Flow Chart – Staff Supervision Meetings

Staff Supervision Meetings – *Supervision is an agreed meeting between a staff member who has a designated responsibility for supervision (supervisor / manager) and another staff member who is receiving supervision to meet organisational and service objectives.*

This is a two-way process between the supervisor and the staff member to ensure competent, accountable performance according to the work role, collaborative resolution of work role issues, continuing professional development and support

Each staff member will be required to participate in a minimum of two Staff Supervision meetings per year.

All supervision sessions are required to be recorded on the approved Supervision Form.

Staff Supervision Meetings

Step 1 – The Operations Manager will confirm with the staff member the scheduled Supervision Meeting, date, time and location.

↓

Step 2 – At the meeting the Operations Manager will go over meeting purpose, talk through the process and answer any questions that the staff member may have.

↓

Step 3 – The Operations Manager will complete each section of the form, including:

Staff member targets / goals
Work undertaken / completed
Achievements since last meeting
Any issues or problems that are identified
Any goals or training needs
Comments or feedback
Agreed actions required, e.g., training & support

↓

Step 5 – The Operations Manager will go over the key points that have been discussed and documented. The next scheduled Supervision Meeting date will be agreed and documented.

↓

Step 6 – The Operations Manager will provide the staff member with a signed copy of the completed **Staff Supervision Meeting Form** a copy will be stored on their individual staff record.