Statute is also available for review at this same website.

 *As a Counselor Intern or LMFT Intern, you also are required to adhere to all the ethical and legal requirements contained in the statute and in Title X of the Administrative Code. If you are working on dual licensing, then the more restrictive of the two ethical codes applies in any given situation. You are required to review both codes thoroughly before seeing clients as an intern.*

Unethical behavior as a practicing intern can result in suspension or termination of the supervisory relationship without refund, forfeiture or suspension of intern status by The Board of Examiners, denial of licensing privilege, civil suit, or criminal charges.

It is also highly recommended that you review the sections of the codes regarding supervisor/supervisee interaction. These guidelines are there for *your* protection as a supervisee.

SPECIAL ETHICAL CONSIDERATIONS WHEN TAPING/OBSERVING: When audio – or videotaping a client, the intern must take special care to protect the client from violation of his or her confidentiality. *The following guidelines must be adhered to at all times when the intern is involved in live observation of or the electronic recording of a client:*

1. Clients must *never* be recorded or observed without their first signing the *Observation Consent Form* which can be obtained from Mr. Moore's Administrative Assistant.
2. Clients must always be made aware at the outset of each session the identity of anyone in the observation room during the session or if the session will be electronically recorded in any way.
3. During live observation or during the reviewing of an audio – or videotape, if an observing intern discovers that he or she has a relationship with the client or anyone related to the client that is being observed, the intern must inform the Approved Supervisor immediately. If the Approved Supervisor is not on sight, the intern must leave the observation room or the tape review session.
4. When observing a live session, the intern should refrain from interacting with the client being observed unless instructed to do so by the Approved Supervisor.
5. Any electronic recording of a client made in the observation room must be stored appropriately at all times in Mr. Moore's office. Such recording should *never* leave the premises without the expressed consent of Mr. Moore.
6. If the intern is counseling under the auspice of another professional or entity other than the Approved Supervisor, the intern must make sure that his or her taping of clients is in compliance with all policies and procedures of the intern's employing agency or on-site/administrative supervisor in addition to the policies expressed in this statement.
7. Electronic recordings made by the intern "off-site" should be kept in securely locked storage area that can only be accessed by the intern and other appropriate clinical staff.
8. Electronic recordings of clients should never be played for or played in the presence of anyone but the intern's Approved Supervisor or his or her fellow interns during case consultation.
9. Interns should not review electronic recordings of clients and/or discuss case material in any venue in which a chance exists that the intern's communication

may be overheard, either advertently or inadvertently, by any unauthorized person not directly involved in the consultation.

10. No unauthorized copy of a session recording (i.e., on a cassette tape, CD, DVD, computer hard drive, memory stick, etc.) should ever be made by an intern. All handwritten notes made by an intern during live supervision or during supervisory consultation must be stored in the client's official file or shredded.

11. All electronic recordings of clients must be erased or destroyed by the intern at the termination of the client or when instructed to do so by the Approved Supervisor.

INTERN'S STATEMENT OF PRACTICE: As part of the qualification process, interns are required by the Board to develop a *Statement of Practice*. By law, interns must review their *Statements of Practice* with each client and obtain their signature.

RESPONSIBILITIES OF THE INTERN SUPERVISEE

It is the responsibility of the intern to provide therapy to his or her clients that is professional, ethical, and legal, accepting the parameters of service delivery to his or her clients established by *Louisiana RS 37: 1101-1115* and *Title 46, Part LX, Subpart 1 and 2 of the Louisiana Administrative Code* and in accordance with the *Statement of Practices and Procedures* provided by Tom Moore, MA, M.MFT, LPC, LMFT, Board Approved Supervisor.

It is also the responsibility of the intern to engage as fully as possible in all learning experiences created for the intern by Mr. Moore. Within this framework, the intern's specific responsibilities are as follows:

1. Learn the *Code of Conduct for Licensed Professional Counselors* and the *Code of Ethics for Licensed Marriage and Family Therapists* and practice within the scope of these codes at all times.
2. Stay current with any paperwork required by the Board or Supervisor.
3. Generate his or her own clientele.
4. Adhere to the terms of the *Supervision Contract*.
5. Follow through with all clinical and administrative directives provided by the Approved Supervisor.

