



NZ DIETITIANS BOARD SUPERVISION GUIDELINES and AGREEMENT

If supervision is required by the Dietitians Board a 'Supervisor's Agreement' (attached) must be completed and a copy sent to the Registrar.

The amount and type of supervision required will be decided on a case-by-case basis, and will depend on a range of factors. If the dietitian is NZ trained then the following factors are considered:

- length of time out of the dietetic workforce,
- years of experience practising as a dietitian prior to becoming inactive,
- and participation in Continuing Competency.

Ensuring that the Continuing Competency Programme (CCP) has been established and the CCP criteria and requirements are being met needs to be part of all supervision programmes.

Supervision may be required by the Board for:

- NZ trained Dietitians returning to work after 3 years or more
- Overseas Trained Dietitians practising on an IPC (awaiting to sit OCRE)
- Is strongly recommended for newly trained dietitians in their first year of practice
- Changing area of practice.

Supervision is an agreement between the supervisee and supervisor wherein the dietitian can reflect upon practice with a view to consolidating competence and identifying areas for development, through the feedback and guidance of the supervisor. Supervision is seen as a way to check professional competencies are being met to ensure the health and safety of the public. Supervision can also be the establishment phase of continuing competency and lifelong learning.

The supervisor should be an experienced NZ Registered Dietitian, with expertise in the area the Dietitian is to commence work in. The supervisor should be someone who listens, inspires, challenges, and is a role model who supports growth and development of the individual.

She / he may provide oversight of clinical, management and communication issues, skill / technique, decision making and problem solving.

The NZ Dietitians Board has the role to ensure dietitians practise in a manner, which 'protects the health and safety of the public'. In some situations (outlined above) the Board requires further evidence to ensure a Dietitian from overseas, or one who has been out of practice can competently and safely work in this field. The role of a supervisor in this situation is particularly important and should therefore involve both:

- formal observations and
- practice / peer review components

This will allow for more formal evaluation of competencies to be assessed and more valuable feedback to be provided for enhancement by the supervisor.

Supervision provides a forum:

- to help develop the supervisees 'learning plan/professional goals'
- to complete the 'Supervision Agreement Plan'

- to identify where assistance is required eg entry level competencies , compliance with NZ legislation, cultural competence and specific practice areas
- to provide support and constructive feedback
- that helps the individual move forward professionally
- to empower the supervisee
- to enhance professional development and competencies
- which is a confidential process
- to assess and provide feedback to the Dietitians Board on professional competencies and the leaning goals achieved/not achieved by the supervisee.

Supervision is a formal relationship between the supervisory partners. It is to be formalised within a written contract between the supervisor and supervisee and a copy provided to the Dietitians Board.

Record Keeping (Supervisee responsibilities)

- 'Supervision Agreement'** - Section 1 (at outset of supervision) and Section 2 (on completion of supervision), completed and sent to the NZ Dietitians Board (provide a copy to your supervisor and retain a copy for yourself)
- Learning plan** developed in consultation with your supervisor to meet your specific needs. Use the 'Statement of Registration Competencies Requirements' (entry level competencies) as a basis for writing the learning plan. For those wishing to return to work after an absence from practising dietetics of three years or more, the learning plan needs to be submitted to the Board, prior to a practising certificate being granted.
- Attendance record** of supervision is to be maintained (signed and dated)
- Written records** of issues, patients discussed, action to be taken and by whom is to be recorded (each person will retain a copy)
- Evaluation**, a brief written evaluation of the supervision by the supervisor is requested to be submitted to the Board at the end of the supervision period (see Section 2, Supervision Agreement attached for details).
- Continuing Competency Records**

NB: This information will be treated as confidential material and will stay within the supervisory and NZ Dietitians Board relationship.

Responsibilities for Supervisee and Supervisor

Supervisee:

- preparing for supervision
- identifying practice issues with which they need help and bringing them to supervision for reflection
- being open to others' feedback
- sharing responsibility for ensuring that regular supervision occurs
- ensuring that the objectives are met
- contributing to a mutually respectful supervision relationship
- completing written documentation required and providing copies to your supervisor and the Board (see section on Record Keeping)

Supervisor:

- preparing for supervision
- helping supervisee explore and clarify thinking & feelings that underlie practice
- sharing information, experience and skills appropriately
- giving clear feedback and constructive criticism
- challenging practice
- guiding, rather than leading development
- assisting the supervisee to develop role
- modelling good professional behaviour and boundaries
- sharing responsibility for ensuring that regular supervision occurs
- ensuring that the objectives of supervision are met
- contributing to a mutually respectful supervision relationship
- ensuring written documentation is being kept
- completing final evaluation (Section 2) of supervision agreement to be sent to the Board at the completion of the stated board time requirements
- ensuring that the CCP has been established and the CCP criteria and requirements are being met.

NB: Supervision can be used within your own Continuing Competency programme as it provides an opportunity to reflect on practice issues and learn from the experience.

Conflict Resolution

If conflict should arise between supervisor and supervisee, an honest intent to work through the conflict should be maintained.

Conflict resolution should follow department/company policy.

NB: Supervision is a confidential process with the following exceptions:-

- when both parties agree that an issue can be shared outside of supervision
- agreed "supervisor feedback on supervisee" for supervisee's appraisal
- when there is a serious concern regarding the supervisee's practice (eg breaching code of ethics, harm to self or patients)

Disclaimer

Please note that the supervisor is not legally responsible for the malpractice of an employee.

Adapted from Supervision Policy for Allied Health Professionals (Clinical Dietetics, Occupational Therapy, Physiotherapy, Social Work, Speech Language Therapy) - Capital & Coast DHB

Send a completed and signed copy of Section 1, to the Registrar, NZ Dietitians Board, PO Box 10 140, Wellington before commencement of work (or in the case of overseas trained dietitians as soon as you start work).

SECTION 1: Initial supervision arrangements

Date: *(Supervision to commence)*

Time period *(of supervision required by the NZ Dietitians Board):*

Months/Years

Dietitian's *(Supervisee)* **name:**

Supervisee's work place and job description:

Supervisor's name:

(NB: This person may also be your Mentor)

Supervision meeting arrangements: *(including formal observations and peer/practice review)*

Please as appropriate

Learning plan has been developed and cited

Regular meeting arrangements have been made:

daily weekly fortnightly monthly

Formal observations and peer/practice review will be part of supervision process

Record keeping will be undertaken (by supervisee) including

- attendance record of supervision (to be dated and signed)
 - a written record of issues/patients discussed, action to be taken, by whom.
- (This could be based on Continuing Competency Programme records)*

Confidentiality (will be maintained by both parties)

Signed: Supervisee:

Signed: Supervisor :

Date: _____

Send a completed and signed copy, of Section 2, to the Registrar, NZ Dietitians Board, PO Box 10-140 Wellington, at the end of your specified supervision time period.

SECTION 2: Final Supervisor's comments/evaluation :

Name of Supervisee:..... Name of Supervisor:

Date (supervision was completed):

Please ✓ activities as appropriate:

- learning goals were commenced / achieved satisfactorily
- satisfactory attendance occurred at supervision meetings
- formal observations provided evidence for competency
- peer practice review provided evidence for competency
- CCP has been commenced satisfactorily
- in my professional opinion this person meets the entry level competencies, and is safe to practise and to receive an APC

Any comments:

Please ✓ activities as appropriate (if required):

- learning goals were **not** commenced / achieved satisfactorily
- satisfactory attendance **did not** occur at supervision meetings
- formal observations **did not** show competency
- peer/practice review **did not** provide evidence for competency
- CCP has not been commenced satisfactorily
- in my professional opinion this person **does not** meet the entry level competencies and is **not** safe to practise.should not receive an APC.

Further comments to support your personal, professional opinion
(if further supervision would be beneficial, please state this):

Signed: Supervisee:

Signed: Supervisor:

Date: _____