**Weekly Supervision Log**

A picture containing text, font, logo, graphics

Description automatically generatedA blue and white triangular sign

Description automatically generated

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |  | | |

|  |  |  |
| --- | --- | --- |
| **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**

|  |  |
| --- | --- |
| 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 |
| 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 |