



Professional Hypnotherapists of Australia Inc

Professional Supervision/Mentoring Policy

1. Supervision/Mentoring Requirements for PHA.

Supervision/Mentoring is rightly considered to be vital to the practice of professional hypnotherapy as a way in which therapists can continue to ensure currency and have access to help in emergencies or with clients whose presenting issues are difficult.

Equally important, however, is that supervision maintains continued competency and to ensure currency of professional skills. This offers a valuable “checking in” procedure, helping hypnotherapists to stay grounded and centered, maintain professional and personal boundaries, avoid “burnout”, and thus provide safe, ethical and competent hypnotherapy for all clients.

Clarification of Terms:

For the purposes of this policy, the term Supervision represents professional supervision arrangements, individual and group mentoring or formal peer support. For simplicity and clarity, the term supervision will be used throughout this document.

2. Minimum Supervision/Mentoring Hours.

There are two kinds of supervision arrangement:

Differential Supervision. A minimum 10 hours of clinical supervision each year for the first five years of practice. Supervision may take the form of individual or small group meetings (of up to five supervisees and a supervisor). It is not the same as administrative or management supervision, nor is it the same as psychotherapy or counseling of the supervisee.

Peer Support

A minimum of 10 hours of supervision is required to renew membership on the register. This can be 100% peer supervision for clinical registrants who have worked in the field and have professional supervision continuously for at least five years since becoming eligible for clinical registration with PHA.

2a Definition of Differential Supervision/Mentoring:

For Hypnotherapists of fewer than five years’ clinical experience:

1. The supervision occurs at regular set times throughout the year.
2. The methods are appropriate.
3. The Supervisor is properly qualified.
4. A form that is signed off by both supervisor and supervisee after each session will document the occurrence of the sessions for the record.
5. The Supervisor is professionally insured as a practitioner.
6. The Supervisor agrees to abide by their Associations, Code of Ethics and Disciplinary Procedure.

Differential Supervision/Mentoring occurs when there is:

- An appropriate gap of experience between supervisor and supervisee, i.e. the supervisor is significantly more experienced than the supervisee.
- No close social or business relationship between the supervisor and supervisee (e.g. a close

friendship, in practice together etc.) However, the supervisee may be a trainee or former trainee of the supervisor.

2b. Definition of Peer Supervision

Hypnotherapists who have more than five years' clinical experience are required to maintain a peer supervision arrangement with a minimum of 5 hours annually, and this is still subject to guidelines.

1. The supervision occurs at regular set times throughout the year.
2. The methods of supervision are appropriate.
3. The Supervisor is properly qualified.
4. The Supervisor will maintain an accurate log of the time spent in supervision.
5. The Supervisor is professionally insured as a practitioner
6. The Supervisor agrees to abide by associations Code of Ethics and Disciplinary Procedure.

Peer Supervision occurs when there is:

- No essential gap in experience between supervisor and supervisee, or that there is a gap but it does not feature within the supervision dynamic.
- That the supervisor and supervisee recognise each other as peers and that, therefore, the supervision is mutual and reciprocal, each taking on both roles.
- A social or business relationship may exist between supervisor and supervisee engaged in peer supervision, however, it is preferable that supervisor and supervisee are not business partners.

3. Methods of Supervision/Mentoring:

The following methods of supervision be incorporated into the session:

1. **Face to Face:** The supervisor and supervisee meet together.
2. **Individual or group sessions.**
3. **Telephone/Web Cam/Other Technologies:** The supervision occurs by telephone, web cam, SKYPE or other similar technologies which utilise real time conversation.
4. **Selection of Supervisor/Mentor:**
 - Registered practitioners may choose to complete their professional supervision requirements using an accredited supervisor of an association other than PHA, provided the supervisor qualification has been approved by PHA. This allows for more flexibility and options in cases where geographic locations and supervisor availability could make it difficult for a hypnotherapist to meet their professional supervision requirements.
 - Supervisors/Mentors will be approved to provide Supervision services by the PHA Committee and the Membership Secretary will maintain a list of recognized/authorized supervisors. This listing will be made available to the membership.

5. Supervision/Mentors Records – PHA Membership Renewal Credit Points

Besides providing valuable support to the individual hypnotherapist, supervision is also an aid to professional development. As such, professional supervision can be used as credit point for membership renewal.

