



## Monthly Supervision Guided by Staff Self-Assessment

### Definition

Supervision meetings that are guided by the IHT Practice Profile self-assessment are intended to be discussions about the quality and consistency of IHT staff's practice across cases, within and across Practice Profile elements. While every supervisory encounter aims to build upon staff strengths and to increase competency in areas of need, it is important to periodically step away from a focus on the children and families, and to focus specifically on the supervisee's own development. The supervisor and supervisee have a joint obligation to ensure that regular times are dedicated to supervisee-focused discussions.

This process begins with an assessment of supervisee strengths and needs based upon the supervisee's completion of a self-assessment. Supervisors use self-assessments as a starting point to talk one-to-one with IHT staff about practice strengths and areas needing improvement. This discussion informs the development of an Individual Skill Development Plan (ISD) that, in turn, becomes the focus of subsequent monthly supervisee-focused discussions.

Other supervisory meetings during the month focus on client care (child and family focused supervision), staff support, and/or administrative responsibilities. Of course, the supervisee's development plan is always relevant and provides context for how child/family focused and administrative supervision should be approached.

### Purpose

A supervisory session that is focused on a clinician's or TTS's practice development allows supervisors to:

- Reflect with IHT staff about their practice.
- Mutually assess staff's knowledge, skills, and attitudes.
- Support staff in their practice development progression.

### Outcomes

Consistent and meaningful supervision leads to:

- Supervisors have increased understanding of their staff's practice knowledge.

- Staff feeling more confident and supported in their work.
- Increase in staff's ability to apply practice skills.
- Reduced need for crisis-driven supervision
- Improved and consistent practice with a variety of children/families.

## **Frequency**

Supervisory meetings that focus on staff's practice development, guided by the IHT Practice Profile self-assessment and ISD plan, should occur at least once each month. More frequent sessions could be scheduled based on staff knowledge and skill, an especially challenging workload, and/or concerns identified in clinical discussions or field observations.

## **Preparation**

IHT staff should complete and give to their supervisor the self-assessment prior to the first supervisee-focused supervisory meeting. Supervisors ensure that this meeting is productive by reviewing the self-assessment and preparing questions prior to the meeting.

## **Conducting a Monthly Supervisee-focused meeting**

It is important that supervisors:

- Protect the time needed, on a regular and predictable basis, to focus specifically on the development of the supervisee's skills, knowledge and attitudes. This models a commitment to caring for the welfare and development of the supervisee as well as the children and families with whom the supervisee works.
- Create a learning environment and spend more time asking questions than giving direction in order to develop staff's critical thinking skills.
- Create a safe environment where staff can express emotions and respectfully disagree. A safe emotional environment allows staff to have difficult conversations with their supervisor. This, in turn, helps staff be better prepared to have them with families, referral sources, and other community providers.
- Schedule the meetings so there is plenty of time; don't rush.
- Collaboratively develop an ISD plan.

## **Tools**

- Self-Assessment Work Sheet
- Individual Skill Plan