# Video Interaction Guidance (VIG) Supervision Contract between AVIGuk Supervisor, VIG Trainee Practitioner, and Line Manager/Team Lead

Video Interaction Guidance (VIG) is a relationship-based intervention. Therefore, the working relationship between the AVIGuk Supervisor, the VIG Trainee Practitioner and Line Manager/Team Lead is often key to the successful completion of VIG training. Note: where the Trainee is training independently, there is unlikely to be a Line Manager/Team Lead.

This *Contract* outlines the responsibilities of the *AVIGuk Supervisor [‘Supervisor]*, *Trainee VIG Practitioner* [‘*Trainee’*] and, where appropriate, the *Line Manager/Team Lead* who is responsible for the Trainee’s clinical practice.

## Responsibilities

## Responsibilities of AVIGuk Supervisor

……………………………………… will:

* act at all times in accordance with AVIGuk guidelines and procedures for supervision and accreditation
* remain up to date with the AVIGuk current guidelines and procedures
* offer supervision in a timely and flexible way to meet the needs of the Trainee
* aim to make the supervision sessions productive and informative for the Trainee.

## Responsibilities of AVIGuk Trainee Practitioner

………………………………………. *[please print your name]* will:

* prepare for and use supervision time effectively – requires:
  1. familiarity with their organisation’s IT systems
  2. familiarity with using the online platform chosen by their organisation (eg MS Teams or Zoom)
  3. dedicating time outside of supervision to familiarise with resources available on the AVIGuk Learning Platform
* ensure that they follow organisational guidelines/policies in order to use VIG and keep video recordings safe
* keep *Individual Supervision Records* in accordance with AVIGuk guidelines
* book supervisions (and cancel in accordance with the Cancellation Policy below)
* send the AVIGuk Supervisor a platform link within 24 hours of making a supervision booking
* continue to seek service-based clinical supervision for VIG case work.

## Responsibilities of Line Manager/Team Lead (where appropriate)

………………………………………. *[please print your name]* will:

* take responsibility to ensure the necessary IT equipment/editing software
* support the Trainee to identify clients appropriate for VIG intervention
* agree and allow appropriate time for Trainee to carry out VIG training
* invite and respond to Supervisor’s feedback on progress of training.

## Supervision Cancellation Policy

## AVIGuk Supervisor

1. The Supervisor will make all efforts to keep to supervision times agreed/booked by the Trainee.
2. If cancellation of supervision by the Supervisor is necessary, the Supervisor will give as much notice as possible.
3. If cancellation is not convenient for the Trainee (due to the needs of the client), the Supervisor, where possible, will guide the Trainee towards an alternative Supervisor for this cancelled supervision.
4. If there are frequent supervision cancellations that are impacting on the momentum of training, the Supervisor will contact the Line Manager/Team Lead to look at ways of supporting the Trainee.

## VIG Trainee Practitioner

1. The Trainee will start supervision **within 2 months of the VIG Supervisor sending this Contract: date 202?**.
2. The Trainee will make all efforts to keep to the agreed supervision date.
3. The Trainee will give as much notice as possible if supervision needs to be cancelled.
4. A **supervision cancelled by the Trainee within 24 hours of the supervision time will be charged for** (ie will count as one of the Trainee’s funded supervisions, or will be invoiced).
5. If the Trainee does not attend a supervision session, and does not cancel,this session will be charged for.
6. In the case of c) or d) above, the Supervisor will inform the Trainee, and Line Manager/Team Lead (where appropriate).
7. If there are frequent supervision cancellations that are impacting on the momentum of training, the Trainee will request further support from their Line Manager/Team Lead.

## Line Manager/Team Lead

The Line Manager/Team Lead will support and appreciate the importance of the Trainee keeping to the agreed supervision dates.

## Keeping up the Momentum of VIG Training

It is anticipated that if the above commitment is given to VIG training, the Trainee should be able to complete training in the allotted 15 supervision sessions.

There are times when this is not possible due to trainee learning style. If this is the case, the Supervisor and Trainee will discuss together, and seek agreement for funding of additional supervisions from the service making payment (or the individual Trainee themselves if self-funding).

