Appendix 2: Personal supervision record

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| Staff member |  |
| Supervisor |  |
| Date of meeting |  |

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| **Agenda items:** | **Action needed by supervisor or supervisee** | **Target Date** |
| **1.Personal discussion-** *[This should include enabling the worker to discuss the emotional impact of the work they carry out and support they may benefit from.]*  **2. Professional development discussion-** *[To include reading, research, training,, L & D, career progression, feedback from services users and other professionals and how all these examples can influence future practice. Also make links to PDR.]*  **3. Leave/TOIL/absences from work**  *[record the TOIL accrued, compassionate leave etc]*  **4. Staff and team discussion** – *[could include staff dynamics, staffing levels, team development, issues of resourcing they may impact on staff and practice]*  **5. Health & safety-** *[lone working issues, resources to complete work, occupational health etc]*  **6. Equality**  *[identifying possible discrimination in the workplace with regards to disability, gender, sexual orientation etc. Concerns regarding lack of opportunities to progress etc]*  **7. Any other business**  *[self explanatory]* |  |  |

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| **Future Agenda Items:** | |
| **Date of Next Meeting:** | |
| Supervisee signature: | Supervisor signature: |