

Supervision Consent and Record Form

For clinical supervision sessions documented with the help of Ecko Health. It sets the terms once, at the start of the supervisory relationship.

What this form is for. Supervision produces a written record. It can evidence hours toward registration or endorsement, it may be read by a board or a college, and it discusses clients who are not in the room. Use this form to agree how that record is made. What goes into supervision records, and where they are kept, is the supervisor's decision under their own professional obligations.

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: the clients and matters discussed, the guidance given, the actions agreed and the hours logged.
3. I can ask for transcription to be paused at any point in a session, including for a specific matter. The session continues, and my supervisor may still record what was discussed in another way.
4. I can withdraw this agreement at any time. Supervision continues unchanged and the record is kept the old way.
5. 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.
6. My supervisor may record disclosures about my own health or circumstances where they bear on client safety or my fitness to practise. Other personal disclosures are recorded only if I ask.
7. Clients discussed in supervision are covered by the practice's own client consent for sharing information with a supervisor.

Kept in the record

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

Kept out of the record

- The supervisee's own health information, unless it bears on client safety or fitness to practise, or they ask for it to be included.
- Third party matters unrelated to practice.

Practice housekeeping

- Supervisor to decide where supervision records are kept, and note it in Part B.
- Check the practice's client consent covers sharing information with a supervisor.
- 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
Where supervision records are kept	Client consent for supervision checked? Yes / No
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, v1.1, September 2026.