[Insert organisation name/logo]

Staff Member Record of Clinical Supervision

**🖌Note\***

This template is the kind of record that can be kept by staff members following each clinical supervision session. It is adapted from the NSW Drug and Alcohol Clinical Supervision Guidelines (2006).

\*Please delete note before using the template.

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| **1. Date** |  |
| **2. Name of staff** |  |
| **3. Name of supervisor** |  |

**4. What was the agenda for the session?**

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**5. What key issues were identified during the session?**

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**6. What actions have you taken after the session?**

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**7. What did you learn?**

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**8. What will you do differently in the future?**

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**9. Next session date**

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**9.1 What would you like to cover in that session?**

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