6. Present and review an up-to-date *Statement of Practice* to every client before the first session begins and obtain the client's signature on the signature page. Also, present, review, and obtain authorizing signatures of all clients that the intern wishes to audiotape or videotape on the authorized consent form.
7. Report any situation immediately to the Approved Supervisor in which the Intern believes he or she may have breached ethics or the law.
8. Staff any cases with the Approved Supervisor immediately that involve threats of homicide, suicide, abuse, or any potentially life threatening symptoms such as eating disorders, self-mutilation, or domestic violence. Inform the Approved Supervisor immediately if a client attempts suicide or homicide.
9. Keep accurate and up-to-date case records using the format prescribed by the Approved Supervisor, including all forms requiring an authorizing signature from the client and *case notes about any consultation process with the Approved Supervisor that is related to the client*.
10. Arrive on time to each scheduled supervision session prepared with pertinent case information organized in the prescribed format along with appropriately queued audiotapes or videotapes.
11. Keep accurate and verifiable record of direct and indirect client contact hours.
12. Alert the Approved Supervisor when qualifying forms requiring his signature are to be sent to the Board of Examiners and deliver the appropriate forms to his office.
13. Inform the Approved Supervisor immediately of any change of circumstance, status, or condition that may affect the nature or quality of the intern's service provision to clients.
14. Update the Board of Examiners in regard to any change of status or venue by refiling appropriately amended forms within thirty (30) days of the change.
15. Inform his or her employer of the conditions and terms of his or her supervision as outlined in this statement.
16. Discuss with his or her Approved Supervisor any condition or circumstance in the intern's workplace that would hinder the intern's compliance with his or her Supervision Contract or with ethics, State Statute, or Rule dealing with the Intern's service delivery to clients.
17. Stay current with all fees.

RESPONSIBILITIES OF THE APPROVED SUPERVISOR

It is the responsibility of the Approved Supervisor to collaborate with the intern in creating a meaningful learning experience that leads to the intern's professional and personal development. It is also the responsibility of the Approved Supervisor to represent the Board of Examiners in protecting the public.

Within this framework, the specific responsibilities of the Approved Supervisor are as follows:

1. Relate to the intern in a professional and ethical way at all times.
2. Create a learning experience for the intern that is encouraging, challenging, and that facilitates personal and professional growth.
3. Monitor the service provision of the intern to determine if it is in compliance with the law.
4. Monitor the interaction of the intern with his or her clients for professionalism and ethical quality and provide corrective feedback to the intern if a minimum standard of professionalism is not met.
5. Assist the intern in working out any inconsistency in the workplace between the guidelines for ethical and responsible practice as outlined in this statement and in the law and the policies, procedures, or expectations of the intern's employer.
6. Be regularly available for consultation and keep scheduled sessions with the intern in accordance with the *Supervision Contract*.
7. Report to the Board of Examiners and, as appropriate, to the intern's employer and client(s) any serious breach of ethics by an intern.
8. Keep accurate records of the intern's individual and group supervision hours.
9. Submit in timely fashion to the Board of Examiners any qualifying paperwork that must be submitted on behalf of the intern.
10. Inform the intern of any change in the supervisor's status that would affect the intern's ability to complete his or her supervision process successfully.

11. Inform the Board of Examiners if the intern fails to maintain continuous and regular contact with the Approved Supervisor as described in the Supervision Contract.

ROUTINE BUSINESS PROCEDURES

CONTACTING THE BOARD: The Board office is open Monday through Thursday from 9:00 am to 4:30 pm and is closed on Friday. Interns may call the Board office during office hours, or check the Board's website at www.lpcboard.org to send an e-mail or check the latest LPC Newsletter.

The monthly meeting of the Board of Examiners is typically held on the third Friday of each month. Applications or written correspondence must arrive at the Board office the Friday prior to the scheduled board meeting to be considered. Otherwise, correspondence will be considered at the next month's meeting.

Complaints or reports of unethical behavior should be made in writing to the Board office at the address given in the first section of this document.

The monthly meetings of the Board of Examiners are open to the public. Interns are strongly encouraged to attend at least one meeting of the Board during their internship.

COMMUNICATING WITH THE SUPERVISOR: Mr. Moore can be contacted from 9:00 am until 5:00 pm Monday through Thursday and 9:00 am until noon on Friday at his office at Shreveport Family Counseling Center, 820 Jordan, Suite 570, at 318-221-4455. If he is in session, interns may leave a message on his answering machine or with his Administrative Assistant, Karen.

After 5:00 pm, interns may also call his cell phone at 318-347-4980. If Mr. Moore is in session, interns may leave a message on his voice mail. After 9:00 pm, interns may call Mr. Moore at home at 318-965-4739.

When calling about an urgent matter, interns are asked to state so when leaving a message. Mr. Moore will return the call as soon as possible.

Mr. Moore may also be reached by e-mail at ntmooremft@bellsouth.net. *Mr. Moore does not check his e-mail every day. This is not an appropriate mode of communication if the intern needs an immediate response.*

WORK ENVIRONMENT OF THE INTERN: Clients that an intern sees in his or her work setting may provide case material for their supervisory experience. Interns must

comply with all administrative policy and procedure that apply to supervised interns in their place of employment. Should the intern believe that the policies of his or her employer conflict with ethical or responsible practice as outlined in this statement or in the ethical codes of practice mentioned above, or impede the intern's learning experience as an intern, the intern should immediately share this concern with his or her Approved Supervisor.



