

Supervision Documentation Guidelines

(rev. 12/02/24)

Instructions:

The Supervision Documentation form is designed to take one to five minutes to complete. It is intended to be a quick documentation of any issues for follow-up and to ensure that supervisees are properly credited with training hours.

Record at the top the name of the Supervisee and the Date that the form was completed. Record the name of the Unit Supervisor (typically a Unit Director or Assistant Unit Director

This form is designed to follow a typical sequence used in individual supervision, held in a private one-on-one space. However, significant supervision discussions will also take place during relatively brief check-ins over the course of a work shift. That time also counts. Record any individual check-in time since the last documentation, the time spent in individual supervision, and the total “supervision” time to be credited toward the supervisee’s training requirements.

There are seven sections. It is fine to put N/A if any one section was not part of a particular supervision session. Again, this is intended as a quick documentation to further any follow-up, not as a comprehensive recording of everything covered in supervision.

Emotional Well-Being:

- Noteworthy issues that require follow-up by unit supervisor or by a Program Director.

Cognitive understanding of role:

- Policies, procedures, practices, or values that were reviewed.
- Specific students that were reviewed or discussed.
- Training topics that were discussed.

Coaching feedback:

- Job performance feedback given.

Professional development objectives:

- Techniques or skills for supervisee to focus on.

Task Assignments:

- Any specific tasks assigned.

Significant performance issues:

- Any job performance warnings given.

Other:

- Any other documentation that would be helpful for follow-up by the Unit Supervisor, Unit Director, or Program Director.

Document Flow: reviewed / filed in binder by Unit Director

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Supervisee: _____ Date: _____

Unit Supervisor: _____

Check-in Minutes: _____ + Ind. Supervision Minutes: _____ = Total Minutes: _____

Emotional Well-being:

Cognitive Understanding of Role:

Coaching feedback:

Professional development objectives:

Task Assignments:

Significant performance issues:

Other:

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