

October 8, 2018

## **POLICY STATEMENT**

Homecare D & D Ltd understands supervision to be a formal arrangement which enables each member of its staff to discuss their work regularly with another more experienced member of staff.

The more experienced member of staff, known as the supervisor, facilitates the discussion with the less experienced member of staff, the supervisee. Homecare D & D Ltd understands the aim of supervision to be to:

- a) Identify solutions to problems
- b) Improve practice
- c) Increase understanding of work-related issues
- d) Recognise lines of accountability
- e) Promote safe working practice
- f) Make any reasonable adjustments to the work carried out

All supervision should have three core functions. It should:

- a) Provide support to care staff in their work
- b) Promote personal and professional development
- c) Promote quality care

Homecare D & D Ltd is committed to ensuring that:

- a) supervision is available for all care staff registered with this agency
- b) the content of supervision sessions will be confidential, recorded by the supervisor, but disclosure of information which contravenes the Code of Conduct will be recorded by the supervisor and acted upon
- c) supervision or any information revealed during supervision will not be used to assess performance or competence
- d) supervisors will be selected by the senior management team and have training in the process of supervision

## **PROCEDURE**

1. All care staff must have a nominated supervisor whose name should be entered in their personal development file.
2. All care staff should have at least one formal supervision session of at least one hour duration at a time and frequency agreed between the supervisor and staff member. This will include direct observation in the workplace, one-to-one meetings or group meetings
3. Supervision time must be planned, protected and uninterrupted. Sessions should be held in private and should be entirely confidential.
4. Supervision time should be taken while on duty and a time that is convenient to other staff on duty and to service users

October 8, 2018

5. A contract should be agreed between a staff member and a supervisor setting out how they will conduct their supervision session
6. Any notes made should be strictly confidential and kept securely.
7. Any training needs identified will be supported by the personal development plan of the staff member

### **EVALUATION AND REVIEW**

At the end of the negotiated period of individual supervision, the contract should be renegotiated. Individual supervision may now take on a different form and be held less frequently. This should be discussed with the supervisor.

### **TRAINING**

Training will be provided for new supervisors to ensure they are aware of the supporting role required as a supervisor through an accredited and relevant course for supervisors.