Interns are prohibited by law from engaging in mental health counseling as a private practitioner or as a private contractor (receiving fees directly from clients).

SCHEDULING AN INDIVIDUAL SUPERVISION SESSION: Interns may call Karen, Mr. Moore's Administrative Assistant, at 221-4455 during normal business hours to schedule an individual supervision session. Interns who schedule with a partner may get individual supervision credit at a reduced fee.

Individual sessions must be cancelled 24 hours in advance or the intern may be subject to charge. If one intern cancels or no shows for an individual supervision session that has been scheduled with another intern, the remaining intern may be charged the full fee.

SCHEDULING LIVE SUPERVISION SESSIONS: Interns may schedule clients in the observation room for live supervision or to videotape his or her session by calling Karen, Mr. Moore's Administrative Assistant, during normal business hours.

If live supervision is what is desired, the intern should make that clear to Karen when calling to schedule so that she can not only check on the availability of the observation room, but also Mr. Moore's availability to observe. The observation room will be available on a first come, first serve basis. Scheduling time will be reserved especially for therapists who are volunteering for *The Intensive Family Therapy Program*.

BEING PART OF A SUPERVISION GROUP: When the number of interns under Mr. Moore's supervision allows, he may schedule supervision groups of up to six (6) interns as often as twice a month. The day, time, and frequency of these groups will vary according to the scheduling needs of the interns.



A reduced fee for group sessions will depend on everyone in the group attending group sessions regularly.

DOCUMENTATION OF SUPERVISOR/CLIENT-CONTACT HOURS: Mr. Moore keeps a record in his office of the number of supervisor contact hours the intern has accrued through individual and group sessions, live sessions, and special seminars. After each supervisory event, the intern will receive a receipt that

documents the number of supervision hours received and the fee paid by the intern. *Though Mr. Moore keeps a computer record of this information, it is highly recommended that the intern retain these receipts for their records.*

The intern is responsible for keeping accurate documentation of his or her direct and indirect client contact hours. This documentation must be endorsed by signature by the intern’s employer or site supervisor.

PAYMENT OF FEES: The intern is responsible at the time of service for all fees in full. Payment may be made in cash, by check, or credit card. Checks should be made to Tom Moore. The following is the current fee schedule:

Individual Supervision Session (1 intern)	\$85 per hour
Individual Supervision Session (2 interns)	\$75 per hour/intern
Live Supervision Session	\$85 per hour/intern
Group Supervision Session (3 or 4 interns)	\$65 per hour/intern
Group Supervision Session (5 or 6 interns)	\$55 per hour/intern
Special Seminar (2 to 4 interns)	\$200 for 6 hours
Special Seminar (5 or more interns)	\$150 for 6 hours

LIMITS OF LIABILITY

The Supervisor is not responsible for the personal or professional behavior of the intern. The intern assumes all liability for the outcome of their interaction with clients.

The Approved Supervisor is not responsible for therapeutic outcome with clients that have not been part of the consultation process or about whom the intern has shared inadequate or inaccurate information.

The Approved Supervisor is not responsible for monitoring the compliance of the intern to the policies and procedures of the intern’s employer.

At his discretion, the supervisor may terminate his relationship with an intern at any time without refund of fees. Reasons for termination of the supervisory relationship include but are not limited to the following:

1. Failure of the intern to maintain ethical and professional standards of conduct as established by the Approved Supervisor in the intern's interaction with clients, site supervisors and co-workers, other interns, or the Approved Supervisor.
2. Failure of the intern to follow clinical directives from the Approved Supervisor.
3. Failure of the intern to pay the Approved Supervisor for services rendered.
4. Failure of the intern to attend a supervisory session for sixty (60) days without prior arrangement with the supervisor.

IN CASE OF CLIENT EMERGENCY

When an emergency arises with a client and an immediate emergency response is required, interns should instruct the client to call the Willis-Knighton Behavioral Medicine Unit located at 2510 Bert-Kouns Industrial Loop in Shreveport, telephone number 318-212-5200. Emergency services are available twenty-four hours a day, seven days a week.

STATEMENT OF UNDERSTANDING & AGREEMENT

I have read this *Statement of Practice* thoroughly and have reviewed its contents with my Approved Supervisor. My signature below indicates that I understand and agree to the terms and conditions of my supervision as specified in this statement.

I further understand that a copy of this signature page will be provided me for my records and that the original will be kept by my Approved Supervisor.

Signature of Intern

Date

Intern's Printed Name

I agree to supervise the above-named intern within the terms and conditions specified in this *Statement of Practice*.

Tom Moore, MA, M.MFT, LPC, LMFT
Approved Supervisor

Date

