

SUPERVISION AUDIT – July 2019**Teams:** CIC Teams; Carlow, Kilkenny & South Tipperary**Supervisees:** All Team members (25)**Supervisor:**

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

 SWTLs
Audit by:

[REDACTED] PSW

Written Supervision Contract			
	Yes	No	Partially
Is there a written contract on file?	13		
Is supervision contract signed by all?	13		

Formal and regular supervision			
	Yes	No	Partially
Has supervision been scheduled in accordance with standard timeframe?	11	2	
If supervision is cancelled, is it rescheduled in a timely manner?	24 sessions cancelled 3 staff did not have dates rescheduled		
Comments: It is of concern the significant amount of supervision sessions that were cancelled. Not all files were available for audit.			

Evidence of identification of training needs			
	Yes	No	Partially

Is there evidence on file of identification of training needs?	9	4	
Is there a PDP on file?	6	7	

Comment
PDPs to be prioritised by SWTL's with staff over next 2 sessions.

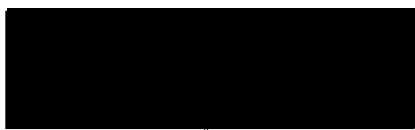
Evidence of support and self care			
	Yes	No	Partially
Is there evidence on file of support and self care for staff member	3	10	

Comment
It is evident from audit that support element of supervision is not recorded on records.
Not all files were available for audit and those unavailable will be audited within 1 month.

Action Plan arising out of audit:

- Further audit within 1 month of 12 files that were unavailable for audit.
- Further audit to be scheduled for 6 months and continued 6 monthly basis
- Practice workshop has been held, with theme of supervision. Presentation to be re-sent as a refresher to SWTLs.
- PDPs to be prioritised and updated within 3 months. Next supervision audit to capture that.
- 2 SWTLs must schedule supervision with all workers immediately, as there is no evidence of formal supervision occurring.
- SWTLs to ensure support function of supervision occurs and is recorded.

Signed:



Date: 30/08/2019