**Manager Supervision Form**

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| **Name** |  | **Reviewing Manager** |  |
| **Job Title** |  | **Job Title**  |  |
| **Date of last supervision**  |  | **Date of supervision**  |  |

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| **Items to be discussed from both Supervisee and Supervisor** (these can be any points that either party wish to address) |
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**Revisit actions from last supervision:**

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| **Item** | **Actions taken**  | **Further actions required (if any)** |
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**Check in:**

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| **How are you?** (this section is to discuss the Managers wellbeing and any specific support they require). |
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**Operational Checklist:** (identify current practice and areas of support required)

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| **Open safeguarding** |  |
| **Incident/accidents** |  |
| **Risk/safety concerns** |  |
| **Environmental concerns** |  |
| **Recruitment/staffing** |  |
| **Care delivery** |  |
| **Specific care delivery (such as dementia, end of life care)** |  |
| **MCA/DoLS/consent**  |  |
| **Person centred approach**  |  |
| **Training and Development** |  |
| **Partnership working/links to the communication** |  |
| **Concerns/compliments/complaints** |  |
| **Culture/morale**  |  |
| **Governance processes**  |  |
| **Finances/budget management**  |  |
| **Resource management**  |  |
| **Current CQC rating and self-assessment**  |  |

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| **Areas of learning:**  |
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**Practice Review & Development:**

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| **Positive experience since last supervision** |
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| **An experience since last supervision that could have bene managed better and learning taken from that:** |
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| **Reflection/learning from incidents and accidents** |
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| **Practice Development**  |
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**Feedback from Supervisor:**

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| **Quality of Work** |
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| **Person Centred approach** |
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| **Leadership approach**  |
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| **Professional Contribution**  |
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| **Management of service**  |
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**Check in:**

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| **How are you?** (check Managers wellbeing and anything else they wish to discuss) |
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**Agree actions moving forward:**

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| --- | --- | --- | --- |
| **Item** | **Actions to be taken**  | **By whom** | **By when**  |
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**Signatures:** (agreement to documented discussion and actions)

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| **Supervisor**  |  |
| **Supervisee** |  |