In order for the Trainee and the Supervisor to be able to reach the goal of completing training within 15 supervisions, and within 24 months, it is vital that the momentum of the training is maintained. This will usually require at least 1 supervision per month.

If the Trainee is unable to begin training under supervision within 2 months of signing this *Contract*, or is unable to maintain this momentum of work, it is important that the reasons for this are explored between the Trainee and Line Manager/Team Lead, and the Supervisor informed. **A break in the VIG training needs to be agreed and formalised between all 3 parties**, with a date set for resuming VIG. It is very likely that additional supervisions will need to be funded.

Please be aware that there are potential costs to prolonging a Trainee’s training:

1. The **AVIGuk membership fee (£120)** is valid for 3 years from the point of enrolment to the *Trainee Practitioner Path*. If the trainee does not complete their training in this time period, the membership fee is payable again.
2. **Each supervision costs the service £80.** Missed supervisions and additional supervisions (required due to avoidable gaps in training) cost the service money.
3. Delays in training impact on the **Supervisor/AVIGuk project manager**. Keeping track of trainees' progress, and reporting to service managers, involves additional time. If this time is excessive, the Supervisor can remove the Trainee from their*Trainee Practitioner Path.* The Trainee can negotiate with the Supervisor how to complete their training, or the Trainee can find another Supervisor.

The Trainee’s efforts to maintain momentum are appreciated.

## Termination of VIG Training

If there has been **no contact with the Supervisor for 3 months, either by the Trainee or Line Manager/Team Lead, or the training extends beyond 24 months from the signing of this *Contract,* without agreement with the Supervisor,** **the Supervisor will assume that the *Contract* is no longer valid.**

The remaining funds (if being held by the Supervisor) will not be returned to the organisation. However, the Supervisor may, on occasions, agree to the funds being used in alternative ways, for example, delivery of VIG consultation or other training linked to the skill set of the Supervisor.

The Trainee may wish to terminate their working relationship with the Supervisor. The reasons for this would need to be a failure of the Supervisor to meet the *Contract* requirements (see *Responsibilities* and *Cancellation Policy* above). In this case the Supervisor will refund any funds held.

## Signing of This Contract

The VIG Trainee Practitioner will:

1. enter their name on page 1
2. sign and date the *Contract,* below
3. arrange to meet with their Line Manager/Team Lead to discuss the *Contract*

The Line Manager/Team Lead will:

1. enter their name on page 1
2. sign and date the *Contract*, below

The VIG Trainee Practitioner will:

1. email the whole *Contract* to the AVIGuk Supervisor:   
   <Your name and email address>

The AVIGuk Supervisor will sign and date the *Contract* and email a copy to the Trainee and Line Manager/Team Lead. If an AVIGuk Project Manager is involved, the Supervisor will sign and date the *Contract* and email the Project Manager to sign the *Contract*. The Project Manager will then email a fully signed copy to the Trainee and Line Manager/Team Lead.

**Please note:** where the Trainee or Line Manager do not have an electronic signature, typing your name(s) and returning the form by email is taken as your signature(s).

To ensure that signed VIG Contracts are stored and can be easily found (by the Trainee, the service and the Supervisor), **please rename your Contract**:

<Trainee name> VIG Supervision Contract <date of signing>  
eg *Ella Fitzgerald VIG Supervision Contract 15.11.21*

# VIG Supervision Contract

**I understand and agree to the above:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name (please print)** | **Signature & email address** | **Date** |
| **Trainee VIG Practitioner** |  | **Sig:**  **Email:** |  |
| **Line Manager/Team Lead of Trainee** |  | **Sig:**  **Email:** |  |
| **AVIGuk Supervisor** |  | **Sig:**  **Email:** |  |
| **AVIGuk Project Manager (where appropriate)** |  | **Sig:**  **Email:** |  |

cc AVIGuk Trainee VIG Practitioner, Line Manager/Team Lead, AVIGuk Supervisor, AVIGuk Project Manager,