

**NAADAC, the Association for Addiction Professionals
Arkansas Peer Specialist Program**

ARKANSAS PEER SUPERVISOR CODE OF ETHICS

Effective July 1, 2021

The Arkansas Peer Supervisor Code of Ethics is a compilation of elements from the Arkansas Peer Recovery, the Alaska Peer Support Consortium and the National Certification Commission for Addiction Professionals (NCC AP) National Certified Peer Recovery Support Specialist Code of Ethics

PREAMBLE

A Peer Specialist is a person in recovery from a substance use and/or mental health disorder who plays a vital role in supporting similar individuals in their recovery journey (e.g., person to person, person to family member, person to others). The Peer Supervisor is the person who provides supervision to a peer specialist or peer in training.

The Peer Supervisor guides and supports the Peer Specialist in providing an array of support services and interventions designed to inspire hope, support personal responsibility, promote understanding, offer education, and promote self-advocacy and self-determination.

The primary responsibility of the Peer Supervisor is to support the work of the Peer Specialist to assist individuals in achieving their own needs, wants, and goals. Both Peer Supervisors and Peer Specialists are guided by the principle of self-determination for all and shall serve as advocates for the people they serve. Peer Supervisors and Peer Specialists will maintain high standards of personal conduct and conduct themselves in a manner that foster their own recovery journey.

The purpose of this Code of Ethics is to outline the basic values and expectations of Peer Supervisor practice. The code will serve as a guide for Certified Peer Supervisors by defining professional responsibility and ethical standards for this discipline.

Peer Supervisors perform services within the boundaries of their expertise and shall be aware of the limits of their training and capabilities. Peer Supervisors work in collaboration with other professionals to best meet the needs of the individual(s) served. The intention of a Peer Supervisor will be to preserve an objective and professional relationship.

Peer Supervisors must complete the Arkansas Peer Recovery Peer Supervisor (PRPS) application process, required trainings and supervision to be eligible to become an Arkansas Peer Supervisor.

<i>PRINCIPLES</i>	
	<ul style="list-style-type: none"> • Principle I: The Supervisee Relationship • Principle II: Confidentiality and Privileged Communication • Principle III: Professional Responsibilities and Workplace Standards • Principle IV: Working in A Culturally Diverse World • Principle V: Assessment, Evaluation, and Interpretation • Principle VI: E-Supervision and Social Media • Principle VII: Supervision and Consultation • Principle VIII: Resolving Ethical Concerns
INTRODUCTION TO NAADAC AND THE ARKANSAS PEER SPECIALIST PROGRAM ETHICAL STANDARDS FOR PEER SUPERVISORS	
i-1	NAADAC and the Arkansas Peer Specialist Program (APSP) recognize that their certified Peer Specialist and Peer Supervisors live and work in many diverse communities. NAADAC and the APSP shall have the responsibility to create a Code of Ethics that shall be relevant for ethical deliberation and guidance. The terms “peer supervisor” and “peer specialist” shall include and refer to those, certified by the APSP offering peer-specific services.
i-2	The NAADAC and Arkansas Peer Supervisor Code of Ethics was written to reflect the ideals and govern the conduct of Peer Supervisors and shall be the accepted standard of conduct for Peer Supervisors by NAADAC and the APSP. The NAADAC APSP Code of Ethics shall be a statement of the values of the peer supervisor discipline, and the guide for making ethical decisions. When an ethics complaint is filed with NAADAC and the APSP, the complaint shall be evaluated by consulting this Code of Ethics.
i-3	In addition to identifying specific ethical standards, NAADAC and the APSP shall recommend consideration of the following when making ethical decisions: Autonomy: To allow each person the freedom to choose their own destiny. Obedience: The responsibility to observe and obey legal and ethical directives. Conscientious Refusal: The responsibility to refuse to carry out directives that are illegal and/or unethical. Beneficence: To help others. Gratitude: To pass along the good that we receive to others. Competence: To possess the necessary skills and knowledge to supervise in a chosen discipline and to remain current with supervision. modalities, theories, and techniques. Justice: Fair and equal treatment; to treat others in a just and fair manner. Stewardship: To use available resources in a judicious and conscientious manner; to give back. Honesty and Candor: To tell the truth in all dealing with supervisees, colleagues, business associates and the community.
PRINCIPLE I: THE SUPERVISEE RELATIONSHIP	
I-1 Supervisee Welfare	Peer Supervisors shall accept their responsibility to ensure the safety and welfare of their Peer Specialist and the individuals they work with and shall act for the good of each peer specialist and individual while exercising respect, sensitivity, and compassion. Peer Supervisors shall treat each peer specialist with dignity, honor, and respect, and act in the best interest of each peer specialist.
I-2 Informed Consent	Peer Supervisors shall ensure that each peer specialist shall be fully informed about peer specialist supervision and with information that is clear and understandable regarding the purposes, risks, limitations, and costs of peer supervision. Peer Supervisors shall review with their peer supervisees, both verbally and in writing, the roles, and responsibilities of both the Peer Supervisor and the Peer Specialist. Peer Supervisors shall have the Peer Specialist attest to their understanding of the information presented in the Peer Supervision Contract by signing the Peer Supervision Contract document.

