

Supervision Agreement

– Individual Supervision

General Details

Name				Date		
Supervisor				Position		
				Program		
Timeframe	30 mins	45 mins	60 mins	Duration of agreement	6 months	12 months
Timeframe	Monthly (12 sessions)		Bi-monthly (6 sessions)	Quarterly (4 sessions)		
Method of Contact	In person	Phone	Skype	Site visit	Conference	Meeting
Interruptions	No	Yes, if the following occurs				
Rechedule	No	Yes, if the following occurs				
Schedule of Dates						
1.	2.				3.	4.
5.	6.				7.	8.
9.	10.				11.	12.

Agenda Items

Please outline agreed topics (things as debriefing; case studies; issues within the team; skill -building and learning). It is up to the supervisee group to decide what they would like to discuss at each session. The agreed list is by no means definitive – items can be added and removed as required.

Our Commitment

Definition: An interactive process where people engage with each other and work collaboratively to tap into strengths, acknowledge and work through challenges, and learn new professional skills to empower themselves, the people we work with, and the people we support.

Our commitment will be represented and agreed by both parties in group supervision, as follows:

- Supervisor and Supervisee group are to enter into the agreement at the first session and review at least annually
- Supervisor and Supervisee group agree to establish, foster and maintain a positive professional relationship to the best of their ability
- Any agreed practice outcomes discussed in the session should be recorded after the session **in a file note** written by the supervisor. This file note is to be shared with each member of the Supervisee group individually and should ideally be signed by each Supervisee to demonstrate mutual agreement and consent.
- Sessions are to be conducted in a confidential environment with minimal disruption
- In the event of the Supervisor being on extended leave, a replacement Supervisor is to be arranged
- At any time, participants in the supervisee group is able to request that the Supervision sessions be provided by someone else
- All parties understand legislative requirements around disclosure of information and mandated reporting
- All parties agree to maintain confidentiality and not disclose the content of any supervision session unless there has been a breach in conduct or a matter is disclosed which requires a notification
- All parties agree to attend each session prepared, by completing any preparatory work as agreed

Additional Supervisor Commitment (if required)

Please outline any further agreed commitments for your supervision sessions:

Additional Supervisee Commitment (if required)

Please outline any further agreed commitments for your supervision sessions:

Goals of Supervision

The formation of mutual goals and the understanding of shared purposes is very important in any supervisory relationship. Some shared goals that are helpful in Reflection and Support are to:

- expand understanding and knowledge of Lifestyle Solutions values, policies, procedures and practice principles
- facilitate professional development to broaden knowledge, skill and competence to achieve success in the Supervisees role
- recognise and acknowledge the Supervisees individual skills, experience, role and responsibilities.
- enhance communication and feedback by openly sharing information, ideas, examples, resources & knowledge
- promote professional and respectful communication between the organisation, supervisor and the supervisee group

Additional Mutual Goals (What do you hope to gain from Supervision?)

Please outline agreed mutual goals (these may include such things as learning particular skills, achieving competencies, receiving regular debriefing, career progression, etc. The agreed list is by no means definitive – items can be added and removed as required.

Signed
(Individual)

Date

Signed
(Manager)

Date