[Insert organisation name/logo]

Clinical Supervisor Record of Supervision

**🖌Note\***

This template is an example of a record that can be kept by clinical supervisors 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. Key issues identified during the session**

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

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**7. What will be done differently and by whom?**

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Checklist:

* Issues identified
* Ethical practice/compliance with codes of conduct
* Increased learning
* Objectives met

**8. Notes and evaluation:**

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**9. Next supervision date**

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**9.1 Plans for next supervision session**

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