**Weekly Supervision Log**



*Apprentices are responsible for completing this log and ensuring it is signed*

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| --- | --- | --- | --- |
| **Date of session** |  | **Duration** |  |
| **Preparation for this session** |  |
| **Learning and practice themes discussed** This box could also specify agenda items, summary of actions/notes, who is to follow up on the action item and completion date.Apprentices: please do not include names or initials of service users or other identifying information on this document. Failure to follow this advice will result in an automatic application of a penalty up to a 0% grade for your portfolio. In certain circumstances, the Data Protection / GDPR officer in UCC, relevant person(s) and/or the practice agency, may need to be notified of the breach. | Where possible, supervision should attend to the management, development, support and mediation functions (Morrison, 2005) See below for a description of each of these functions |
| **Mentor feedback** |  |

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| --- | --- |
| **Preparation for next supervision session** |  |
| **Tasks completed by apprentice during the previous week’s study period(s)** |  |
| **If any On-the-Job Learning hours were not completed last week, outline a plan here to make them up** |  |
| **Date of next supervision:** |  |
| **Mentor’s signature:** |  |
| **Apprentice’s signature:** |  |

**Morrison’s (2005) 4 functions of supervision**

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| 1. The Management Function which aims to ensure:* Overall quality of the employee’s performance
* Agency policies and procedure are followed
* Employee understands his or her role and responsibilities
* The purpose of supervision is clear
* Work is reviewed regularly
* Records are maintained
 | 3. The Support Function aims to:* Validate the employee both as a professional and as a person
* Create a safe environment for the employee to look at his or her practice and its impact on him or her
* Debrief employees and allow them to express feelings
* Monitor the overall health and emotional functioning of the employee especially with regard to stress
* Help the employee reflect on difficulties in colleague relationships and assist in resolving conflict
* Clarify when the employee should be advised to seek external counselling
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| 2. The Development Function which aims to develop:* The employee’s professional competence
* An understanding and assessment of the employee’s theoretical, skill, knowledge and value base
* An understanding of the employee’s training and development needs
* The employee’s ability to reflect on his or her work
* An open and honest relationship where both parties give constructive feedback
 | 4. The Mediation Function aims to:* Negotiate and clarify the team’s role and responsibilities
* Represent employees’ needs to higher management
* Clarify or contribute to policy formation
* Consult employees about organisational developments
* Involve employees in decision making
* Deal sensitively but clearly with complaints about employees
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