

A specimen supervision agreement.

Agreement between _____ and _____

This agreement is designed to be a working tool to underpin the development and maintenance of an effective supervisory relationship. The agreement should be:

- Completed within the first two months of a new supervisory relationship being established.
- Reviewed at least once a year.

The expectations of the organisation regarding supervision are set out within the Supervision Policy, are non-negotiable and provide the framework for this agreement.

The effectiveness of the supervision agreement depends upon the quality of conversation between the supervisor and supervisee; it is very important that this document provides a foundation for discussion. It should be completed at the conclusion of an exploration of the issues and not become a form filling exercise.

Practical Arrangements

1. Frequency of one to one supervision:
2. Duration:
3. Venue:
4. Arrangements if either party needs to cancel:
5. Availability of the supervisor for ad hoc discussions between sessions will be:

Content

1. The process for agreeing the agenda will be:
2. Preparation for supervision will include:
3. Priority areas to be discussed regularly (with reference to the 4 functions):

Making Supervision Work

1. What does the supervisee bring to this relationship (e.g. previous work experience, experience of being supervised, preferred learning style)?.

2. What are the supervisee's expectations of the supervisor?
3. What are the supervisor's expectations of the supervisee?
4. Are there any factors to acknowledge as relevant to the development of the supervisory relationship (e.g. race, culture, gender, sexual orientation, disability)?
5. Agreed "permissions" e.g. It is OK for the supervisor not to know all the answers/for the supervisee to say they are stuck, etc.
6. How will we recognise when the supervisory relationship is not working effectively?
7. What methods will be used to resolve any difficulties in working together?

Recording

1. Case discussions and decisions made in formal supervision or during ad hoc discussions will be recorded on the service user's record. Responsibility for this lies with:
2. The content of one-to-one supervision sessions regarding the development and support needs of the supervisee will be recorded, agreed by both parties and placed in the supervisee's file. Responsibility for this lies with:

Any other relevant issues for this agreement?

Date Agreement due to be reviewed:

Signatures:

Supervisor:

Supervisee:

Date: