

PCC Clinical Supervision Procedure

Goulburn Valley Community Health Service Inc Clinical Supervision Procedure

Version No. 1

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CLINICAL SUPERVISION PROCEDURE

1. PURPOSE

The purpose of this procedure is to define the clinical supervision agreement as applicable to all clinical program staff at GVCHS.

2. PROCEDURE

2.1. THE CLINICAL SUPERVISION AGREEMENT

2.1.1. All GVCHS program staff are required to undertake clinical supervision.

2.1.2. Clinical Supervisors are internally recruited and trained in clinical supervision delivery. Each clinical supervisor will have an allocated 5-6 staff from across program areas to supervise for both the clinical and administrative functions of their role.

2.1.3. Clinical Supervisors will satisfy the current criteria:

- o Trained in accordance with GVCHS requirements for internal Clinical Supervisors
- o Demonstrate ongoing professional development and practice which is required to provide quality clinical supervision
- o Provide supervision in a manner that is efficient and effective

2.1.4. The duration and frequency of supervision will be one hour a fortnight for all GVCHS program staff.

2.1.5. GVCHS staff may seek to receive clinical supervision more frequently than required by this procedure. Additional supervision will be by mutual agreement with their Manager and Clinical Supervisor.

2.1.6. Time spent on clinical supervision is considered part of the employee's paid work.

2.1.7. All supervisors and supervisees will enter into a negotiated supervision contract which will be signed by both parties and reviewed every six months.

2.2. RESPONSIBILITIES

2.2.1. Supervisees are responsible for:

- o Maintaining an ongoing commitment to clinical supervision and incorporating it into their work practice
- o Ensuring they understand their role as a supervisee and have completed an individual contract upon commencement of clinical supervision
- o Being prepared for sessions, discussing issues openly and being reflective of practice, being receptive to feedback and incorporating as relevant into work practices

- o Notifying their manager of any changes to work practice or professional development needs
 - o Ensuring that their supervision arrangements are reviewed at least annually as part of their performance appraisal or more frequently as required
- 2.2.2. Supervisors are responsible for
- o Clinical supervision of 5-6 GVCHS staff for both the clinical and administrative functions of their work roles
 - o Providing clinical supervision which assists the supervisee in exploring their clinical practice, giving clear and constructive feedback and challenging and supporting the supervisee
 - o Being prepared for each session and completing supervision notes
 - o Utilizing the principles of ethical practice with respect to confidentiality and accountability
 - o Maintaining a level of professional development and practice that is required to provide quality supervision
 - o Undertaking externally facilitated peer supervision on a monthly basis
 - o Identify and participate in discussion with other Supervisors to identify trends/themes and to prepare a report and recommendations for Management
- 2.2.3 GVCHS Managers are responsible for:
- o Ensuring that all staff are aware of the GVCHS Clinical Supervision Policy and have appropriate access to clinical supervision
 - o Approving supervision arrangements within budgetary constraints
 - o Reviewing and discussing clinical supervision arrangements with the supervisee during annual performance appraisal process
 - o Maintaining accurate records regarding the number of staff receiving clinical supervision, with this information reported on a quarterly basis to the GVCHS Board of Management.

3. GUIDELINES

- 3.1 Clinical supervision is based on a negotiated written agreement between the supervisee and clinical supervisor which is agreed on and signed off by both parties. This is distinguished from line management and peer supervision.
- 3.2 Clinical supervision occurs on a fortnightly basis and is conducted in accordance with sound professional standards which promote competent and accountable work practice.
- 3.3 If a supervisee misses more than three scheduled sessions per annum a notification will be made to the appropriate manager.
- 3.4 Functions of clinical supervision will include review and assessment of clinical work, clinical feedback, problem solving, setting clinical goals, education, professional development and support.
- 3.5 A further function of clinical supervision will include review and assessment of clinical files and care co-ordination systems and legislative and ethical compliance of client files.
- 3.6 For the effective practice of clinical supervision supervisees are required to be open to learning and responsive to the work undertaken within the supervisory relationship.

