

Checklist 1

Planning an effective practice supervision program: a guide for managers and supervisors

Supervision relationships will vary according to the needs of the supervisee and the capacities of the supervisor. This checklist is designed to be used by managers / supervisors wanting to set up a practice supervision program in their organisation / workplace, and is just a guide to work from.

Planning for a practice supervision program¹

1. Has a practice supervision organisational policy been developed?

Does it identify?

- Program goals and objectives
- Desired outcomes
- Contribution of organisational resources to the program
- Expectations of supervisees and supervisors

2. Has a target group of supervisors and supervisees been identified?

Are they involved in the planning process?

3. Have clear goals and objectives for the supervision program been established? Are they consistent with the organisation's policy?

4. Have appropriate practice supervisor recruitment strategies been planned? For example:

- Offering professional development opportunities to existing experienced practitioners
- Employing experienced mental health supervisors from local networks
- Employing supervisors from other fields who have skills to offer consumer support workers

5. Have recruitment criteria for practice supervisors been established? For example:

- Experience in the mental health sector (2-5 years)
- Up-to-date knowledge and skills
- Willingness to supervise
- Not performing a line manager role (if a practice supervisor is also the supervisee's manager an alternate, independent support should be made available to the supervisee).

6. Is there an appropriate supervisor-supervisee matching strategy? (Consider sex, age, professional background and ensure that the supervisor and supervisee are consulted during the matching process).

Is appropriate training and support provided to supervisors? For example:

- Access to an experienced practice supervisor for guidance and advice
- Peer support networks amongst practice supervisors

¹ Adapted from National Centre for Education and Training on Addiction (NCETA). 2005

- Regular meetings for the exchange of ideas, experiences, problem-solving and support
- Tools and resources to guide supervisory practices.
- Implementing a practice supervision program
- Have guidelines been established regarding the role of supervisees and supervisors in the practice supervision program?

7. Has the supervisee been briefed on the expectations of their role?

Has a policy document been developed to specify the:

- Program objectives?
- Program structure (e.g., how often, the location of supervision, remuneration) and process (e.g., model of supervision, how desired outcomes will be achieved)?
- Participants' roles, responsibilities and competencies to be achieved?
- Evaluation process?
- Program timeframe?

Evaluating a practice supervision program

Does the practice supervision program involve ongoing evaluation that addresses the extent that the:

- Program objectives have been achieved?
- Program has met the needs and expectations of supervisors, supervisees and the organisation?
- Program has produced benefits or improvements to work practice?