

**HAMILTON CENTER, INC.  
OPERATIONS MANUAL**

Section: <b>CLINICAL SERVICES</b>	Policy No.: OP.11.01.00.00
Policy: <b>CLINICAL SUPERVISION</b>	Date Originated: 11/10
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**PURPOSE**

To define clinical supervision for Hamilton Center, Inc.'s (HCI) clinical staff who provide behavioral health and/or substance abuse services through the development of knowledge, skills and effective practices that ensure clinically sound services to the persons served.

**POLICY**

- A. Clinical supervision is a disciplined, goal directed, tutorial process in which principles are transformed into practical skills. Supervisors, managers, coordinators and/or directors may provide direct line administrative supervision. Clinical supervision is provided by qualified professionals adhering to specific clinical supervision components and requirements that must be followed for the appropriate provision and reimbursement of services.
- B. During clinical supervision, clinicians discuss current clinical cases, assessment, treatment/intervention, identification and resolution of ethical issues, and evaluation of client interventions. Skills and competencies are also discussed and assessed by the supervisor. In addition, staff collaborates with other clinicians to discuss caseload management, to update and/or expand clinical knowledge and to assure competence in practice. Supervision may be provided during individual or group sessions and via telehealth if applicable to licensure rule. Written documentation of clinical supervision is retained by the site and the clinician. Clinical supervision for licensure is provided according to the specific requirements of the staff person seeking licensure.
- C. In compliance with state law, all advance practice nurses (APN) have a designated collaborator. This collaborator, or designee, is available to consult with the APN either in person or via phone during the APN's hours of work. The collaborator reviews no less than five percent (5%) of the APN's notes each month and maintains a record of this review.