

Employee Policy Nursing

1. Policy Statement

NHSBT is committed to supporting access to clinical supervision for all registered nurses; aiding and enabling them to develop their knowledge, skills and values to improve standards of care, and recognising its contribution to Healthcare Governance.

This policy outlines the process for clinical supervision and the responsibilities of managers, supervisors and supervisees. Clinical Supervision is a process enhanced by a sense of mutual trust and respect between all parties and aims to promote a culture of learning; continuous improvement, and provides a framework to support personal and professional development.

Clinical supervision does not seek to replace managerial supervision. The role of the manager in providing supervision opportunities is an important part of ensuring effective performance is maintained. Clinical supervision is an additional means of support and development.

What we expect from you:

As a Registered Nurse you should:

- Consider whether you wish to participate in clinical supervision and discuss this with your manager.
- Prepare for supervision by identifying ongoing work/clinical/professional issues to be explored.
- Take appropriate action because of the supervision.
- Be open and be prepared to respond to challenge in a positive manner.
- Avoid non-productive conversation.
- Reflect in depth on issues affecting work/clinical/professional practice.
- Recognise that supervision is a positive and effective means of improving performance and supporting development. It is not solely aimed at improving poor performance.
- Take an active role in your own personal and professional development, maintaining a record of learning from supervision sessions in your personal professional portfolio.

In return, we will:

- Maintain a non-judgemental approach.
- Respect confidentiality.
- Ensure a process for clinical supervision is in place and provide access to an appropriately prepared supervisor.
- Adequately resource the clinical supervision requirements within the overall constraints of allocated budgets, including providing time for clinical supervision within working hours.
- Provide an environment in which the supervisee feels safe to explore potentially difficult situations, behaviours and attitudes.
- Support clinical supervision as an integral component of clinical governance.

2. The Process

Your manager or nominated person will be responsible for identifying appropriate clinical supervisors through negotiation. Clinical supervision should ideally be provided by someone who is competent to support an individual to enhance and continuously develop their knowledge and skills base. It is accepted that in some situations peer supervision would be appropriate. You should discuss clinical supervision with your manager, who will help to identify an appropriate supervisor.

Where appropriate, clinical supervision can be carried out with a group of practitioners (group supervision). The principles of group supervision are the same as that of individual supervision. However, greater consideration needs to be made to the establishment of ground rules at the start of the process and there should be a shared common purpose between the group members.

Confidentiality

All discussions between the supervisor and supervisee will be treated as confidential and not disclosed without prior permission. However, employees must be aware that in honouring confidentiality they have a duty to report issues of potential professional misconduct or safeguarding concerns and these concerns must be reported immediately.

You may need to refer to the following:

- Whistle-blowing
- Anti-Fraud, Bribery and Corruption
- Dignity at Work
- Safeguarding

*this list is not exhaustive

Ground rules and boundaries should be agreed and maintained through a jointly agreed contract (see People First/Clinical Supervision). This contract should be reviewed annually or at any time that circumstances change, such as a change in duties or manager.

Mode and Frequency of Supervision

You are entitled to a maximum of an equivalent of one hour of paid clinical supervision per month as part of your contracted hours of employment. These hours may not necessarily be used individually, e.g. two-hour session every two months may be preferable. Any time allocated must have management agreement in advance. If this is away from the immediate work environment, advance agreement must be made with your manager regarding travel arrangements and expenses.

Group and/or individual supervision will be supported depending on local requirements. Where possible, clinical supervision should be face-to-face. Flexible methods of supervision may also be available e.g. telephone, Skype etc. In addition to formal clinical supervision, you should take every opportunity to participate in informal clinical supervision and to reflect on practice on an ad hoc basis as an opportunity arises.

Documentation

It is important that all clinical supervision discussions are promptly recorded to maximise impact, support completion of agreed actions within agreed timescales and to avoid any confusion or disputes. It is also recommended that supervisors should have a written agreement or contract with each person they supervise (See People First/Clinical Supervision). These records by any other person should be confidential to the supervisor and supervisee. Access to the records by any other person may only be given with the agreement of both parties.

3. Related policies and processes

Coaching and mentoring are also recognised as effective means of supporting you to develop both personally and professionally, and although these may be viewed as complimentary and have a number of similarities (such as facilitating insight, learning and change through a one to one relationship) there are some distinct differences between these two approaches and that of clinical supervision.

Mentoring is often carried out by a more senior person who has experienced or achieved success in the same field as you, and coaching is more focussed on facilitating you to find your own answers and develop your potential. Clinical supervision is more specifically aimed at those working in clinical areas.

Clinical supervision is separate to, but may be identified as a supportive process in a Personal Development and Performance Review (PDPR) and may be used to support the NMC Revalidation requirements for maintaining nurse professional registration.

4. Policy Approval and Review

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| Policy version | UCD/People/Clinical/035v1.0 |
| Title | Clinical Supervision for Registered Nurses Policy |
| Approved by SPC | January 2018 |
| Equality Impact Assessment completed | 30 th April 2018 |
| Counter Fraud check | 26 th April 2018 |
| This document replaces | NEW |
| Effective Release Date | 24 th April 2018 |
| Review Date | April 2022 |
| Author | Andrea Harris/Daryl Hall |
| Filepath | G/HR/HR/Everyone/Policies |
| Distribution | Available on People First |