

PO181 SUPPORT AND SUPERVISION POLICY AND PROCEDURE

Policy

Support and Supervision

You are required to attend no less than 6 supervision sessions with your Line Manager (who may also be the CEO) every year as part of your Continuous Professional Development and to support you in your role within the organisation.

The Support and Supervision sessions are subject to:

- You attending every session and completing all actions as requested and agreed at the cessation of each session.
- All sessions will be carried out at the 'workplace'.
- A Support and Supervision Summary Form will be completed by your Line Manager during the session, which must be signed and agreed by you.

Throughout your supervision sessions, you are able to discuss any of the following:

- Your workload and how you are coping with your work.
- Planning, organising and prioritising.
- Your current performance levels and effectiveness.
- Monitoring and evaluating any training, which you have undertaken.
- Any professional development you feel you need or would like in order to progress further in your role with CVS Falkirk.
- Any personal development or other issues you wish to discuss in relation to your employment with CVS Falkirk.
- Identifying where improvements can be made in your performance.
- Clarifying an action plan including goals and objectives on short, medium and long term.

In the unfortunate event that a support and supervision session has to be cancelled it is imperative that we ensure a new date and time is agreed without delay whether the cancellation is occasioned by you or your Line Manager.

Responsibility

Overall responsibility for the implementation of this policy rests with the Line Managers, and ultimately the CEO. All staff are required to adhere to the policy and cooperate with its implementation and enforcement.

Related Policies:	none	
Related Documents:	DO31 Support & Supervision Record	
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