

Supervision

How to prepare and get the most out of your supervision sessions

Professional Supervision

"Within the minimum competency standards, Occupational Therapy Australia identifies supervision as a professional responsibility and part of lifelong learning to maintain professional competence." Occupational Therapy Australia (2017)

Recognising good supervision

It will help you to:

- Develop a partnership process of ongoing reflection and feedback between supervisor and supervisee in order to ensure and enhance effective practice.
- It will help you to continue grow in your career.
- Manage complex situations you deal with every day
- Feel confident, energised and in control
- Stay in touch with your professional values
- Recognise your strengths and work on any challenging areas
- Managing conflicting work pressures
- Provide the best service to your clients, Morrell (2013)

How often can I expect to have supervision in the workplace?

- As a student or new grad starting out in the workplace supervision should be more regular e.g. weekly initially and grade to monthly.
- Frequency will decrease as you gain experience.
- It is recommended to check your workplace supervision procedure which includes their frequency guidelines.

Preparing for your first supervision session in the workplace

- Think about what you would like your supervisor to know about you, in order to work well with you.
- Complete a self-assessment questionnaire

A self-assessment questionnaire may include:

- Your personal and professional style
- Your personal influences and how they might affect your approach in the supervision relationship
- Your supervision history
- Your approach to your work
- Level of support and challenge

Bring the completed self-assessment along to your first supervision session to discuss with your supervisor. This will assist your supervisor to know how to best support you and meet your needs right from the beginning.

Supervision contracts and Individual Agreements

Some organisations provide standard supervision contracts, which outline their expectations of roles, responsibilities, ground rules and accountabilities.

The organisational contract is not the same as the individual agreement between you and your supervisor, which is your opportunity to make the supervision what you want it to be.

When you start work and are told you have to complete a standard organisational contract it is worthwhile to also spend time negotiating an individual agreement between you and your supervisor. Morrell (2013)

Northern Adelaide Local Health Network

Supervision Notebook:

A helpful strategy to ensure you take to supervision the most useful topics, is to have a system of taking notes whenever anything happens you would like to think more about or reflect on with your supervisor. This is a reflection process, with brief bullet points

When writing in your notebook ask questions like:

- What interactions/sessions/clients/interventions were you please with?
- What was difficult for you?
- What were you/are you uncertain about?
- What theories help me to understand this situation?
- What past personal or professional experiences cast a light on this?
- How do my professional values and knowledge inform this situation?

Supervision Agenda:

What is an agenda?

A list you have developed of items to discuss during the supervision session.

Preparing an agenda provides structure to the session and allows you to get the most out of the allocated time.

Recording Supervision Minutes:

After the supervision session is important to record minutes of what was discussed and any agreed actions. This can be referred to initially during the following supervision session.

During the supervision agreement/contract you can discuss and determine who will be accountable for recording minutes and providing copies for signing.

This is good practice to get into as a student as some workplaces require you record your supervision sessions in a running log to meet credentialing requirements.

It is also evidence for your yearly OT registration 'Continuing Professional Development' and counts as points to meet OT registration requirements through AHPRA.

Reference list:

- Morrell, M, 2013, 'You Deserve Good Supervision, Margaret Morrell & Associates Ltd, SA, Australia.
Link to Margaret's website: (Includes her books and training links)
<http://www.margaretmorrell.co.nz/>
- Occupational Therapy Scope of Practice. 2018. 2017. [ONLINE] Available at: <https://www.otaus.com.au/sitebuilder/advocacy/knowledge/asset/files/21/occupationaltherapyscopeofpracticeframework13june2017.pdf>. [Accessed 30 January 2018].

For more information

Anna Francis (Occupational Therapist)
Northern Community Rehabilitation Program,
'Club 84'
Northern Mental Health Services
NALHN
Telephone: 7485 4500
www.sahealth.sa.gov.au



This document has been reviewed and endorsed by NALHN CAC* for consumers and the community XX/XX/201X.

*Northern Adelaide Local Health Network Consumer Advisory Council



www.ausgoal.gov.au/creative-commons



Government
of South Australia

SA Health