Core Supervision Model for Multi Professionals

Record keeping guide

# Individual record of participation in clinical supervision

## EXAMPLE ONE -

All staff are required to provide evidence of participation in a number of high quality sessions of clinical supervision per year. Individuals will be required to keep a personal record of the clinical supervision that they participate in, and to present this record at their appraisal and interim reviews as required by their line manager.

It is anticipated that clinical supervision needs will be met through attendance at drop-in supervision groups. However, it is recognised that at times this may need to be either supplemented or supported by one of the other formats available within the *[named organisation]* menu of supervision.

**Name:**

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| **Date** | **Type** | **Supervisor** |
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## EXAMPLE TWO –

This tool is a confidential document for the supervisee to use as an aide-mémoire for their supervision sessions. This record should preferably be kept by the supervisee. It is a [named organisation] requirement that supervision is recorded.

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| **Supervision contract commenced:** | |  |
| **Supervisee:** | |  |
| **Supervisor:** | |  |
| **Date** | **Subjects raised** | **Points for next meeting (if applicable)** |
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| **Review** |  |  |
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# Group Supervision Record

## EXAMPLE ONE -

**Attendees:**

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| **Print** | **Sign** |
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| **Outline of issues discussed:** | |
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**Signed:**

**Date:**