1. All planned Supervisions/Appraisals are logged onto CM – this should be recorded as - 3rd month from first date of shadowing, additional 3 supervisions spaced 3 months apart and appraisal one year from start date this should link with the fourth supervision due.
2. SFS/FS will have gathered information from Call Monitors, FS/SFS, Complex Care Team, HR & Training Departments and Activ Absence prior to the Supervision/Appraisal session.
3. Supervisors should follow the format as outlined in the F82 & F84.
4. Supervisors should identify any further training needs/objectives and agree an action plan along with timescales for completion.
5. Supervisors should record/date/and referral to who if they have referred onto any other department i.e. HR/Training/Complex Care.
6. Supervisions/Appraisals should be signed by both parties and a copy given to the supervisee.
7. Supervisors will need to upload a copy of the F82 &F84 onto the individuals document folder within Active Absence. **For any Supervisions/Appraisals of a sensitive nature, the file is to be electronically stored by emailing HR. An example of this would be a concern raised by an employee relating to another member of staff.**
8. A brief summary should also be recorded within the individuals CM note profile and then closed.
9. A copy of the F82/F84 should be placed within the individuals staff file.