I-3 Limits of Confidentiality	Peer Supervisors shall clarify the nature of their relationship with Peer Specialist and the limits of confidentiality, at the outset of services when agreeing to provide supervision.
I-4 Diversity	Peer Supervisors shall respect the diversity of the Peer Specialist and provide culturally responsive and culturally sensitive services to all Peer Specialists.
I-5 Discrimination	Peer Supervisors shall not practice, condone, facilitate, or collaborate with any form of discrimination against any Peer Specialist based on race, ethnicity, color, religious or spiritual beliefs, age, gender identification, national origin, sexual orientation or expression, marital status, political affiliation, physical or mental handicap, health condition, housing status, military status, or economic status.
I-6 Boundaries	Peer Supervisors shall consider the inherent risks and benefits associated with moving the boundaries of a supervisory relationship beyond the standard parameters. Peer Supervisors shall obtain consultation and supervision, and recommendations shall be documented.
I-7 Multiple/Dual Relationships	Peer Supervisors shall make every effort to avoid multiple relationships with a Peer Specialist. When a dual relationship is unavoidable, Peer Supervisors shall take extra care to ensure professional judgment is not impaired and there is no risk of Peer Specialist exploitation. Such relationships shall include, but are not limited to, members of the Peer Supervisor's immediate or extended family, business associates of the peer supervisor, or individuals who have a close personal relationship with the peer supervisor or their family. When extending these boundaries, Peer Supervisors shall take appropriate professional precautions such as, consultation, supervision, and documentation to ensure that their judgment is not impaired, and no harm occurs. Consultation and supervision shall be obtained, and the recommendations shall be documented.
I-8 Prior Relationship	Peer Supervisors shall recognize that there are inherent risks and benefits to providing supervision to someone with whom the Peer Supervisor had a prior relationship, which shall include anyone with whom the Peer Supervisor had a casual, distant, or past relationship. Prior to engaging in a supervisory relationship with a person from a previous relationship, the Peer Supervisor shall obtain consultation or supervision, and shall document the recommendations. The burden shall be on the Peer Supervisor to ensure that their judgment is not impaired, and that exploitation is not occurring.
I-9 Financial Disclosure	Peer Supervisors shall truthfully represent facts to all supervisees regarding services rendered, and the costs of those services.
I-10 Documentation	Peer Supervisors shall create, maintain, protect, and store required documentation per federal, state, and tribal laws, rules, and organizational policies.
I-11 Advocacy	Peer Supervisors shall advocate on behalf of Peer Specialists at an individual, group, institutional, and societal levels. Peer Supervisors shall speak out regarding barriers and obstacles that impede access to and/or growth and development of Peer Specialists.
I-12 Coverage	Peer Supervisors shall make necessary coverage arrangements to accommodate interruptions in services such as vacations, illness, or any unexpected situation.
I-13 Abandonment	Peer Supervisors shall not abandon any supervisee in their service. Peer Supervisors who anticipate termination or interruption of services to the supervisee shall notify each supervisee promptly, and shall seek transfer, referral, or continuation of services in accordance with each supervisee needs and preferences.
I-14 Enterprises	Peer Supervisors shall not use relationships with supervisees for personal gain or profit.
I-15 Gifts	Peer Supervisors shall recognize that supervisees may wish to show appreciation for services by offering gifts. Peer Supervisors shall consider the supervisor relationship, the monetary value of the gift, the supervisee's motivation for giving the gift, and the motivation for wanting to accept or decline the gift. Peer Supervisors shall obtain supervision or consultation prior to deciding whether to accept or decline a gift and shall document the recommendations.
I-16 Uninvited Solicitation	Peer Supervisors shall not engage in uninvited solicitation of potential supervisees who are vulnerable to undue influence, manipulation, or coercion.
I-17 Virtual	Peer Supervisors shall be prohibited from engaging in a personal or romantic virtual-relationship with all current supervisees.

PRINCIPLE II: MONITORING THE SUPERVISEE

II-1 Monitor Services	Peer Supervisors shall monitor the services provided by the supervisee to ensure they are appropriate and maintain the welfare of the individual receiving services. The Peer Supervisors shall ensure that the supervisee is working in a peer role and only providing peer services.
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II-2 Documentation	Peer Supervisors shall maintain appropriate documentation. Peer Supervisors shall ensure that records and documentation created in any medium, which shall include, but shall not be limited to cloud, laptop, flash drive, external hard drive, tablet, computer, and paper shall be securely maintained in compliance with APSP and is in compliance with HIPAA and 42 CFR Part 2 if any records are included and that only authorized persons shall have access to documents. Peer Supervisors shall disclose to supervisees, within the supervisory contract, how records shall be stored, maintained, and disposed per Federal and state laws and regulations. Peer Supervisors will recommend valid and effective documentation tools. Peer Supervisors will observe and train on the use of documentation tools and the effective use of documentation tools, as necessary.
II-3 Professional Development	Peer Supervisors will provide avenues for further professional development of their supervisees.
II-4 Code of Ethics	Peer Supervisors will instruct the supervisees on how to adhere to and promote the Arkansas Peer Recovery Code of Ethics.
II-5 Encryption	Peer Supervisors will recommend valid and effective documentation tools and shall use encryption and other necessary precautions to ensure that information being transmitted electronically or in another medium remains confidential.
II-6 Video Recording	Peer Supervisors shall obtain informed consent and Releases of Information prior to videotaping, audio recording, or permitting third party observation of any supervisee interaction or group session. Supervisees shall be fully informed regarding recordings, which shall include, but shall not be limited to the purpose, who shall have access, and the storage, and disposal of recordings prior to recording.
II-7 Recording e-supervision	Peer Supervisors will recommend valid and effective documentation tools and shall obtain informed consent and a written Release of Information prior to recording an electronic supervisory session. Prior to obtaining informed consent for recording e-supervision, the Peer Supervisor shall obtain supervision or consultation and shall document the recommendations. Peer Supervisor shall disclose to a supervisee in informed consent, how e-records shall be stored, maintained, and disposed, and in what time frame.
II-8 Consultation	Peer Supervisors shall share information about a supervisee with a consultant only for professional purposes. Peer Supervisor shall only release information pertaining to the reason for the consultation.

