

Appendix J Supervision Quality Assurance and Audit

Part A) – Electronic File Review

Line Manager carrying out the audit	
Supervisor whose work is being audited	
Date of audit	
Name of supervisee whose file is being audited	

File Documentation	Compliance Yes/No	Comments
Supervisee Personal Details		
Supervision and Appraisal Monitoring Log (updated monthly)		
Individual Supervision Contract (should be reviewed annually)		
Personal Supervision Record (as per procedure)		
Key Case Discussions – evidence of reflective supervision (see child’s records on mosaic)		
Appraisal (Annual) and Mid-Year Review		
Attendance & Sickness Monitoring (as necessary)		
Performance Management (as necessary)		
Practice Observation/Observation of Supervision (should have two per year)		
Any Other Business		

Part B) – Quality Assurance and Audit Feedback

A quality assurance conversation has been held by the following people:

Date of the conversation:

How has the Quality Assurance and Audit (QA&A) feedback been achieved?
(E.g. conversation with supervisee, observation of supervision etc.)

Summarise the key themes arising from the QA&A feedback and discussion with the Supervisor here:

Provide analysis about the nature and effectiveness of supervision & the supervisory relationship:

Action Plan:

The supervisor and the supervisee have an equal role in ensuring that supervision is safe and effective

Action	By Whom	By When