

WCHO	<i>Policy and Procedure</i>		
Department Human Resources	# of Pages: 3		
Policy Name SUPERVISION	Type of Policy: [<input checked="" type="checkbox"/>] WCHO [<input type="checkbox"/>] Regional [<input type="checkbox"/>] Network		
Policy Number 05.007	Effective Date	Revision Date	Approval Date
Administrative/Board of Directors Sign Off			
Administrative Signature:		Date:	
Board of Directors Signature:		Date:	

I. PURPOSE

To establish guidelines for the supervision of Washtenaw County staff working under the direction of WCHO.

II. APPLICATION

All Washtenaw County staff working under the direction of WCHO.

III. DEFINITIONS

Supervision - Structured contact between a supervisor and supervisee oriented towards recognition of positive performance, improvement of performance, or to address other issues in the work situation. The best format for supervision varies based on the personal style of the supervisor and supervisee(s), and the issues to be addressed.

Group Supervision - Supervision which occurs through group meetings, team meetings or other gatherings of supervisor(s) and supervisee(s). Group supervision is usually oriented towards issues affecting the entire group/team, such as changes in agency policy, discussion of clinical issues, or team performance or recognition.

Individual Supervision - Supervision which occurs in a one-on-one setting. Individual supervision is often better suited to topics related to clinical consultation, individual performance, unique issues, discipline, or when requested by the supervisee. Individual supervision is often used for performance evaluations and Professional Development Plans.

Clinical Supervision - Supervision oriented towards discussion of clinical skills or current challenges and issues in working with a specific consumer or group of consumers.

Administrative Supervision - Supervision oriented towards general work performance, performance recognition or improvement, sharing of information, practice or improvement of general work skills.

Supervisor - Any individual who, as one of their job duties, provides clinical or administrative supervision to another individual working under the WCHO.

IV. POLICY

All Washtenaw County staff working under the direction of WCHO are to receive adequate supervision to ensure the optimal provision of mandated services.

V. EXHIBITS

- A. Individual supervision documentation form
- B. Group supervision documentation form

VII. REFERENCES

None

V. PROCEDURES

<u>WHO</u>	<u>DOES WHAT</u>
Supervisor	<ol style="list-style-type: none"> 1. Arranges to meet with supervisees for at least one hour per month of individual supervision, supplemented by team meetings, group supervision, clinical consultation, or additional individual supervision as appropriate. 2. Is available for additional necessary supervision at the request of the supervisee, or schedules additional supervision when needed, as in the case of a new employee, intern, or trainee. 3. Documents the supervision contact, including people present, issues discussed, and any action plans. The provided forms are examples of suitable documentation. Minutes may be substituted for documentation of group supervision.

4. Maintains awareness of relevant clinical and organizational issues or concerns needing to be addressed through supervision.
5. Works with supervisee(s) to identify areas of positive performance and areas of opportunity for improvement.
6. Works with employee to resolve areas of concern or develop areas of improvement by modeling, instructing, discussing, and designing plans for improvement.

Supervisee

1. Arranges with supervisor for a minimum of one hour of individual supervision per month, supplemented by team/group supervision, clinical consultation, or additional individual supervision as appropriate.
2. Prepares for supervision by developing a personal agenda of issues or areas of concern/interest to be discussed.
3. Works with supervisor to obtain or improve necessary skills or work practices.
4. Keeps supervisor apprised of issues, concerns, and independent progress.