PRINCIPLE III: PROFESSIONAL RESPONSIBILITIES AND WORKPLACE STANDARDS

III-1 Responsibility	Peer Supervisors shall abide by the NAADAC, Arkansas Peer Recovery and Arkansas Peer Supervisor Code of Ethics. Peer Supervisors shall read, understand, and follow the NAADAC, Arkansas Peer Recovery and Arkansas Peer Supervisor Code of Ethics and shall adhere to applicable Federal and state laws and regulations.
III-2 Integrity	Peer Supervisors shall conduct themselves with integrity. Peer Supervisors shall maintain integrity in their professional and personal relationships and activities. Peer Supervisors shall communicate honestly, accurately, and appropriately to individuals receiving services, peers, and the public, regardless of the communication medium used.
III-3 Discrimination	Peer Supervisors shall not engage in, endorse, or condone discrimination against prospective or current peers and their families, students, employees, volunteers, supervisees, or research participants based on their race, ethnicity, age, disability, religion, spirituality, gender, gender identity, sexual orientation, marital or partnership status, pregnancy, language preference, socioeconomic status, immigration status, active duty or veteran status, or any other basis.
III-4 Nondiscriminatory	Peer Supervisors shall provide services that are nondiscriminatory and nonjudgmental.
III-5 Fraud & Exploitation	Peer Supervisors shall not participate in, condone, or be associated with any form of dishonesty, fraud, exploitation, or deceit.

III-6 Criminal Activity	Peer Supervisors shall not engage in any criminal activity. Peer Supervisors shall be in violation of this Code and subject to appropriate sanctions, up to and including permanent revocation of their Arkansas Peer Recovery Peer Supervisor certification, and may be referred to the NAADAC Ethics Committee for review, if they: <ol style="list-style-type: none"> 1. Fail to disclose conviction of any felony to the appropriate regulatory bodies, if requested. 2. Fail to disclose conviction of any misdemeanor related to their qualifications or functions as a Peer Supervisor, to the appropriate regulatory bodies, if requested. 3. Engage in conduct which could lead to conviction of a felony or misdemeanor related to their qualifications or functions as a Peer Supervisor. 4. Are expelled from or disciplined by other professional organizations. 5. Have their certification suspended or revoked or are otherwise disciplined by regulatory bodies. 6. Continue to practice peer supervision while impaired. 7. Continue to identify themselves as a certified Peer Supervisor after being denied certification, allowing their certification to lapse, or having their certification suspended or revoked. 8. Fail to cooperate with the NAADAC or Arkansas Peer Ethics Review Committees at ANY point from the inception of an ethics complaint through the completion of all procedures regarding that complaint.
III-7 Harassment	Peer Supervisors shall not engage in or condone any form of harassment, including sexual harassment.
III-8 Membership	Peer Supervisors shall intentionally differentiate between current, active memberships and former or inactive memberships with NAADAC and other professional associations.
III-9 Credentials	Peer Supervisors shall claim and present only those educational degrees conferred upon them by accredited institutions. Peer Supervisor shall claim and present only those specialized certifications received from a qualified certifying body. Peer Supervisors shall accurately represent the accreditation status of a specific institution of higher learning or certifying body.
III-10 Credentials	Peer Supervisors shall claim and promote only those certifications that are current and in good standing.
III-11 Accuracy of References	Peer Supervisors shall correct all references to their credentials and affiliations that are false, deceptive, or misleading. Peer Supervisors shall advocate for accuracy in statements made by self or others about the addiction profession.
III-12 Accuracy of Representation	Peer Supervisors shall accurately represent professional qualifications, education, experience, memberships, affiliations, or recovery history. Peer Supervisors shall accept employment only based on existing competencies or explicit intent to acquire the necessary competence.
III-13 Scope of Practice	Peer Supervisors shall only provide services within their scope of practice and competency and shall only offer services that are science-based, evidence-based, and outcome-driven.
III-14 Boundaries of Competence	Peer Supervisors shall only practice within the boundaries of their competence. Competence shall be established through education, training, skills, and supervised experience, state and national professional credentials and certifications, and relevant professional experience.
III-15 Proficiency	Peer Supervisors shall seek and develop proficiency through relevant education, training, and supervised experience prior to independently delivering specialty services. Peer Supervisors shall obtain supervised experience and consultation to ensure the validity of their work and shall protect individuals served from harm when developing skills in new specialty areas.
III-16 Continuing Education	Peer Supervisors shall engage in continuing education and professional development opportunities to maintain and enhance knowledge of research-based scientific developments within the profession. Peer Supervisors shall learn and utilize new procedures relevant to the supervisee they serve, under supervision. Peer Supervisors shall remain informed regarding best practices for working with diverse populations.
III-17 Self-Monitoring	Peer Supervisors shall continuously self-monitor to meet their professional obligations. Peer Supervisors shall engage in self-care activities that promote and maintain their physical, psychological, emotional, and spiritual well-being.
III-18 Scientific	Peer Supervisors shall use techniques, procedures, and modalities that have a scientific and empirical foundation. Peer Supervisors shall utilize supervisory techniques and procedures that are grounded in theory, evidence-based, outcome-driven and/or a research-supported promising practice. Peer Supervisors shall not use techniques, procedures, or modalities that have substantial evidence suggesting harm, even when such services are requested.
III-19 Collegial	Peer Supervisors shall be aware of the need for collegiality and cooperation in the helping professions. Peer Supervisors shall act in good faith towards colleagues and other professionals, and shall treat colleagues and other professionals with respect, courtesy, honesty, and fairness.

