|  |  |
| --- | --- |
| **Purpose** | This document provides clear guidelines for supervision requirements at name of service. |
| **Scope** | All name of serviceemployeesworking in any of the services. |
| **Policy** | name of service insists on participation in supervision for all employees.  There is a documented supervision contract for any of the types of supervision. |
| **References** | |
| **Standards** | [NZS 8134:2008, Health and Disability Services Standards](http://www.health.govt.nz/system/files/documents/pages/81341-2008-nzs-health-and-disability-services-core.pdf)  [NZS 8158:2012 Home and community support Sector Standards](http://www.moh.govt.nz/notebook/nbbooks.nsf/0/748075E66715AD7ACC257A3600811344?OpenDocument) |
| **Legislation** | [Health Practitioners Competence Assurance (HPCA) Act 2003](http://www.legislation.govt.nz/act/public/2003/0048/latest/DLM203312.html) |
| **Guidelines** | [Toward Clinical Excellence, MOH 2002](http://www.health.govt.nz/system/files/documents/publications/moh_tce_2002.pdf)  [Te Pou supervision documents](http://www.tepou.co.nz/supporting-workforce/professional-supervision)  Refer to specific professional requirements (examples):  [Social Workers](http://anzasw.nz/wp-content/uploads/ANZASW-Supervision-Policy-Updated-February-2015.pdf)  [Occupational Therapists](http://www.otboard.org.nz/wp-content/uploads/2016/09/Supervision-Requirements-for-Occupational-Therapists.pdf)  [DAPAANZ registered practitioners](http://www.dapaanz.org.nz/supervision) |

**Type of supervision**

A person in authority will check with a staff that agreed processes and policies are implemented.

**Definition**

**Purpose**

Ensure administrative processes are effective and implemented.

**Participants**

|  |  |
| --- | --- |
| **Supervisee’** | **Supervisor** |
| Manager | title/role |
| Team leader | title/role |
| Administrator | title/role |
| Service delivery staff | title/role |
|  |  |
|  |  |
|  |  |

**Administrative**

**Frequency**

* monthly

**Documentation**

* Each session is documented by the supervisor and filed in the personnel record.

**Type of supervision**

**Definition**

An exchange between practicing professionals to enable the development of professional skills and competence.

**Purpose**

To maintain registration and practicing certificate with the professional registration body.

**Participants**

|  |  |
| --- | --- |
| **Supervisee’** | **Supervisor** |
| Nurse | Nurse |
| Social worker |  |
| AOD practitioner | DAPAANZ reg. |
|  |  |
|  |  |
|  |  |

**Professional**

**Frequency**

* monthly

**Confidentiality**

The content of supervision is confidential unless the supervisee or supervisor are required under the [HPCA Act 2003](http://www.health.govt.nz/our-work/regulation-health-and-disability-system/health-practitioners-competence-assurance-act) to report to the employer and/or the relevant professional body. If an unregulated employee behaves unethically or illegal this will be reported to the …………..

**Documentation**

* Each session is documented by the supervisor or the supervisee.
* The supervisee keeps a supervision log which will be filed in the personnel record.
* There is a documented supervision contract.
* The contract will be reviewed at least yearly.

**Type of supervision**

**Definition**

A formal process of support and learning that involves reflecting on practice in order to learn from experience.

**Purpose**

* To improve the quality of service to clients.
* Maintaining and safeguarding standards of

practice.

* Valuing the development of practice knowledge.

**Participants**

|  |  |
| --- | --- |
| **Supervisee’** | **Supervisor** |
| Peer practitioner |  |
| Mental health support worker |  |
|  |  |
|  |  |
|  |  |

**Service Delivery**

**Practice**

**Frequency**

* monthly

**Methods**

**Individual**

**Group**

**Documentation**

* Each session is recorded by the supervisor or the supervisee.
* The supervisee keeps a record of supervision that will be filed in the personnel record.

**Type of supervision**

**Definition**

Supervision conducted with an individual for a specific purpose and a specified time.

**Purpose**

To attend to a staff member’s specific needs in regards to their practice or other work related areas.

**Participants**

Participants will be decided according to the individual situation.

**Individual Supportive**

**(situational)**

**Frequency**

* According to the need of the employee and the organisation.

**Documentation**

* Records are taken by the supervisor and are filed in the personnel record.

**Type of supervision**

**Definition**

Supervision with a cultural expert to reflect on and support cultural competent practices.

**Purpose**

To ensure that the cultural practice of employees is safe.

**Participants**

* Decided on an individual basis.

**Cultural**

**Frequency**

* As required.

**Documentation**

* Records are taken by the supervisor or supervisee and are filed in the personnel record.
* There is a documented supervision contract.
* The contract will be reviewed at least3-monthly.

|  |  |
| --- | --- |
| **Group supervision** | |
| Group Supervision will be conducted in groups as a peer review with a facilitator.  Group supervision processes are designed to foster individual accountability for workforce development and practice. Additionally it enhances group accountability for the overall quality of practice within a particular service.  The overall purpose of group supervision is to inform others about one’s own practice in relation to that of the peer group and receive feed-back..  The benefits illustrate how peer review contributes to continuous quality improvement of services. | |
| **Purpose** | **Benefits** |
| Self-regulation within the group | * Acknowledgement of expertise and experience. * Allows feedback on individual performance. * Provides a safe environment to discuss mistakes or deficiencies. |
| Ongoing education | * Assists individuals to identify their strengths and areas needing improvement. |
| Awareness of standards and quality of performance | * Encourages information sharing. * Promotes a best practice approach to problems and issues that is centred on the service user. * Helps to organise information. |
| Individual and team accountability for workforce development and practice | * Provides reassurance of personal and/or team competence. * Gives support during periods of risk taking, conflict and role transition. |
| Improvement of teamwork | * Recognises group members as resources providing different perspectives. * Creates a feeling of equality. * Takes pressure off individuals. |

# Consultation

|  |  |
| --- | --- |
| Group/Role | Date |
|  |  |
|  |  |
|  |  |
|  |  |