

# Charleston Dorchester Mental Health Center

## Supervision Policy

Each staff member should have the benefit of appropriate supervision by a qualified staff person.

### Rationale:

The purpose of supervision is to provide professional growth and development, to encourage an interchange of ideas between supervisor and supervisee, and to ensure the provision of the highest possible quality services to consumers. Supervision is also viewed as supportive in that it serves to provide a teaching and learning experience for staff.

### Policy:

It shall be the policy of the Charleston Dorchester Mental Health Center that all staff shall receive adequate work supervision. It shall further be the policy of CDMHC that supervisors will be responsible for assuring that such supervision occurs and that it is properly documented.

#### A. Supervision procedure for physicians:

1. A Senior Psychiatrist will be responsible for the clinical supervision of physicians and will determine the nature and extent of supervision received by full-time and contracted physicians.
2. The clinic directors will supervise the administrative tasks of physicians, including scheduling. (effective 1/1/09)

#### B. Supervision procedure for nurses:

1. Supervisors will be responsible for ensuring appropriate documented clinical supervision is provided to all nurses.
2. Supervision relating to medical interventions shall be provided by a nurse or physician.
3. All nurses shall receive a minimum of one hour documented, individual, face to face clinical supervision per month or a minimum of three hours of group supervision per month.
4. Clinical supervision on an "as needed" basis will be available to all nurses regardless of the level of their experience, and supervisors will be responsible for identifying needs for and responding to any request for needed supervision.

5. Supervision sessions may include the exploration, evaluation, and implementation of new medical devices, assistance with identifying training needs, discussion of education opportunities, evaluation of service delivery, the study of consumer treatment plans, consumers concerns, and/or clinical documentation, and/or tool(s) (books, videos, speakers etc.) that could benefit a nurse's ability to perform his/her job.
6. Each supervisor shall maintain a supervision log for each nurse in an individual file. This log shall minimally contain: the supervisee's name, date of each supervisory session, length of each session, and a brief description of the session.

C. Supervision procedure for clinical staff:

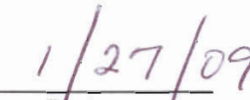
1. Supervisors will be responsible for ensuring appropriate documented clinical supervision is provided.
2. Clinical staff shall receive a minimum of one hour of documented, individual, face-to-face clinical supervision per month or a minimum of three hours of clinical group supervision per month.
3. Supervision on an "as needed" basis will be available to all clinical staff regardless of the level of their experience, and supervisors will be responsible for identifying needs for and responding to any request for needed supervision.
4. Each supervisor shall maintain a supervision log for each clinical employee in an individual file. This log shall minimally contain: the supervisee's name, date of each supervisory session, length of each session, and a brief description of the session.
5. Supervision sessions may include the study of consumer treatment plans, consumer concerns, clinical documentation, and/or any tool(s) (books, videos, speakers, etc.) that could benefit the clinician's counseling practices.

D. Supervision Policy procedure for administrative staff:

1. Supervisors will be responsible for ensuring appropriate documented supervision is provided to administrative staff on an as needed or requested basis.
2. The supervisor shall document each formal supervision session, which will identify the date, the participant(s), and length of the supervision session; the supervisor shall properly file the supervision minutes in an individual file.



Deborah S. Blalock  
Executive Director

  
Date