III-20 Advocacy	Peer Supervisors shall be aware of society’s prejudice and stigma towards people with substance use disorders, and shall willingly engage in the legislative process, educational institutions, and public forums to educate people about addictive disorders, and shall advocate for opportunities and choices for supervisees. Peer Supervisors shall advocate for their supervisees as needed.
III-21 Advocacy	Peer Supervisors shall inform the public of the impact of substance use and/or mental health disorders through active participation in civic affairs and community organizations. Supervisors shall act to ensure that all persons, especially the disadvantaged, have access to the opportunities, resources, and services required to treat and manage their disorders. Supervisors shall educate the public about substance use and mental health disorders, and shall work to dispel negative myths, stereotypes, and misconceptions about substance use and mental health disorders and the people who have them.
III-22 Organizational vs. Private	Peer Supervisors shall distinguish clearly between statements made and actions taken as a private individual, and statements made, and actions taken as a representative of an agency, group, organization, or the addiction profession.
III-23 Development	Peer Supervisors shall actively participate in local, state, and national associations that promote professional development.
III-24 Policy	Peer Supervisors shall support the formulation, development, enactment, and implementation of public policy and legislation concerning the addiction profession and the individuals who receive peer services.
III-25 Impairment	Peer Supervisors shall recognize the effect of impairment on professional performance and shall seek appropriate professional assistance for any personal problems or conflicts that may impair work performance or judgment. Supervisors shall continuously monitor themselves for signs of physical, psychological, social, and emotional impairment. Supervisors, with the guidance of supervision or consultation, shall obtain appropriate assistance in the event they are professionally impaired. Supervisors shall abide by statutory mandates specific to professional impairment when addressing one’s own impairment.
III-26 Impairment	Peer Supervisors shall offer and provide assistance as needed to peers, coworkers, and supervisors who are demonstrating professional impairment, and shall intervene to prevent harm to individuals receiving peer services. Supervisors shall abide by statutory mandates specific to reporting the professional impairment of peers, coworkers, and supervisors.
III- 27 Testimonials	Peer Supervisors who solicit testimonials from former supervisees or any other persons shall discuss with the supervisees the implications of, and potential concerns, regarding testimonials; prior to obtaining written permission for the use of specific testimonials.
III-28 Reports	Peer Supervisors shall accurately, honestly, and objectively report professional activities and judgments to appropriate third parties, which shall include, but shall not be limited to courts, probation/parole, insurance organizations and providers, recipients of evaluation reports, referral sources, professional organizations, regulatory agencies, regulatory boards, and ethics committees.
III- 29 Advice	Peer Supervisors when offering advice or comments using any platform, which shall include, but shall not be limited to presentations and lectures, demonstrations, printed articles, mailed materials, television or radio programs, video or audio recordings, technology-based applications, or other media shall ensure that their statements are based on academic, research, and evidence-based, outcome-driven literature and practice. The advice or comments shall be consistent with the NAADAC and Arkansas Peer Supervisor Code of Ethics.
III-30 Supervision	Peer Supervisors who act in the role of a supervisor or consultant, shall ensure that they have appropriate resources and competencies prior to providing supervisory or consultation services. Supervisors shall provide appropriate referrals to resources when requested or needed.
III-31 Counseling	Peer Supervisors shall not provide counseling services to their supervisees. Referral to appropriate counseling or other supports is the appropriate action for a Peer Supervisor to offer in such circumstances.
III-32 Credit	Peer Supervisors shall give appropriate credit to the authors or creators of all materials used in the course of their work. Supervisors shall not plagiarize another person’s work.

PRINCIPLE IV: WORKING IN A CULTURALLY DIVERSE WORLD

IV-1 Respect	Peer Supervisors shall be knowledgeable and aware of diverse cultural, individual, societal, and role differences amongst the individuals they serve in a diversity of settings along the continuum of care. Peer Supervisors shall offer services that demonstrate appropriate respect for the fundamental rights, dignity and worth of all individuals.
IV-2 Cultural Humility	Peer Supervisors shall demonstrate cultural humility. Peer Supervisors shall maintain an interpersonal perspective that is other-oriented and accepting of the cultural identities of the other person, which shall include, but shall not be limited to (individuals served, colleagues, peers, employees, employers, volunteers, supervisors, and supervisee).

