



**- Please read prior to your first session -**

## **Welcome to Supervision**

Welcome to supervision, a joint endeavour between supervisor and supervisee that helps to make your work as safe, effective and enjoyable as possible. Supervision is a space to explore your work in a judgement-free setting, to bring challenges and successes, to gather support in problem solving and in debriefing. Supervision helps to transform your work and improve client relationships with a reflective lens.

We are excited to be on this journey with you.

*For more information about Understanding Supervision we recommend visiting the brilliant website **Dietitian Supervision Resources Australia**: <https://dsra.com.au/>*

*For more information about our team: <https://lifestyleconsultations.net.au/about/>*

## **Privacy & Consent**

In providing supervision, Lifestyle Consultations (LC) will need to collect and record personal information. This information will be stored securely within our practice management system, Halaxy.

Services offered via Telehealth will be conducted via Zoom or phone in private room. We ask that you also find a quiet and private space to allow you to bring anything you need to supervision.

Email Communication with You:

- Any written communication from your supervisor will be sent to your private, secure email address with your consent.
- Whilst all effort is made to conduct secure email transmission of information by your supervisor, it cannot be guaranteed.
- Any information shared digitally with you by your supervisor is not to be forwarded by you to third parties.
- Any information you send to your supervisor should be deidentified and contain respectful professional language when referring to clients or fellow practitioners.
- Requests for email support between meetings will be addressed on a case-by-case basis. If a brief reply is suitable, your supervisor will provide this within 48 hrs of receiving your email. If the matter is complex, you will be guided to present the matter at the next supervision session.

Any personal information that you disclose in session with LC team members will be treated confidentially, with exception to the following:

- If there are concerns about your safety
- If there are concerns about the safety of others
- If you disclose a serious crime or criminal offence



By law we are required to communicate this to the relevant authorities, we will endeavour to inform you immediately should we require to take this action.

We undertake regular clinical supervision of our own to maintain our practice standards. Your sessions may be discussed with our clinical supervisors and this will be done in respectful format that will protect your identity.

Supervision meetings are not permitted to be recorded by the supervisee or the supervisor.

### **Cancellation Policy**

Please note your session time is set aside for you, cancellations within 24 hours will incur the full session fee.

Please get in touch with the practice as soon as possible to reschedule your appointment as soon as possible should you require via phone or email.

### **Frequency of Supervision**

Supervision is most helpful when provided regularly, it is generally recommend to occur once per month. We can discuss this and come up with a plan together.

### **Our contact details:**

**email:** [elizabeth@lifestyleconsultations.net.au](mailto:elizabeth@lifestyleconsultations.net.au) / [info@lifestyleconsultations.net.au](mailto:info@lifestyleconsultations.net.au)

#### **Zoom link:**

Join Zoom Meeting

<https://us02web.zoom.us/j/7591627518?pwd=RCtHS3VuaDZnM2JuTDIPcWZzYkdmUT09>

Meeting ID: 759 162 7518

Passcode: 1234

**All meetings are based on Sydney/NSW time zones.**



## **Responsibilities of Supervisor**

- Provide supervision within Dietitian's Australia professional codes of conduct and ethics
- Maintain appropriate professional indemnity insurance and Professional Registration with regulatory bodies
- Manage time keeping and agenda of session
- Inform supervisee of anticipated dates of leave
- Keep supervisor notes of sessions in a secure location (Halaxy)
- Provide honest and open feedback to supervisee that facilitates learning and self-reflection
- Provide education to supervisee where indicated
- Monitor the supervisory relationship and ethical issues of supervision by sound reflective practice and engaging in appropriate peer review and/or supervision of supervision
- Maintain competence of supervisory practice by engaging in ongoing professional development
- Refer supervisee to alternative supports when content raised in supervision is outside of supervisors scope of practice

## **Responsibilities of Supervisee**

- Conduct a professional service within Dietitians Australia codes of ethics and conduct
- Maintain appropriate professional indemnity insurance and Professional Registration with regulatory bodies
- Report any client complaints or formal misconduct proceedings to the Supervisor
- Prepare agenda and content for supervision
- Apply learning from supervision process
- Participate in supervision with openness and honesty
- Keep notes from supervision for learning, reflective practice and self-monitoring. Store securely if contains client identifying material
- Maintain competence of practice by engaging in ongoing professional development
- Raise any concerns with the supervisor regarding unmet supervisory needs or misunderstandings occurring within the supervisory process, in a timely manner
- Nominate practice areas for special attention. Consider areas such as administration, professional development, case work, counselling skills, project skills, time management, clinical skill development

## **Your first session - individual supervision**

In preparing for your first session, we've popped some questions below for you to consider, from the brilliant work of Fiona Sutherland:

- *What do you want to focus on?*
- *Do you have a particular question in mind?*
- *How could I be most valuable to you today? What do you need?*



- *If we do our job well, how would you most like to feel leaving our time together?*

### **Your first session - group supervision**

In your first group supervision session you will be invited to introduce yourselves and your work briefly to the group. We then ask that you prepare for your session by answering these two reflective practice questions from Fiona Sutherland and Tara McGregor (2022) **prior to session 1:**

**Q1** *You are invited to reflect on your recent formal and/or informal learnings about providing Dietetic care to people experiencing an Eating Disorder:*

- *Identify a learning that was particularly impactful for you (could be about treatment methods, counselling skills, ethics and boundaries, anything at all)*
- *How did this learning impact your practice? Consider the benefit to you the practitioner and/or the benefit to your clients*

**Q2** *You are invited to think about challenging aspects of your current practice caring for clients experiencing an Eating Disorder*

- *What is an issue/challenge or concern you are struggling within your practice? Pick just one. You could consider aspects of learning you are trying to integrate into your practice, 'stuck' points or more feeling informed matters such as overwhelm.*
- *What support might you need to assist resolving this challenge/issue or concern?*