

## Appendix 4b

### Record of Personal Supervision

Supervisee	Supervisor:
Date of this session:	Date of last session:
Date of next session:	Current frequency:
Annual Leave:	TOIL:
Sickness/Absence:	Date of next Appraisal:

Agenda

	Actions agreed
<p><b>Thinking about your wellbeing on a scale of 0 – 10</b></p> <p>10 = I have time outside of work to enjoy the things I like and can switch off from work; I'm on top of my caseload.</p> <p>0 = I feel suffocated and think my life has been taken over by my job. My job seems to define me and yet I'm drowning.</p>	
<p><b>Progress on team performance</b> including learning from audit/reviews, feedback received, team plans and improvements</p> <p><b>Colleague relationships</b></p>	
<p><b>Learning and professional development.</b> What are your needs? How will learning/training impact on your work?</p> <p>What training have you been on recently and how are you using this in your practice</p>	
<p><b>Feedback From Manager-</b></p> <p>Are you receiving adequate support &amp; challenge</p>	

Reflection on practice issues and team performance? Attention to your own performance and continuing professional development?	
0 _____ 10	

Signed: \_\_\_\_\_ Supervisee

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Supervisor

Date: \_\_\_\_\_

(Adapted from Covey 2004, Howe & Gray 2013)