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**Supervision and Appraisal**

This document is for Adult Care and Community Wellbeing only.

13/09/2023 Version 2

Contents

[**Introduction** 1](#_Toc145507314)

[**Supervision** 2](#_Toc145507315)

[**Direct Observation of Practice** 2](#_Toc145507316)

[**Appraisal** 3](#_Toc145507317)

# **Introduction**

Lincolnshire County Council hold an [Employment policy](https://www.lincolnshire.gov.uk/employment-policies) document which incorporates induction processes.

Additionally, the Care Quality Commission (CQC) states that all staff should receive a comprehensive induction that takes account of recognised standards within the sector, and is relevant to their workplace and their role. These are known as the [Common Induction Standards (CIS)](http://www.skillsforcare.org.uk/Standards-legislation/Standards-and-legislation.aspx). Not all practitioners will need to complete the full induction standards, but the relevant standards should be completed within 12 weeks of starting with Lincolnshire Adult Care as a practitioner.

The manager, supervisor and employee are all responsible for ensuring that these standards are met and a record is kept for the employee’s file.

The corporate induction will take place over a three month period and, on completion, will feed into the Post-Induction Supervision. This supervision is designed in relation to four areas:

* the new staff member feels sufficiently knowledgeable and comfortable with their new surroundings;
* line managers can make sure that all important areas have been covered and gaps are filled as required;
* it is part of the overall ‘settling in’ at the midway point of the probation period;
* organisational learning – feedback from the induction process will ensure that what is delivered is required and relevant, and is adding value to the employee’s knowledge.

The [Adult Care Induction Programme](https://lincolnshire.learningpool.com/login/index.php) (Lincs2Learn, login required) is for all new practitioners. It is intended to supplement rather than replace local inductions or the corporate induction. The Adult Care Induction document has been created to ensure all new staff receive consistent information about key policies and topics. The document list includes:

* values and principles of Adult Care;
* assessment and support planning guidance;
* Lincolnshire County Council’s autism and dementia strategies;
* Care Act 2014 guidance and resources;
* support for carers;
* links to e-learning and videos.

Day to day support with your induction should be obtained from your supervisor or manager. However, if you have additional questions, they can be emailed to [ascworkforceinfo@lincolnshire.gov.uk](mailto:ascworkforceinfo@lincolnshire.gov.uk).

# **Supervision**

*“Good supervision leads the worker to be confident, secure and to engage in problem solving”. (Wonnacott, J. (2012) Mastering Social Work Supervision. London: Jessica Kingsley)*

Supervision has a vital role to play in supporting staff in a challenging social care environment. Supervision should be a protected time to consider the practitioner’s wellbeing, to recognise strengths and development needs, and provide appropriate support to enable them to achieve continuous professional development.

It is Adult Care’s policy to provide high quality supervision which supports and motivates staff and encourages reflective practice, which in turn provides high quality services and positive outcomes for our customers. Supervision ensures that staff practice and conduct meets the requirements of national legislation, registering bodies and Lincolnshire County Council standards.

All Assessment and Care Management staff should read the[Supervision Policy](https://trixcms.trixonline.co.uk/api/assets/lincolnshireadults/9592138a-14a6-46f9-a11a-0db6eaa8e456/supervision-policy-v2.pdf)and the [RiPfA: Getting the most out of supervision booklet](https://lincolnshirecc.sharepoint.com/sites/ACCW2/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FACCW2%2FShared%20Documents%2FAdult%20Care%20and%20Community%20Wellbeing%20content%2FDocument%20library%20%28AC%20Manual%20etc%29%2FForms%20Library%20%28AC%20Manual%29%2FRiPfA%20getting%20the%20most%20out%20of%20supervision%2Epdf&parent=%2Fsites%2FACCW2%2FShared%20Documents%2FAdult%20Care%20and%20Community%20Wellbeing%20content%2FDocument%20library%20%28AC%20Manual%20etc%29%2FForms%20Library%20%28AC%20Manual%29" \t "_blank) (Lincolnshire County Council intranet) prior to engaging in supervision.

The following documents are required to assist beneficial supervision experiences:

* [Supervision Agreement](https://trixcms.antser.com/api/assets/lincolnshireadults/d510a8a6-8120-4cdb-9d5c-b661c162b8c4/supervision-agreement.docx);
* [Supervision Student Log](https://trixcms.antser.com/api/assets/lincolnshireadults/f594b763-acd7-49da-8d3b-5d739f6b0f45/supervision-log.pdf);
* [Supervision Record Combined Appraisal 2023](https://trixcms.trixonline.co.uk/api/assets/lincolnshireadults/d31688d7-2fde-4bb3-a389-bcd1374be05c/supervision-record-combined-appraisal-2023-.docx);
* [Supervision Agenda](https://trixcms.antser.com/api/assets/lincolnshireadults/98d7bbf1-d554-4860-b63b-5394db2521ed/supervision-agenda.pdf).
* *Please note that corporate launched a* [*One-to-one and appraisal form*](https://www.lincolnshire.gov.uk/downloads/file/5435/one-to-one-template-april-2022) *in 2021, this may be beneficial for Adult Care staff who do not hold a caseload.*

# **Direct Observation of Practice**

Once a year, supervision should take the form of a direct observation of practice, using the [Practice Observation Guidance and Form](https://trixcms.antser.com/api/assets/lincolnshireadults/ea44668e-04fb-4aae-9d9a-9e10da712a0b/practice-observation.docx). Observations should be made in the context of the relevant professional codes of practice and capability statements. The observation can also be used by practitioners to evidence continued professional development when maintaining their professional registration.

An observation of practice can also be used alongside completion of a Quality Practice Assurance Review, allowing a full picture of how the practitioner has engaged with the customer, to the recorded work that has been completed in response to that contact.

The observation of practice can also take place on virtual platforms, which may be more suitable during restrictions and considerations of contact required which we adapted to during Covid-19.

# **Appraisal**

Performance and Development appraisals give individuals and their managers an opportunity to review performance, what we do (our objectives), and how we do it (our behaviours). Our objectives and development plan help us to focus on what we need to achieve personally, as part of our teams, as part of our services, and ultimately as an important part of Lincolnshire County Council.

Adult Care follows the [Performance and Development Appraisal Policy](https://www.lincolnshire.gov.uk/employment-policies/performance-development-appraisal-policy-1). Also see [Performance and Development Appraisal (sharepoint.com)](https://lincolnshirecc.sharepoint.com/sites/HumanResources/SitePages/Appraisals.aspx)

As of June 2023, staff within Adult Care that hold a caseload, will have their appraisal objectives included within their Supervision Record.

Those staff within Adult Care that do not hold a caseload can continue to use the corporate templates.