The PHA Committee will, from time to time, determine and approve credit points for all Professional Development activities and Supervision credit points will be included in these reviews. It is strongly suggested that PHA members providing supervision services, whether those services are to PHA or other Association members, be recognized with the awarding of Supervision Provider credit points.

As mentioned throughout this document, Supervisors are required to maintain specific records on times spent providing supervision and who that supervision was provided to. When applying for membership renewal, individuals will be required to advise of the number of supervision hours undertaken throughout the previous year. A copy of the Supervisor's log need not be presented however the Membership Secretary will, on a random basis, request copies of supervisors logs to support individual member's renewals.

6. Supervisor/Mentor Approval Requirements

Given the nature and aims of Supervision, coupled with the reality that a number people practicing

hypnotherapy will have qualifications in other disciplines (ie. Psychology, Social Work, etc.), the requirements for authority to act as a supervisor are not prescriptive or limited to hypnosis/hypnotherapy qualifications. It is reasonable that a hypnotherapist may elect to undertake supervision by someone who has psychology qualifications though it is acknowledged that, in some cases, these individuals may not have the specific knowledge of hypnosis to be able to deal with hypnosis specific questions, issues or problems. In these cases, the PHA Committee will provide guidance and assistance if requested by a member.

PHA members, when considering a Supervisor from outside of the PHA, should ask potential supervisors to outline their:

- • experience and understanding of hypnosis/hypnotherapy
- • experience and knowledge of hypnotherapy or associated issues, including how they keep their skills and knowledge up to date
- • experience and training in providing professional supervision
- • theoretical approach to supervision
- • limits regarding confidentiality
- • availability
- • cost for service

As a minimum requirement, Supervisors/Mentors must:

- i. Supervision qualifications. Qualifications need not be specific to hypnosis/hypnotherapy and can be based upon other industry courses/experience.
- ii. PHA Member Supervisor/Mentor. For PHA members to be qualified as a Supervisor/Mentor they must:
 - a. Have at least five years clinical experience in hypnosis / hypnotherapy (this requirement may be waived by the Committee depending on the individual's other experiences, courses and/or work history.
 - b. Have completed a recognized supervision training course. From time to time, PHA will conduct Supervision Training courses. These 'in-house' courses will be of a sufficient standard to qualify the individual to provide supervision services.
 - c. Be a current, financial member of PHA and meet and maintain all requirements for practicing members.
- iii. Authorization. For Supervisors/Mentors who are not listed on the Authorized Supervisors/Mentors PHA webpage, members will need to obtain approval from the PHA Committee for the preferred supervisor. Application must be made in writing (email is suitable) and list the following:
 - a. Supervisor's Name, Address, Email and Telephone Contact details.
 - b. Supervisor's employment and qualification to act as supervisor
 - c. Relationship with Supervisor (ie. Employee, Colleague etc.)
 - d. Confirmation that the Supervisor holds Professional Indemnity Insurance.
 - e. State whether supervision is being provided as part of another modality/qualification or limited to hypnotherapy.
 - f. Reason that an alternative supervisor is preferred/required.
- iv. 4. Once considered by PHA Committee the outcome will be advised to the member in writing (email is suitable).

Supervisors, whether a part of PHA or alternative supervisors approved by PHA are free to determine whether or not payment for supervision services is required. If payment is required, the arrangement is between the Supervisor and Supervisee and PHA has no involvement in these arrangements.

PLEASE NOTE: THIS POLICY IS SUBJECT TO CHANGE AT ANY TIME UPON COMMITTEE APPROVAL.



Professional Hypnotherapists of Australia Inc Supervision/Mentor/Peer Support

From 2012-2013 PHA Inc renewal - group supervision/peer support hours are credited 1 point per hour.

PHA Inc Clinical Level 1 and Clinical Level 2 are required to have ten (10) hours of clinical supervision each year for the **first five years** of hypnotherapy practice or Peer support minimum requirements are ten (10) hours of supervision.

PHA Inc Clinical Level 2 and Clinical Level 3 are required to have five (5) hours of clinical supervision each year or Peer support minimum requirements are five (5) hours of supervision. If you have seen more than one supervisor please use a separate form for each.

The Supervisor is to fill out all aspects of the supervision details below.

Supervisor's Declaration

I (Supervisor's name)

herby declare that I have provided (Member's name)

..... with hours of supervision.

Supervisor's Address:.....

Supervisor's Telephone/s: Mobile

Supervisor's Email

Signature of Supervisor Date