IV-3 Personal Beliefs	Peer Supervisors shall develop an understanding of their own personal, professional, and cultural values and beliefs. Peer Supervisors shall recognize which personal and professional values may be in alignment with or in conflict with the values and needs of the supervisee. Peer Supervisors shall not use cultural or values differences as a reason to engage in discrimination. Peer Supervisors shall obtain supervision and/or consultation to address areas of difference and to decrease bias, judgment, and micro-aggressions, and shall document the recommendations.
IV-4 Heritage	Peer Supervisors shall practice cultural humility, and shall accept the values, norms, and cultural heritage of their supervisees. Peer Supervisors shall not impose his or her values and/or beliefs on the supervisee.
IV-5 Credibility	Peer Supervisors shall practice cultural humility, and shall be credible, capable, and trustworthy. Peer Supervisors shall use a cultural humility framework to consider diversity of values, interactional styles, and cultural expectations.
IV-6 Roles	Peer Supervisors shall respect the roles of family members, social supports, and community structures, hierarchies, values, and beliefs within an individual's culture. Supervisor shall consider the impact of adverse social, environmental, and political factors in assessing concerns and designing interventions.
IV-7 Methodologies	Peer Supervisors shall only use methodologies, skills, and practices that are evidence-based and outcome-driven for the populations being served. Peer Supervisors shall obtain ongoing professional development opportunities to develop specialized knowledge and understanding of the groups they serve. Peer Supervisors shall obtain the necessary knowledge and training to maintain humility and sensitivity when working with individuals of diverse backgrounds.
IV-8 Advocacy	Peer Supervisors shall advocate for the needs of the diverse populations they serve.
IV-9 Recruitment	Peer Supervisors shall engage in and advocate for the recruitment and retention of professionals and service providers who represent diverse cultural groups.
IV-10 Special Needs	Peer Supervisors shall provide and advocate for the provision of services that meet the special needs of supervisees including linguistic diversity and disabilities.
IV-11 Culturally Driven Needs	Peer Supervisors shall recognize that conventional supervisory styles may not meet the needs of all supervisees. Peer Supervisors shall discuss with the supervisee how to determine the best way to serve the supervisee. Peer Supervisors shall obtain supervision and consultation when working with individuals with specific culturally driven needs and shall document the recommendations.
IV – 12 Multi-cultural Competency	Peer Supervisors shall deliver multiculturally-sensitive supervision and other services by gaining knowledge specific to multiculturalism, increasing awareness of the diverse cultural identifications of supervisees, developing cultural humility, displaying an attitude favorable to differences, and increasing skills pertinent to being culturally sensitive.

PRINCIPLE V: ASSESSMENT, EVALUATION, AND INTERPRETATION

V-1 Assessment	Peer Supervisors shall use assessments appropriately within the supervisory process. Peer Supervisors shall consider the supervisees' personal and cultural contexts when assessing and evaluating a supervisee. Peer Supervisors shall develop and/or use appropriate mental health, substance use disorder, and other relevant assessments tools.
V-2 Validity - Reliability	Peer Supervisors shall utilize only those assessment instruments whose validity and reliability have been established for the population being tested, and for which they have received adequate training in administration and interpretation. Peer Supervisors who use technology-assisted test interpretations shall be trained in the construct being measured and the specific instrument being used prior to using its technology-based application.
V-3 Evaluation	Peer Supervisors shall select and use, with caution, assessment tools and techniques normed on populations other than that of the individual served. Supervisors shall obtain supervision or consultation when using assessment tools that are not normed to the individual's cultural identities and shall document the recommendations.
V-4 Interpretation	Peer Supervisors shall provide specific and relevant data about the individual, when referring an individual to a third party for assessment or evaluation, to ensure that appropriate instruments are used.

