

Royal Childrens Hospital	POLICY: GATEHOUSE SUPERVISION POLICY	Policy No: GHC 4012
		Issue Date: 11.04.13
Gatehouse Centre (for the Assessment & Treatment of Child Abuse)		Review Date: 01.10.14
		Page 1 of 3

1. Policy Statement

All staff will be provided with opportunities for supervision and appraisal to enable them to carry out their duties to the best of their ability and to standards of best practice as identified by the organization.

The quality of supervision is central to the development and maintenance of high standards of professional practice. The primary purpose of professional supervision is to facilitate competent, independent practice and not to perpetuate dependency.

Supervision requires mediation between the organization and the worker, with the supervisor being an advocate on behalf of the organization, the worker and the profession. Supervision is broader than the concept of consultation as it encompasses hierarchical administrative responsibility, which is part and parcel of social work/psychology/psychotherapy as it is practiced in an organizational context.

Supervision will occur in a confidential setting. While the aim in staff supervision is to respect confidentiality, there may be times when duty of care to the client and the professional development of the worker will be the overriding consideration.

Supervision has both instrumental and expressive components. Instrumental components are task focussed and directed at getting the work done - tasks such as planning, allocating and evaluating work. Expressive supervision is concerned with the personal impact of work experiences and involves providing support, giving feedback or performance and generally affording motivation and inspiration.

Individual supervision should occur on a fortnightly basis, or more frequently if required.

2. Persons Affected

Gatehouse Centre Manager
All clinical staff

3. Definition of Terms

Supervision: Meeting for the purpose of supporting other members of staff in overseeing tasks, developing and improving skills, and monitoring so that tasks, clinical or otherwise are satisfactorily accomplished to best practice standards. Supervision encompasses administrative, educative, supportive and reflective functions, all of which are interrelated.

Appraisal: A process where supervisee and supervisor measure performance against identified goals for a specified period of time and determine ongoing/new goals and indicators of their achievement.

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		Page 2 of 3

Administrative Supervision: Administrative supervision provides the necessary structure and organization required for achieving the goal of enabling workers to perform their job most effectively and in line with GACE policy and procedures

It includes orientation of staff, co-ordination and allocation of work, ensuring the communication within the organization, monitoring and evaluation of individual work performance.

Clinical Supervision: Clinical supervision focuses on the skills required to undertake clinical work, the process of clinical work, the impact of undertaking clinical work and any other issues related to clinical work.

This will also include ensuring that the guidelines and policies around referral, waitlist management, assessment, treatment and crisis care are understood and implemented

Educative Supervision: educative supervision is concerned with assessing the development of the worker's knowledge and instrumental skills necessary for effective practice. Educative supervision assists workers to make the transition from knowing to doing, doing to knowing. Educative supervision may have a didactic, information giving teaching component, ie. Introducing supervisee to new theoretical frameworks, clarifying concepts involved in different theories etc. The concepts of staff development, in-service training and educative supervision are interrelated. Educative supervision can be seen to supplement staff development by individualizing general learning.

4. Responsibility

The Manager of the Gatehouse Centre is responsible for ensuring that staff, when entering the service, are allocated an appropriate supervisor.

Supervisors and supervisees are responsible for determining the parameters and goals of supervision.

5. Procedure

Supervision: At an initial interview between staff and supervisor the following should be determined and reviewed over time:

- The staff member's supervision needs
- The functions and mutual expectations of supervision
- The roles and responsibilities of the supervisor and person supervised
- The staff member's work goals (short and long term) and how they shall be identified as achieved
- The process of reviewing and evaluating supervision
- The process for resolving situations where a supervisory relationship is not functioning satisfactorily
- The process of recording supervision and the content of such recording
- The limits of confidentiality
- The process of appraisal, by whom this will be carried out and when it will be carried out.

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		Page 3 of 3

This should be recorded in the Supervision Agreement and a record of each supervision session should be maintained on the Gatehouse Supervision Log, both of which should be signed by the supervisor and supervisee.

Appraisal: All staff will take part in RCH Performance Development and Planning (PDAP) at least annually or more frequently as the situation requires

This appraisal will be discussed and, if agreed with, signed. If there is disagreement, the areas should be noted and referred, in the first instance to the unit co-ordinator.

6. Additional Opportunities for Supervision

- Case consultation with an external consultant and provided to staff as a group may be available on a fortnightly basis.
- Peer supervision may occur in addition to group supervision. This may take the form of case discussion, or discussion of a particular issue relevant to work practices within the unit.
- Individual case consultation with staff members with specific expertise, or where approved by the Unit Co-ordinator, an external consultant, may occur as needed in regards to a specific case or form of intervention.

6. Other Relevant Information

RCH Performance Development and Planning document