

# Supervision Responsibilities

## The Relationship between Clinical Supervision and Administrative Supervision

While the clinical and administrative supervision functions are, for the most part, separate, it is understood that clinical and administrative supervisors will collaborate and communicate regularly. Clarification of roles and responsibilities pertaining to both clinical and administrative supervision is critical.

- **Administrative Supervision** – Involves recruiting, establishing workloads, ensuring that work is performed, maintaining records and undertaking performance management.
- **Clinical Supervision** – Focuses on the development of the supervisee as an effective clinician in the identified competency domains. The clinical supervisor helps clinicians gain the confidence, skills, and insights to be purposeful in their work and to apply theoretical knowledge into practical skills.

Administrative Supervisor	Clinical Supervisor	Clinician	Clinical Supervisor and Clinician
<ul style="list-style-type: none"> <li>• Engage in recruitment.</li> <li>• Provide divisional orientation.</li> <li>• Establish workloads.</li> <li>• Ensure that work is performed.</li> <li>• Maintain employment records.</li> <li>• Manage performance.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish a safe environment.</li> <li>• Explore and clarify thinking.</li> <li>• Give clear feedback.</li> <li>• Share information, experience and skills.</li> <li>• Confront personal and professional blocks.</li> <li>• Be aware of organizational contracts and limitations.</li> <li>• Respect confidentiality, unless disclosures conflict the law or professional code of conduct.</li> <li>• Keep a record of supervision hours and activities.</li> <li>• Maintain a record of supervision hours, activities, evaluations, and outcomes and share these records with the supervisee, their administrative supervisor, and the professional certification unit.</li> </ul>	<ul style="list-style-type: none"> <li>• Initiate and organize their own personal, professional, and practical development and relevant supervision arrangements.</li> <li>• Aware of the professional codes of conduct and competencies, where relevant.</li> <li>• Identify practice issues for exploration and improvement of practice.</li> <li>• Prepare any materials that might be needed for the session.</li> <li>• Explore interventions which are useful.</li> <li>• Open to feedback and develop an ability to use this constructively.</li> <li>• Be accountable for his/her work and informing their manager and clinical supervisor of any difficulties.</li> <li>• Ensure that they fulfil their supervision contract with their clinical supervisor.</li> <li>• Keep their manager informed of their clinical supervision arrangements.</li> <li>• Keep notes on the outcome of each session and record.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange when and where the next meeting will take place.</li> <li>• Prepare for clinical supervision so time is used effectively.</li> <li>• Determine the frequency and duration of clinical supervision.</li> <li>• Maintain confidentiality for what goes on in a meeting.</li> <li>• Review, periodically, the effectiveness of clinical supervision.</li> <li>• Know the boundaries of clinical supervision in relation to the organizational policy.</li> </ul>

(National Association of Clinical Tutors UK, 2018)