PRINCIPLE VI: E-SUPERVISION AND SOCIAL MEDIA

VI-1 Introduction	Peer Supervisors are witnessing an expansion of available technologies that offer opportunities for electronic and distance delivery of care, billing services and record storage, transfer, and maintenance. Peer Supervisors shall be current on related technologies and understand their application. Peer Supervisors shall consider the potential benefits and risks for harm to supervisees in exposure to specific technologies or in having confidential information stored and/or transmitted electronically. Examples of potential benefits of using e-delivery for supervision services shall include but shall not be limited to: (a) reducing geographical barriers, (b) provision of services to those with physical or psychological disorders, and (c) working with individuals and families who would not take advantage of traditional services. Examples of potential limitations of using e-delivery for supervisory services shall include but shall not be limited to: (a) concerns about maintaining confidentiality, (b) challenges associated with developing a supervisory alliance, (c) inability to assess
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	nonverbal communication, (d) determining and resolving practice and certification jurisdiction concerns, and (e) assessment and provision of emergency services.
VI-2 Definition	“E-Supervision” shall refer to the provision of services by a Peer Supervisor using technology, electronic devices, and HIPAA-compliant resources. Electronic platforms shall include but shall not be limited to land-based and mobile communication devices, fax machines, webcams, computers, laptops, tablets, flash drives, external hard drives, and cloud storage. E-supervision shall include but shall not be limited to the following delivery platforms: Zoom, real-time video-based services, emails, texting, chatting and instant messaging. Peer Supervisors shall be aware of the unique challenges created by electronic forms of communication and the use of available technology and shall take steps to ensure that the provision of e-supervision is as safe and confidential as possible.
VI-3 Competency	Peer Supervisors who choose to engage in the use of technology for e-supervision shall pursue specialized knowledge and competency regarding the technical, ethical, and legal considerations specific to technology, social media, and distance supervision. Peer Supervisors shall be trained and current in their knowledge of e-supervision technologies and techniques.
VI-4 Informed Consent	Peer Supervisors who are offering an electronic platform for e-supervision shall provide an Electronic/Technology Informed Consent, which shall explain the right of each supervisee to be fully informed about services delivered through technological mediums, and shall provide each supervisee with information in clear and understandable language regarding the purposes, risks, limitations, and costs of supervision services, reasonable alternatives, their right to refuse service delivery through electronic means, and their right to withdraw consent at any time. Peer Supervisors shall review with the supervisee, both verbally and in writing, the rights and responsibilities of both Peer Supervisor and supervisees. Peer Supervisors shall have the supervisee attest to their understanding of the parameters covered by the Electronic/Technology Informed Consent by signing the Electronic/Technology Informed Consent. Peer Supervisors who obtains initial Consent by verbal attestation shall follow up in a timely manner with a written, signed, and dated-document.
VI-5 Verification	Peer Supervisors who engage in the use of electronic platforms for the delivery of services shall take reasonable steps to verify the supervisee’s identity prior to engaging in the e-supervision relationship and throughout the supervisory relationship. Verification shall include but shall not be limited to a minimum of one of the following: picture ids, code words, numbers, graphics, or other nondescript identifiers.
VI-6 Certification Laws	Peer Supervisors shall comply with relevant certification laws, regulations and requirements in the jurisdiction where the Peer Supervisor is physically located when providing supervision and where the supervisee is located when receiving supervision. Emergency management protocols shall be entirely dependent upon the location where the supervisee receives services. Peer Supervisors, during informed consent, shall notify their supervisees of the legal rights and limitations governing the practice of supervision across state lines or international boundaries.
VI-7 State & Federal Laws	Peer Supervisors utilizing technology, social media, and distance supervision within their practice shall be subject to state and Federal laws and regulations governing the practicing location. Supervisors utilizing technology, social media, and distance supervision within their practice shall be subject to laws and regulations in the supervisee’s state of residency and shall be subject to laws and regulations in the state where the supervisee is located during the actual delivery of services.
VI-8 Non-Secured	Peer Supervisors shall be aware that electronic means of communication are not secure and shall inform individuals served and supervisees that remote services using electronic means of delivery cannot be entirely secured or confidential. Peer Supervisors who provide services via electronic technology shall fully inform each supervisee of the limitations and risks regarding confidentiality associated with electronic delivery, including the fact that electronic exchanges may become part of supervision, academic, or professional records. Supervisors shall ensure that discussions cannot be overheard by others outside of the room where the services are provided. Peer Supervisors shall conduct internet-based supervision on HIPAA-compliant servers.
VI-9 Transmission	Peer Supervisors shall use current encryption standards within their websites and for technology-based communications. Peer Supervisors shall take reasonable precautions to ensure the confidentiality of information transmitted and stored through any electronic means.
VI-10 Multidisciplinary Care	Peer Supervisors shall discuss with the supervisee that optimal management of the supervisee may depend on coordination of supervision between a multidisciplinary team. Peer Supervisors shall explain to the supervisee that the Peer Supervisor may need to develop collaborative relationships with local community professionals, such as the supervisee’s employer.
VI-11 Local Resources	Peer Supervisors shall be familiar with in-person mental health and substance use disorder resources in the supervisee’s geographic location, should the Peer Supervisor exercise judgment to make a referral for additional substance abuse, mental health, or other appropriate services.
VI-12 Boundaries	Peer Supervisors shall maintain a professional relationship with their supervisees. Peer Supervisors shall discuss, establish, and maintain professional boundaries with supervisees regarding the appropriate use and application of technology, and the limitations of its use within the supervisory relationship. Peer Supervisors shall be aware of the unique risks for boundary crossings associated with the e-delivery of services.
VI-13 Capability	Peer Supervisors shall determine whether the supervisee shall be physically, intellectually, emotionally, linguistically, and functionally capable of using e-supervision platforms and whether e-supervision is appropriate for the needs of the supervisee. Peer Supervisors and supervisees shall agree on the means of e-supervision to be used and the steps to be taken in case of a technology failure. Supervisors shall verify that supervisees understand the purpose and operation of technology applications and follow up with supervisees to correct potential concerns, discover appropriate use, and assess subsequent steps.

VI-14 Missing Cues	Peer Supervisors shall acknowledge the differences between non-verbal and verbal cues in face-to-face and electronic communication, and how these could influence the supervision process. Supervisors shall discuss with their supervisee how to prevent and address potential misunderstandings arising from the lack of visual cues and voice inflections when communicating electronically.
VI-15 Records	Peer Supervisors shall be aware of the inherent dangers of electronic health records. Supervisors shall inform supervisees of the benefits and risks of maintaining records in a cloud-based file management system and discuss the fact that nothing that is electronically saved on a Cloud is secure and confidential. Peer Supervisors shall ensure that Cloud-based file management shall be encrypted, secured, and HIPAA-compliant. Peer Supervisors shall use encryption programs when transmitting supervisee information to protect confidentiality.
VI-16 Records	Peer Supervisors shall maintain electronic records in accordance with relevant state and federal laws and statutes. Supervisors shall inform supervisee and individuals served on how records will be maintained electronically and/or physically, which shall include, but shall not be limited to, the type of encryption and security used to store the records and the length of time storage of records shall be maintained.
VI-17 Links	Peer Supervisors who provide e-supervision services and/or maintain a professional website shall provide electronic links to relevant certification boards and professional membership organizations (i.e., NAADAC), to protect the supervisee's rights and address ethical concerns.
VI-18 Social Media	Peer Supervisors shall clearly explain to their supervisees, as part of informed consent, the benefits, inherent risks, including lack of confidentiality, and necessary boundaries surrounding the use of social media. Peer Supervisors shall clearly explain their policies and procedures specific to the use of social media in supervisory relationships with the supervisee. Peer Supervisors shall respect the supervisee's rights to privacy on social media and shall not investigate the supervisee without prior consent.

