

Supervision Consent and Record Form

For clinical supervision sessions documented with the help of Ecko Health. A supervisee is not a client, and their record should not look like one.

Why this is separate. Supervision produces a written record that serves a different purpose from a clinical note: it evidences hours toward registration or endorsement, it may be read by a board or a college, and it discusses clients who are not party to the conversation. Filing a supervisee as a client blurs all of that. Use this form to set the terms once, at the start of the supervisory relationship, and keep supervision records in their own place.

Part A. Agreement between supervisor and supervisee

1. My supervisor uses Ecko Health to transcribe our supervision sessions and draft the record of them. The supervisor reads, corrects and approves every record before it is saved.
2. The record covers the supervision itself: what was discussed, the guidance given, the actions agreed and the hours logged. It is not a clinical note about any client.
3. Where clients are discussed, they are referred to by initials or a case identifier rather than by name.
4. I can ask for transcription to be paused at any point in a session, including for a specific matter, and the session continues without it.
5. I can withdraw this agreement at any time. Supervision continues unchanged and the record is kept the old way.
6. I understand the supervision record may be produced to a registration board, a college or an accrediting body if I ask for my hours to be verified, or if I am required to evidence them.
7. Personal disclosures I make about my own health or circumstances are kept out of the written record unless I ask for them to be included.

Kept in the record

- Date, duration and format of the session.
- Cases discussed, by identifier.
- Guidance given and reasoning behind it.
- Actions agreed, and who owns each.
- Hours logged toward accreditation.

Kept out of the record

- Client names and identifying details.
- The supervisee's own health information, unless they ask.
- Anything discussed while transcription was paused.
- Third party matters unrelated to practice.

Practice housekeeping

- Store supervision records apart from client files.
- Limit access to the supervisor and the supervisee.
- Agree a retention period in writing and put it in Part B.
- Review this agreement annually, or when the arrangement changes.

Part B. Details of the arrangement

Supervisee name	Registration or membership number
Supervisor name	Board approved supervisor? Yes / No
Area of practice or endorsement pathway	Modality and level, if relevant
Frequency and format of supervision	Individual or group
Records retained for	Reviewed on

Signature

Supervisee signature	Date
Supervisor signature	Date

This is a starting point, not legal advice, and it does not replace the supervision agreement your board or college requires. Review and adapt the wording before use. Ecko Health, v1.0, August 2026.