

**STAFF SUPERVISION RECORD (Health and Safety / Fire)**

Version 1.0 Rayson Homes Ltd January 2012 © R.N.H.A. 2010

The supervisor should complete this document following observed practice and discussion with the supervisee. At the end of the session the supervisor and supervisee sign the record and a copy is forwarded to the Home's Manager for inclusion in the supervisee's staff file.

Name Supervisee: \_\_\_\_\_ Name Supervisor: \_\_\_\_\_

| <b>Key discussion points</b> (includes knowledge & skill enhancement, professional development, reflective practice & support and accountability)  | <b>What went well?</b> | <b>What could be improved?</b> | <b>Actions &amp; By whom, when</b> |
|--|------------------------|--------------------------------|------------------------------------|
| <p><b>Reflection on</b></p> <ol style="list-style-type: none"> <li>1. Principles and Practice of Health and Safety (General / Fire)</li> <li>2. Fire Safety, Prevention and Management</li> <li>3. _____</li> <li>4. _____</li> <li>5. _____</li> </ol>  |                        |                                |                                    |
| <p><b>Celebrating Staff Achievements</b></p> <p>Annual Training Undertaken Y / N                      <b>Details:</b> Internal / External / Date:</p> <p>Are there any issues the Supervisee would like to discuss / bring to the attention of the Supervisor / Home Manager Y / N (Please give details over leaf)</p> |                        |                                |                                    |

*This is an agreed record of the clinical supervision session*

Signed Supervisor \_\_\_\_\_ Supervisee \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**STAFF SUPERVISION RECORD (Moving and Handling)**

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Name Supervisee: \_\_\_\_\_ Name Supervisor: \_\_\_\_\_

| <b>Key discussion points</b> (includes knowledge & skill enhancement, professional development, reflective practice & support and accountability)  | <b>What went well?</b> | <b>What could be improved?</b> | <b>Actions &amp; By whom, when</b> |
|--|------------------------|--------------------------------|------------------------------------|
| <p><b>Reflection on</b></p> <ol style="list-style-type: none"> <li>1. Principles and Practice of Health and Safety</li> <li>2. Safe Moving and Handling Principles (Ergonomics)</li> <li>3. Safe Moving and Handling Practice</li> <li>4. _____</li> <li>5. _____</li> <li>6. _____</li> </ol>                                 |                        |                                |                                    |
| <p><b>Celebrating Staff Achievements</b></p> <p>Annual Training Undertaken Y / N                      <b>Details:</b> Internal / External / Date:<br/>           Are there any issues the Supervisee would like to discuss / bring to the attention of the Supervisor / Home Manager Y / N (Please give details over leaf)</p> |                        |                                |                                    |

*This is an agreed record of the clinical supervision session*

Signed Supervisor \_\_\_\_\_ Supervisee \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**STAFF SUPERVISION RECORD (Infection Control)**

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Name Supervisee: \_\_\_\_\_ Name Supervisor: \_\_\_\_\_

| <b>Key discussion points</b> (includes knowledge & skill enhancement, professional development, reflective practice & support and accountability)   | <b>What went well?</b> | <b>What could be improved?</b> | <b>Actions &amp; By whom, when</b> |
|---|------------------------|--------------------------------|------------------------------------|
| <p><b>Reflection on</b></p> <ol style="list-style-type: none"> <li>1. Basic Principles of Infection Control</li> <li>2. Hand-washing Procedures</li> <li>3. Specific Infection Control Procedures</li> <li>4. Cleaning / Disinfection products and Processes,</li> <li>5. Disposal of waste (Clinical / Recycling / Sharps / Laundry)</li> <li>6. Correct use of Personal Protective Equipment (Re-useable and Disposable - Aprons / Gloves)</li> <li>7. _____</li> </ol> |                        |                                |                                    |

**Celebrating Staff Achievements**

Annual Training Undertaken Y / N

**Details:** Internal / External / Date:

Are there any issues the Supervisee would like to discuss / bring to the attention of the Supervisor / Home Manager Y / N (Please give details over leaf)

*This is an agreed record of the clinical supervision session*

Signed Supervisor \_\_\_\_\_ Supervisee \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**STAFF SUPERVISION RECORD (Clinical Practice - All Staff)**

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Name Supervisee: \_\_\_\_\_ Name Supervisor: \_\_\_\_\_

| <b>Key discussion points</b> (includes knowledge & skill enhancement, professional development, reflective practice & support and accountability)   | <b>What went well?</b> | <b>What could be improved?</b> | <b>Actions &amp; By whom, when</b> |
|---|------------------------|--------------------------------|------------------------------------|
| <p><b>Reflection on</b></p> <ol style="list-style-type: none"> <li>1. MCA and Safeguarding Vulnerable Adults</li> <li>2. Privacy, Dignity, Respect and Service Users Rights</li> <li>3. Equality &amp; Diversity</li> <li>4. Handling Hazardous Substances within the Home and the C.O.S.H.H. Regulations</li> <li>5. Data Protection and Confidentiality</li> <li>6. Communication Skills (Residents, visitors, colleagues etc)</li> <li>7. _____</li> </ol> |                        |                                |                                    |

**Celebrating Staff Achievements**

Relevant Training Undertaken Y / N

**Details:** Internal / External / Date:

Are there any issues the Supervisee would like to discuss / bring to the attention of the Supervisor / Home Manager Y / N (Please give details over leaf)

*This is an agreed record of the clinical supervision session*

Signed Supervisor \_\_\_\_\_ Supervisee \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

## **Additional Areas which could be included within Observation / Discussion**

- Resolving problems.
- Policy amendments / up-date requirements.
- Managing workload issues.
- Quality Assurance Issues.
- Security issues.
- Issues relating to Staff Handbook
- Handling / assessing new service users.
- Special communication skills (Types of service users or medium eg telephone)
- Handling challenging behaviour and general behaviour management.
- Handling situations requiring restraint.
- Handling discriminatory behaviour.
- Awareness of ethnicity & culture, including customs, festivals, beliefs and religion.
- Ability to meet service user's hygiene requirements
- Awareness of service user's nutritional needs
- Principles and practice of the POVA / POCA Policies
- Action to be taken in the event of an emergency situations
- Handling service users' records
- Awareness of social care needs
- Employees' responsibilities
- Handling accidents & injuries, including the *RIDDOR* Regulations
- Food Hygiene / Kitchen Safety