PRINCIPLE VII: SUPERVISION, CONSULTATION, AND TRAINING

VII-1 Responsibility	Peer Supervisors who train and provide peer supervision shall accept the responsibility of enhancing professional development of participants and supervisees by providing accurate and current information, timely feedback and evaluations, and constructive consultation.
VII-2 Training	Peer Supervisors shall complete the Arkansas Core, Advanced and Peer Supervision trainings prior to providing peer supervision to another peer specialist.
VII-3 Code of Ethics	Peer Supervisors and supervisees, including interns, shall be responsible for knowing and following the Arkansas Peer Recovery Code of Ethics.
VII-4 Peer Crisis	Peer Supervisors shall communicate to the supervisee, during supervision informed consent, procedures for handling peer crises. Peer Supervisors shall also communicate and document alternate procedures in the event the supervisee is unable to establish contact with the supervisor during a peer crisis.
VII-5 Due Process	Peer Supervisors shall inform supervisees of policies and procedures to which supervisors shall adhere. Peer Supervisors shall inform supervisees regarding the mechanisms for due process appeal of supervisor actions.
VII-6 Diversity	Peer Supervisors shall recognize and value the diverse talents and abilities that supervisees bring to their training and work experience.
VII-7 Boundaries	Peer Supervisors shall intentionally develop respectful and relevant professional relationships and shall maintain appropriate boundaries with supervisees in all venues. Peer Supervisors shall be accurate and honest in their assessments of supervisees.
VII-8 Boundaries	Peer Supervisors shall clearly define and maintain ethical professional, personal, and social boundaries with their supervisees. Peer Supervisors shall not enter a romantic/sexual/non-professional relationship with current supervisees, whether in-person or electronically.
VII-9 Monitor	Peer Supervisors shall monitor the services provided by supervisees. Supervisors shall monitor the welfare of individuals receiving peer services. Supervisors shall monitor supervisee performance and professional development. Supervisors shall instruct and guide supervisees as they prepare to serve a diverse peer population. Peer Supervisors shall read, know, understand, adhere to, and promote the NAADAC and Arkansas Peer Recovery and Arkansas Peer Supervisor Code of Ethics.
VII-10 Assessment	Peer Supervisors shall take reasonable measures to ensure the proper use of assessment techniques by persons under their supervision.
VII-11 Impairment	Peer Supervisors shall monitor themselves for signs physical, psychological, and/or emotional impairment. Supervisors shall obtain supervision and refrain from providing professional services while impaired. Supervisors shall notify their institutional program of the impairment and shall obtain appropriate guidance and assistance.
VII-12 Observations	Peer Supervisors shall provide and document regular supervision sessions with their supervisees. Supervisors shall regularly observe the supervisee in session using live observations or audio or video tapes. Supervisors shall provide ongoing feedback regarding the supervisee's performance with individuals served and within the agency. Supervisors shall regularly schedule sessions to formally evaluate and direct the supervisee.

VII-13 Gatekeepers	Peer Supervisors shall be aware of their responsibilities as the peer profession’s gatekeepers. Supervisors shall, through ongoing evaluation, monitor supervisee limitations that might impede performance. Supervisors shall assist supervisees in securing timely corrective assistance, including referral of the supervisee to therapy when needed. Supervisors may recommend corrective action or dismissal from training programs and state or voluntary professional certification processes when the supervisee is unable to demonstrate that they can provide competent professional services. Supervisors shall obtain supervision-of-supervision and/or consultation and shall document their decisions to dismiss or refer the supervisee for assistance.
VII-14 Education	Peer Supervisors who train and provide peer supervision shall ensure that their educational and training programs are designed to provide appropriate knowledge and experiences related to the addiction and mental health peer discipline that meet the requirements for certification and other program goals.
VII-15 Education	Peer Supervisors who train and provide peer supervision shall provide education and training in an ethical manner, adhering to the NAADAC, Arkansas Peer Recovery and Arkansas Peer Supervisor Code of Ethics, regardless of the teaching platform, which shall include but shall not be limited to traditional, hybrid, and/or online. Peer Supervisors who train and provide peer supervision shall serve as professional role models demonstrating appropriate behaviors.
VII-16 Current	Peer Supervisors who train and provide peer supervision shall ensure that program content and instruction are based on the most current knowledge and information available in the addictions and mental health peer discipline. Peer Supervisors who train and provide peer supervision shall only promote the use of those modalities and techniques that have an empirical or scientific foundation.
VII-17 Evaluation	Peer Supervisors who train and provide peer supervision shall ensure that participant’s performances are evaluated in a fair and respectful manner and based on clearly stated criteria.
VII-18 Dual Relationships	Peer Supervisors who train and provide peer supervision shall avoid dual relationships with interns and supervisees.
VII-19 Dual Relationships	Peer Supervisors shall not supervise relatives, romantic or sexual partners, or personal friends, nor develop romantic, sexual, or personal relationships with interns or supervisees. Consultation with a third party shall be obtained, and recommendations shall be documented, prior to engaging in a dual supervisory relationship.
VII-20 e-supervision	Peer Supervisors who use technology in supervision (e-supervision), shall be competent in the use of specific technologies. Supervisors shall discuss with the supervisee the risks and benefits of using e-supervision. Supervisors shall determine how to utilize specific protections, which shall include, but shall not be limited to encryption necessary for protecting the confidentiality of information transmitted through any electronic means. Supervisors and supervisees shall be aware that confidentiality is not guaranteed when using technology as a communication and delivery platform.
VII-21 Harassment	Peer Supervisors shall not condone or participate in any form of harassment, including sexual harassment or exploitation, of current or previous supervisees.
VII-22 Distance	Peer Supervisors shall discuss with the supervisee and document issues unique to the use of distance supervision, as necessary.
VII-23 Termination	Peer Supervisors shall discuss policies and procedures for terminating a supervisory relationship in the supervision informed consent.
VII-24 Counseling	Peer Supervisors shall not provide counseling services to the supervisee. Supervisors shall assist the supervisee by providing referrals to appropriate services upon request.
VII-25 Endorsement	Peer Supervisors shall recommend the supervisee for completion of an academic or training program, employment and/or certification only when the supervisee demonstrates qualification for such endorsement. Peer Supervisors shall not endorse any supervisees who the Supervisor believes to be impaired or who demonstrates they are unable to provide appropriate peer services.

