

Supervision Agreement

Between:

Date:

This agreement is the foundation for the development of an effective supervisory relationship. A new agreement must always be completed if there is a change of supervisor.

The expectations of the organisation are set out in the departmental supervision policy and provide the framework for this agreement. Elements of the agreement therefore relate to the departmental supervision policy and are non-negotiable. However, the majority of the document should be negotiated and agreed between the supervisor and the supervisee.

1. Practical arrangements

- Supervision frequency:
- Duration of each session:
- Venue:
- Arrangements if either party needs to cancel a formal session will be:

2. Content

- The process for agreeing the agenda will be:

3. Making supervision work

- What does the supervisee bring to this supervisory relationship (e.g. previous work experience, previous experience of being supervised, and preferred learning style)?
- Expectations: Each case will be discussed every 4 weeks, feedback will be provided regarding performance, reflective case discussion will take place.
- What are the supervisor's expectations of the supervisee?
- What does the supervisee expect from the supervisor?
- Are there any factors relevant to the development of the supervisory relationship (e.g. race, gender, sexual orientation, age, impairments)?
- Agreed 'permissions' – e.g. It is OK for the supervisor not to know all the answers...for the supervisee to say he is stuck, etc.
- How will we recognise when the supervisory relationship is not working?
- What methods will be used to resolve any difficulties in working together?

4. Recording

- Formal supervision sessions will be recorded on the supervision record and placed in the supervisee's file. Responsibility for completing the record lies with:
- Ad hoc discussions or other information obtained in between sessions relating to staff development or performance issues will also be noted on a supervision record sheet and reviewed at the next formal supervision session.
- Any decisions taken in a formal supervision session relating to a service user will be recorded on their file. Responsibility for this lies with:
- Ad hoc decisions relating to a service user will be recorded and placed on their file.

The purpose for which the supervision record may be use are:

- Audit of supervision practice
- Evidence in grievance/disciplinary procedures
- Inspections and serious case reviews
- Evidence within relevant legal proceedings.

5. Any other relevant issues for this agreement

6. Date agreement is to be reviewed:

Signed:

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Supervisor

Date.....

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Supervisee

Date.....