

GBWCT POLICY



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STAFF PROFESSIONAL SUPERVISION

The Golden Bay Workcentre Trust (GBWCT) is committed to ensuring that all staff, particularly those working with clients/participants on a regular basis, receive appropriate support to ensure best practice, and staff/client safety.

1.0 Purpose

To ensure that the staff of GBWCT receive appropriate and effective external supervision.

Professional Supervision is intended to support key programme staff while they are actively working with clients.

Professional Supervision provides an opportunity for GBWCT staff to discuss their work and experiences at work with an independent, qualified person. Staff can talk through professional issues in confidence and receive objective feedback, support, skills development and 'extra vision' from their Supervisor.

2.0 Definitions

External Supervision:

External supervision is a formal process that enables, guides and facilitates the professional to meet organisational, professional and personal objectives. These objectives include professional competence, accountable and safe practice, continuing professional development, education and support.

External supervision is central to the process of learning and the expansion of practice skills. It involves protected time away from the practice environment to meet with an experienced practitioner of their choice to engage in self-assessment and guided in-depth reflection on current ways of practicing.

The terms practice skills and safe practice includes cultural awareness and safety, appropriate use of models, and linking practice to cultural knowledge.

Supervisor:

The person providing the above form of supervision.

Supervisee:

The person receiving the above form of supervision

External Supervision Contract:

Documented agreement between Supervisor and Supervisee outlining key criteria for inclusion, Supervisor's and Supervisee's expectations and practical arrangements.

3.0 Policy Details

This policy sets out the rationale for, and entitlement to, ongoing professional development and supervision for programme staff at the Workcentre.

Principles of External Supervision:

- Promotion and protection of the interests of the client.
- Ensuring achievement of professional, ethical and organisational standards, policies and procedures.
- Providing support for staff in coping with the demands of their work, and minimising occupational stress and burnout.
- Education and the development of skills and competencies.
- Promotion of safe, accountable and current best practice.
- Encompassing a respectful, strengths-based approach.

External Supervision Policy:

- Professionals will be engaged in regular, formal External Supervision as soon as possible after the commencement of their employment and no longer than three months after their initial employment date.
- External Supervision is to occur at least monthly during one hour of protected time. More frequent External Supervision may be negotiated and/or stipulated by the Manager.
- The frequency of External Supervision will depend on individual and professional needs.
- All Supervisors will be approved by the Manager and align with the requirements set out within the Job Description and any Government mandated body relevant to that employee's role.
- Any engagement in any additional forms of External Supervision need to be negotiated with the Manager.
- Costs associated with External Supervision will be met by the organisation.

4.0 Roles & Responsibilities

External Supervisors:

- Provide External Supervision in a manner consistent with accepted best practice and which fosters collaborative working relationships and supports continuing professional development.
- Have the relevant qualification, and a current Annual Practicing Certificate, or current registration with the appropriate governing body (i.e. NZAC, ANZASW, etc).
- Provide supervision that is relevant to the Supervisee's spiritual, traditional and theoretical understandings, cultural worldview, experience, skills and requirements for accountability.
- Communicate with employers and other appropriate authorities when they are aware of ongoing or serious unsafe practice.

Supervisees:

- Access regular professional External Supervision appropriate and consistent with their practice, and is able to provide evidence of this External Supervision.
- Participate actively in the supervisory process to ensure External Supervision meets the purposes outlined in this policy.
- Inform the Supervisor of any ethical or safety issues that arise in practice.
- Accept responsibility to make and attend External Supervision appointments.
- Identify individual professional needs and prepare to ensure the success and value of the External Supervision.
- Accept responsibility for own professional development by seeking out additional supervision and other resources for professional support and development (i.e. peer support, 1:1 coaching with Manager) as necessary, in liaison with Manager.

Supervisors and Supervisees:

- Incorporate External Supervision in their regular workplace schedule.
- Ensure External Supervision takes place.
- Attend External Supervision according to agreed frequency.
- Ensure adequate preparation for External Supervision.
- Maintain a record of formal supervision sessions (dates and times) and mutually agreed summarised content of sessions.
- Complete, sign and send a copy of External Supervision contract to Manager (if applicable).

Manager:

- Collaborate with External Supervisors to ensure organisational and professional goals are being achieved.
- Initiates the External Supervision process, in collaboration for all new staff members.
- Ensures that all staff have a different External Supervisor to avoid conflict of interest

5.0 Eligibility

The GBWCT funds Professional Supervision for:

- Staff who work directly with clients (contact staff) for up to one session per month, more/less by negotiation.
- Non-contact staff as required and by negotiation.

Professional Supervision is only available during the period of employment, as set out in individual Employment Agreements.

6.0 Scope

All GBWCT Staff