# Example Supervision Record

Supervision can be seen as a process that has five functions:

1. Review of workload
2. Critical reflective practice
3. Review of values and ethics
4. Assessment of the student’s progress
5. Support

Over the course of the placement, all five functions should be covered but some may require more attention at times than others.

Expectations of Supervision

The student should receive 1.5 hours of supervision per week. This should be booked in advance with an agenda set prior to the meeting. If there are any difficulties with arranging supervision, this should be brought to the attention of the practice learning team.

Some students and practice educators book all supervision sessions for the placement in their diaries in advance of a set weekly time; others plan it week by week. This is up to individual preference.

Agenda

Suggested agenda items could include:

* Work load
* Social work values and ethics
* Current reading
* PCF/HCPC Standards of Proficiency
* Support needs
* Plans for next week’s work and supervision
* Service user/Carer feedback (see Appendix 6)
* Overall professional development
* Any other business

Both student and practice educator should be involved in setting the agenda.

Notes/Record of Supervision

It is expected that all supervision sessions are recorded and the student, practice educator and practice supervisor (where applicable) will have copies. Many practice educators have a pro-forma for this which can used to record the sessions, or there is a suggested pro forma on page on the following page. Who takes the notes can be agreed between the parties involved and identified on the record.

# Weekly Supervision and Feedback Sheet Template

\*This sheet is intended to expand when typing

|  |  |
| --- | --- |
| Date:  Student:  Practice educator/supervisor:  Agenda: | Links with PCF |
| Any action from the last session: |  |
| Workload management: |  |
| Values, ethics and dilemmas: |  |
| Service user/Carer feedback: |  |
| What type of evidence is the student bringing to support links to PCF? |  |
| Links between practice and University based learning: |  |
| Support |  |
| Overall professional development: |  |

Signed (Student): Date:

Signed (Practice educator or supervisor): Date: