

## Tool 43: Supervision recording

Preparation, effective use of time and follow up are essential to get the most out of supervision.

This tool helps you to plan for supervision, to cover the main areas in supervision and to record supervision. (Your local supervision policy should cover these areas and will take precedence over the information in this tool.)

*You can use the headings below to help you to prepare for supervision – as supervisor or supervisee, to agree an agenda at the start of supervision, or as a recording tool. Organisations can use the tool to inform their supervision guidance.*

Supervision should ideally follow the CLEAR model

CLEAR supervision model	Process
<b>Contract</b>	Supervision session starts by establishing the practitioner’s desired outcomes, what needs to be covered and how the supervisor and the supervisory process can be most valuable. Ground rules and roles will also be agreed
<b>Listen</b>	By using active listening and agreed reflective models and tools, the supervisor helps the practitioner to develop an understanding of the situation in which they want to effect difference.
<b>Explore</b>	Through questioning, reflection and the generation of new insights and awareness, the supervisor works with the supervisee to identify different options for handling the situation or relationship.
<b>Action</b>	Having explored the various dynamics and options for handling the situation, the practitioner chooses a way forward and agrees first steps.
<b>Review</b>	The agreed actions are reviewed. The supervisor also encourages feedback from the practitioner on what was helpful about the supervision process, what was difficult and what they would like to be different in future sessions. Agreeing how the planned action will be reviewed at future supervision sessions completes the work.

(Earle et al 2017)

Both the supervisor and supervisee should **prepare** for supervision.

Supervision should start with agreement about the **agenda**. This discussion flows into and alongside a discussion about wellbeing – the ‘how are you?’ discussion.

The headings below cover the main areas that should usually be discussed in supervision. You don't need to cover all the areas in one supervision.

- > Review of outcomes and actions from previous session
- > Management: workload
- > Management: critically reflective discussion of priority cases
- > Support: wellbeing and support needed
- > Development: review of learning and how this has been used
- > Development: discussion of future professional development
- > Mediation: relationships with others
- > Mediation: practical arrangements e.g. annual leave
- > Agreement of outcomes and actions.

The **supervision record** should give an overview of what was covered in the session.

The supervision record is part of the management record and belongs to both the supervisee and the organisation. Each should have a copy. Supervision records should be signed by both parties and any disagreement should be noted.

Notes can be taken during or after the meeting, depending on preference. The method should be discussed and agreed.

Discussions in supervision that relate to **decisions about particular cases** should be noted on the case file as they are part of the intervention in that person's situation. It is important to agree in supervision who will do this recording. These discussions should be mentioned anonymously on the supervision record.

There may be **personal elements** of the supervision discussion that do not go on the supervision record, for example personal issues that it is agreed will not be captured on the supervision form. However, they should be noted in a separate confidential record, in case they become relevant to work later.

**Other notes** may be made from supervision discussion for example recording learning and development activity or annual leave.