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## Access to Clinical Supervision Procedure

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### 1. Guiding Principles

Effective: 3 May 2019

The Wheatbelt Mental Health Service is committed to providing staff with high quality clinical supervision in order to:

- provide staff with a confidential, safe and supportive environment to reflect critically on professional practice
- improve the quality of client services by improving mental health practice
- encourage reflection on attitudes towards people with mental health problems, their family members and carers
- increase staff job satisfaction
- assist staff to process the emotional consequences of work, identify counter transference, and reduce staff burnout.

### 2. Procedure

In the first instance all clinical staff are supported to access clinical supervision from another member of the Wheatbelt Mental Health Service, WACHS or Department of Health.

Access to external clinical supervision is only to be approved in the following instances:

- There is no capacity for internal staff to increase their supervision capacity (e.g. may be due to specialist role of supervisee, reduced staffing numbers or periods of leave)
- It is inappropriate for an internal staff member to provide the clinical supervision (e.g. due to professional discipline, a conflict of interest or an interpersonal issue)
- The external clinical supervisor proposed is able to provide Evidence Based Best Practice (EBP) that is supported and delivered by Wheatbelt Mental Health Service.
- The clinical supervision provided externally is required to meet training requirements for the role being performed by the staff member e.g. Registrar clinical supervision requirements.

Employees seeking to utilise an external clinical supervisor must complete the application form in [Appendix 1](#).

The application for external clinical supervision must be approved by the relevant Team Coordinator in the first instance, and the Manager Mental Health Service. The application must stipulate the name of the supervisor, duration of the agreement, the frequency of clinical supervision and the duration of each supervision session.

The contracted provider must sign an external clinical supervisor agreement and a copy of the agreement must be returned to the relevant Team Coordinator for processing by administration staff and for cost matching of invoices.

### 3. Definitions

<b>Clinical Supervision</b>	Clinical supervision refers to a formal, structured process of professional support. Supervision assists staff to understand issues associated with their practice, to gain new insights and perspectives, and to develop their knowledge and skills while supporting staff and improving consumer and carer outcomes. Clinical supervision may involve individual, group or peer approaches; and can be informed by a variety of theoretical perspectives. The process of clinical supervision is different from line management / administrative supervision, where the former emphasises professional development and support and the latter monitors work performance.
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### 4. Roles and Responsibilities

#### Managers

The line manager is responsible for approving the need for external clinical supervision arrangements in line with this procedure.

The Manager, Wheatbelt Mental Health Service, is responsible for overall approval of the clinical supervision arrangements.

The line manager is responsible for monitoring employee attendance of external clinical supervision and bringing non-attendance to the attention of the employee, and the Manager Wheatbelt Mental Health Service.

#### Employees

Employees seeking to access external clinical supervision must:

- complete the application form
- ensure the application form is approved by the Manager, Wheatbelt Mental Health Service via their line manager
- return the form to the Team Coordinator
- commit to attending supervision sessions or cancelling the sessions within approved period of notice if needing to reschedule so unnecessary payment is not incurred.

## 5. Compliance

Failure to comply with this policy document may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Employment Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (HSA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

## 6. Evaluation

This procedure is to be reviewed every two (2) years.

## 7. Standards

[National Safety and Quality Health Service Standards](#) (Second edition 2017) – 1.26  
[National Standards for Mental Health Services](#) – 2.6, 8.7, 10.4.2

## 8. Legislation

[Mental Health Act 2014 \(WA\)](#)

## 9. Appendix

**Appendix 1** [Application for external Supervision](#)

## 10. Policy Framework

[Mental Health Policy Framework](#)

**This document can be made available in alternative formats  
on request for a person with a disability**

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**Appendix 1: Application Form for External Clinical Supervision**

<b>Application For External Supervision</b>	
Name of Staff Member:	
Date of Application:	
Rationale For Application:	
Duration of Agreement:	
3 Months <input type="checkbox"/>	
6 Months <input type="checkbox"/>	
12 Months <input type="checkbox"/>	
Date of Expiry of Agreement:	
Frequency of Supervision:	
Fortnightly <input type="checkbox"/>	
Monthly <input type="checkbox"/>	
Duration of Supervision Sessions	
1 (One) Hour <input type="checkbox"/>	
Applicant's Signature:	Date:
<b>Manager Sign Off</b>	
Line Manager's Signature:	Date:
Application Supported <input type="checkbox"/>	Application Not Supported <input type="checkbox"/>
Comments:	
<b>External Provider Sign Off</b>	
External Provider's Name	Date:
External Provider's Signature:	Date:

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