



Information for Accredited Supervisors listing on the Low-cost Supervision Directory launched September 2021

Above all else PACFA encourages our Accredited Supervisors to uphold the highest ethical practices in keeping with the [PACFA Code of Ethics](#).

This information was created in good faith in response to particular logistical queries raised by participants, and seeks to provide direction for Supervisors starting their low-cost supervision groups. This does not replace the *PACFA Code of Ethics* whatsoever, and does not seek to give clinical advice.

How to start

PACFA Practitioners will be able to access the directory when logged into their member portal, the directory is designed only for PACFA registrants (PACFA Clinical and Provisional members) as a member resource. We have advised members to notify the supervisor of their choice that they were found using this directory and that they are required to give the Supervisor their Registration Number so that fees will be charged in keeping with the scheme guidelines.

We understand that the fee may have been committed to by our Accredited Supervisors on the proviso that a certain number of participants attend the group session. We encourage Supervisors to let supervisees know that they are welcome to bring their peers to the session to boost attendance numbers. Otherwise, we recommend arranging the group session on a day which you advertised as available with other practitioners to create a group no larger than 6.

Contracts

It has been brought to the attention of the PACFA office that some Accredited Supervisors feel that online, group supervision can be perceived by practitioners as less-formal and therefore easier to cancel. PACFA's stance is that it is entirely up to the Accredited Supervisors if they would like to charge a deposit and use their own cancellation policy for these low-cost supervision groups.

Group and Individual Supervision

Although PACFA is facilitating group supervision in response to the need for lower-cost alternatives, we do not suggest it is advisable for practitioners to only ever receive entirely group supervision. We encourage Supervisors to explain the purpose and need for individual supervision as an essential part of ethical practice.

Online Platforms

It is advisable to arrange the meeting ahead of time with a calendar invite to the participant's chosen email address. Please ensure that you are using a secure platform to ensure the privacy of the online session. For more information, please see [the PACFA webpage](#) regarding security on telehealth platforms. [Supervision and Client Verification Form](#)

Please feel free to use the attached form when signing off your supervisee's hours. This is a template which PACFA uses for renewal and upgrade purposes but is not the only form which is suitable. Please make sure to note group size, and duration if you choose to use your own format.

Feedback

PACFA always welcomes member feedback, if you would like to contact the PACFA office with ideas or thoughts on this scheme please contact Lucy Cremin, Membership Development Coordinator at registeradmin@pacfa.org.au.