PRINCIPLE VIII: RESOLVING ETHICAL CONCERNS

VIII-1 Code of Ethics	Peer Supervisors shall adhere to and uphold the NAADAC, Arkansas Peer Recovery and Arkansas Peer Supervisor Code of Ethics and shall be knowledgeable regarding established policies and procedures for handling concerns related to unethical behavior, at both the state and national levels. Peer Supervisors shall hold other supervisors to the same ethical and legal standards and shall be willing to take appropriate action to ensure that these standards shall be upheld. Peer Supervisors shall resolve ethical dilemmas with direct and open communication among all parties involved and shall obtain supervision and/or consultation when necessary. Peer Supervisors shall incorporate ethical practice into their daily professional work. Peer Supervisors shall engage in ongoing professional development regarding ethical and legal issues in supervision. Peer Supervisors shall be aware that individual welfare and trust depend on a high level of professional conduct.
VIII-2 Endorsement	Peer Supervisors shall abide by and endorse the Arkansas Peer Supervisor Code of Ethics and other applicable ethics codes from professional organizations or certification bodies of which they are members or hold credentials from. Supervisors shall not be able to use lack of knowledge or misunderstanding of an ethical responsibility as a defense against a complaint of unethical conduct.

VIII-3 Decision Making Model	Peer Supervisors shall utilize and document, when appropriate, an ethical decision-making model when faced with an ethical dilemma. A viable ethical decision-making model shall include, but shall not be limited to: (a) supervision and/or consultation regarding the concern; (b) consideration of relevant ethical standards, principles, and laws; (c) generation of potential courses of action; (d) deliberation of risks and benefits of each potential course of action; (e) selection of an objective decision based on the circumstances and welfare of all involved; and (f) reflection upon, and re-direction when necessary, after implementing the decision.
VIII-4 Jurisdiction	The NAADAC and Arkansas Peer Ethics Review Committees shall have jurisdiction over all complaints filed against any person holding or applying for NAADAC membership or Arkansas Peer certifications.
VIII-5 Investigations	The NAADAC and Arkansas Peer Ethics Review Committees shall have authority to conduct investigations, issue rulings, and invoke disciplinary action in any instance of alleged misconduct by a peer specialist or peer supervisor.
VIII-6 Participation	Peer Supervisors shall be required to cooperate with the implementation of the NAADAC and Arkansas Peer Supervisor Code of Ethics, and to participate in, and abide by, all disciplinary actions and rulings based on the Code. Failure to participate or cooperate shall be a violation of the NAADAC and Arkansas Peer Supervisor Code of Ethics.
VIII-7 Cooperation	Peer Supervisors shall assist in the process of enforcing the Arkansas Peer Supervisor Code of Ethics. Peer Supervisors shall cooperate with investigations, proceedings, and requirements of the Arkansas Peer Ethics Review Committee, ethics committees of other professional associations, and/or certification boards having jurisdiction over those charged with a violation.
VIII-8 Agency Conflict	Peer Supervisors shall seek and document supervision and/or consultation if ethical responsibilities conflict with agency policies and procedures, state and/or federal laws, regulations, and/or other governing legal authority. Supervision and/or consultation shall be obtained and documented to determine the next best steps.
VIII-9 Crossroads	Peer Supervisors may find themselves with a dilemma when the demands of an organization where the supervisor is affiliated poses a conflict with the Arkansas Peer Supervisor Code of Ethics. Peer Supervisors shall determine the nature of the conflict and shall discuss the conflict with their supervisor or other relevant person and shall express their commitment to the Arkansas Peer Supervisor Code of Ethics. Peer Supervisors shall attempt to work through the appropriate channels to address their concern.
VIII-10 Violations without Harm	Peer Supervisors who become aware of evidence to suggest that another Peer Supervisor is violating or has violated an ethical standard where no harm has occurred shall attempt to resolve the issue informally with the other supervisor, if feasible, provided such action does not violate confidentiality rights that may be involved.
VIII-11 Violations with Harm	Peer Supervisors shall report unethical conduct or unprofessional modes of practice of which they become aware where the potential for harm exists, or actual harm has occurred, to the appropriate certifying authorities, state, or federal regulatory bodies, and NAADAC. Supervisors shall obtain supervision/consultation prior to filing a complaint, and document recommendations and the decision regarding filing or not filing a complaint.
VIII-12 Non-Respondent	Members of the Arkansas Peer Ethics Review Committee, Hearing Panels, Boards of Directors, Membership Committees, Officers, or Staff shall not be named as a respondent under these policies and procedures because of any decision, action, or exercise of discretion arising directly from their conduct or involvement in carrying out adjudication responsibilities.
VIII-13 Consultation	Peer Supervisors shall obtain and document consultation and direction from supervisors, consultants, or the Arkansas Peer Ethics Review Committee when uncertain about whether a particular situation or course of action may be in violation of the Arkansas Peer Recovery and/or Arkansas Peer Supervisor Code of Ethics. Supervisors shall consult with persons who are knowledgeable about ethical behaviors, the Arkansas Code of Ethics, and legal requirements specific to the situation.
VIII-14 Retaliation	Peer Supervisors shall not initiate, participate in, or encourage the filing of an ethics or grievance complaint as a means of retaliation against another person.