SUPERVISION POLICY
OPEN TRAINING COLLEGE

1. Introduction

At OTC, all our undergraduates are either employed or volunteering in services for people with support needs. The provision of a work-based supervisor gives students the opportunity to transfer the theoretical elements relevant to their programme, to their work or volunteering practice while being supervised by a relevant professional in the workplace. (See Supervision Guidelines which describe the respective roles of the supervisor and the College tutor, and to summarise the expected learning outcomes of supervision.)

2. Purpose

This policy has been developed to provide support, quality assurance, accountability and development mechanism for OTC social care students employed or volunteering in public health services. Professional social care education aims to teach theories of practice and to develop both practice skills and a reflective capacity. These aims require the incorporation of both theoretical and practice strands on professional programmes. Supervision forms an integral part of the social care student's experience in college and all students must engage with work-based supervision to progress through the professional programme. As such, the role of the supervisor is a highly valued one.

2.1 Aims and Objectives of the Student Supervision Policy

The Policy aims to:

a) set a framework of clear and transparent processes for the agency and management of Supervision;

b) set out the roles and responsibilities of those involved in Supervision;

c) identify the relevant procedures underpinning this Policy.

2.2 Insurance and Legal Requirements

The Policy is intended to have regard to OTC's legal obligations in the context of Supervision including the common law duty of care, Safety Health & Welfare at Work Act 2005, Equal Status Act 2000 - 2008 and the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

2.3 Training for staff of OTC

Relevant and appropriate briefing sessions will be provided to those staff of OTC involved in the management of supervision to enable them to comply with the Policy. Each Programme Director

will be required to identify the people who need training and ensure they attend the relevant training sessions.

3. Scope

This Policy applies to all OTC Students undertaking Supervision.

4. Policy Statement

Supervision is a professional development and workforce strategy that can contribute to higher quality service outcomes for service users, improve student / employee practitioner skills and inform and consolidate training and development.

A positive student supervision experience will serve the health and social care profession well as it will identify compliance with statutory and professional ethical guidelines, ensure students work within their scope of practice and meet regulatory requirements. This experience will prepare the students for supervision within future employment and contribute to their understanding of how supervision will contribute to CPD. It is envisaged that the student's engagement with the supervision process will ensure clarity of roles and responsibilities and create structured opportunities to discuss work, review practice and progress and plan for future development as the student continues to relate theory to practice throughout the programme.

The supervision engagement also contributes to student/employee wellbeing and reduces stress.

5. Roles and Responsibilities

This Policy sets out the responsibilities of staff of OTC in relation to the agency and the management of supervision. Clear identification of roles and responsibilities will ensure the OTC's successful running of supervision and demonstrate that they are embedded in the culture of the College.

5.1 Head of Quality & Academic Affairs

The Head of Quality & Academic Affairs' responsibilities include:
   a) ensuring that this Policy is reviewed, updated as appropriate;
   b) ensuring that appropriate procedures are in place to support this Policy;
   c) liaising with OTC Programme Directors to ensure implementation of the Policy as appropriate;
   d) ensuring that any breaches of the Policy are properly dealt with in accordance with the College statutes and rules.

5.2 Programme Directors

The Programme Directors are responsible for ensuring the Policy is implemented: The principal duties of the Programme Directors are to:

a) maintain a list of nominated contact persons within their programme with responsibility for organising and managing supervision matters within their own areas;

b) ensure their OTC staff attend targeted training and briefing sessions as required;

c) have regular reviews of the college's adherence to the Student Supervision Policy and procedures and ensure documentation is updated as appropriate.

5.3 Students

The Student is responsible for:

a) attending mandatory briefing sessions provided by OTC;

b) attending mandatory induction sessions provided by the supervising agency;

c) advising OTC of any issues that may affect their ability to engage in supervision;

d) adhering to the supervising agency policies and procedures;

e) contacting their nominated OTC tutor at the agreed intervals.

Compliance with these responsibilities is mandatory for the Student.

5.4 Supervising Agencies

The supervision agency, in association with the College, is responsible for providing the student with appropriate student supervision activities to enable them to achieve their intended learning outcomes within their current work environment.

6. Student Supervision Management

The key to success in student Supervision lies in the management of the relationships. There are three key relationships involved in Supervision:

a. College and Student;

b. College and Supervision Agency;

c. Student and Supervision Agency.

Each participant has an obligation to nurture and develop these relationships to ensure each student supervision process is a success.

6.1 Monitoring and Communication during the Student Supervision

During the student supervision process, there will be ongoing communication between the OTC contact person (e.g. the Programme Director/ tutor), the supervision agency and the student. The student supervision process will be monitored by the OTC Programme Director to ensure the student is achieving their learning objectives and to address any concerns or issues.

6.2 Feedback and Debrief Post-Supervision

After completion of the student supervision, students will be required to provide feedback to the OTC tutor/Programme Director on their supervision experience. In light of the feedback, a review of the supervision process and experience will be carried out. The review will be documented.

6.3 Documentation / Recording

Documentation and recording of information must be completed throughout the entire Student Supervision Process. This includes but is not limited to:

1. agreement with the supervision agency(s);
2. key programme LOs signed off by supervisor;
3. any communications during the student supervision;
4. post-supervision review.

Data protection legislation will be considered and complied with during the whole Student Supervision Process.

7. Supporting Procedures

This policy is to read in conjunction with the following procedures that inform and support the step-by-step process of implementing the Student Supervision Policy:

- Online Presentation on Supervision Process, Supervisors Role and Supervision Procedures
- Monitoring and Communication during Student Supervision;
- Supervisor Guidelines on how to deal with issues that may arise in supervision

This Policy supports the provision of a structure to assist in the College's discharge of its insurance and legal obligations where OTC Students are in receipt of Student Supervision.

Policy Title:			Supervision Policy		
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Approving Authority:			**Academic Council**		
Document Owner/Contact:			**Head of Quality & Academic Affairs**		
Supporting documents, procedures & forms of this policy:			• Online Presentation on Supervision Process, Supervisors Role and Supervision Procedures • Monitoring and Communication during Student Supervision; • Supervisor Guidelines on how to deal with issues that may arise in supervision • Student Handbook		
Audience:			Public – accessible to anyone		
Reference(s)			1. CORU 2. HIQA 3. HSE Guidelines for Supervision for Social Care Workers 4. General Data Protection Regulation (GDPR) policy 5. Social Media policy 6. Student code of conduct 7. Safety Health & Welfare at Work Act 2005, 8. Equal Status Act 2000 - 2008 and the 9. National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.		