

Employment specialist supervision record

Note: This tool forms part of a suite of guidance documents, tools and templates developed by the IPS Grow consortium. It should be read in conjunction with document "2.0 Introduction to IPS Grow delivery tools". Further information can be found at www.ipsgrow.org.uk. Please ensure you adapt this document fully to comply with local requirements. This tool was last updated June 2018.

Employment Specialist:	Supervision month:	Venue:
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Please reflect on successes for the previous month and how/why this was achieved (this can relate to working with clients, the broader clinical team etc.)

Please reflect on challenges for the previous month and what you have learnt:

Please update for previous month:

Mandatory Training	
Professional Development	
Annual Leave	

Service Delivery	Achieved in past month against target	Year to date achieved against target	Agreed action for coming month:
Engagements			
Vocational Profiles			
Employer contacts			
Job starts			
Job sustainment's			

Quality, Safeguarding, PREVENT and specific client issues:

Client	Discussion	Action
IPS fidelity		
Safeguarding		
PREVENT		
Client issues		

Any Other Business:

Issue	Discussion	Action

Next Supervision: Venue:

Employment Specialist signature:

Date:

Team Leader signature:
Date: