

BECOMING A SUPERVISOR ON THE SHEFFIELD PROGRAMME

All clinical psychologists in the Region are regarded as potential supervisors if they:

- Have been qualified for two years or more, and in some circumstances for less time than this in line with local Departmental advice.
- Are HCPC registered.
- Have attended either the Initial Supervisor Workshops (ISW) and/ or attended at least one Advanced Supervisor Workshop (ASW), depending on experience in the role and learning needs. This enables the individual to be registered as showing eligibility to supervise on the Sheffield Programme Supervisory Training Register.
- Are able to provide experience of the core competencies and learning logs outlined in the Assessment of Clinical Competence form on PebblePad.
- Are willing to supervise and are interested in learning and supervision.
- Are able to provide adequate time for supervision.

If you wish to be recognised as a potential supervisor, you may do this by contacting the Clinical Tutors and providing information for the placement database. A Clinical Tutor from the Programme can arrange to visit you prior to you taking a trainee, if this would be helpful.

The use of placements varies considerably between specialties. Please let us know if you are feeling either overworked or underused as a supervisor!

The Sheffield DClin Psy Information Sheet on Supervisor Learning and Development: Mutual Expectations

There is an increasing emphasis on how clinical psychology training programmes ensure the quality of the supervisors and the supervision they provide. To this end, we aim to provide support and a range of information sharing and training opportunities to equip supervisors to deliver high quality training placements. Following the HCPC approval visit in May 2012, this information sheet has been created to clarify mutual expectations and the framework for training provision for supervisors providing placements for the Sheffield training programme. This information sheet has been discussed in the Clinical Practice Sub-Committee and considered with the Heads of Service at the South Yorkshire Clinical Psychology Education Partnership.

There are three aspects to the supervisor training and development provision at Sheffield: Introductory Workshop/Programme Specific Information, Initial Supervisor Training (ISW) and Advanced Supervisor Training (ASW).

Programme Specific Supervisor Information

The programme must ensure that each supervisor is sufficiently informed about all aspects of programme specific information prior to the supervisor starting to supervise a trainee on placement. Programme information includes information about Sheffield's assessment procedures, documentation, ethical issues and the process of dealing with trainee failure. Each supervisor must be able to fill out the documentation appropriately, understand and be able to complete the Assessment of Clinical Competence (ACC) form, comprehend the role of the clinical tutor as the trainee's line manager, and be aware of the function of the Initial- and Mid-Placement visits.

Being aware of such programme specific information is a mandatory aspect of providing placements. This information is delivered in a number of different ways. In September at the beginning of each new academic year, a half-day workshop is provided by the clinical tutor team. The aim of the workshop is to ensure that any new supervisors, or supervisors who are unfamiliar with Sheffield's procedures, are provided with such programme specific information. On the website there is an example of the programme for the latest half-day workshop. Records of attendees are maintained by the programme.

A Supervisor Information Pack (SIP) is available online for supervisors (www.sheffield.ac.uk/clinicalpsychology/supervisors/sip). This is updated each year and includes information about the expectations of the quality of supervision and placements, administration of placements, procedural guidelines, personal & professional development, core competencies and examples of relevant documentation. Supervisors can also have a hard copy of this on request.

In addition, Initial- and Mid-Placement visits provide an opportunity for clinical tutors to ensure that supervisors have sufficient information/updates about any changes to any aspect of placement procedures. Such visits also enable the dissemination of further information and provide a space for the supervisors to raise specific questions/concerns. A meeting between supervisor and clinical tutor (without the trainee present) is scheduled as part of the MPV, partly with the aim of facilitating this process. For supervisors who have returned to work or to supervision after an extended absence it is possible for clinical tutoring staff to provide an informal 'tutorial' for the supervisor prior to the start of placement. The supervisor is also able to contact a member of the clinical tutor team (generally the first port of call is the trainee's specific clinical

tutor who occupies the role of line manager) should any procedural queries arise.

Clinical tutor staff can follow up any additional training needs for supervisors, and generate a shared plan of action about how any gaps are filled. This may include further discussion with tutors, or attendance at a training event, which can be developed specifically to meet the needs of a group of supervisors. The CPU also has resources available for loan to supervisors including books, papers and information sheets on supervision, DVDs and self-directed study/exercises.

Initial Supervisor Training (ISW)

This is a programme of workshops, which confers eligibility for supervisor accreditation under the BPS. The workshops are built upon the STAR (Supervisor Training and Recognition) Foundation Supervisor Training learning outcomes. The workshops are jointly organised and delivered by the Sheffield, Leeds and Hull clinical training programmes. ISW begins with a two-day residential for supervisors from all three programmes. Specific programme information and a general question and answer session for each of the clinical psychology programmes is integrated into the last day of the residential. In this way, new supervisors will gain training on aspects of supervision and specific information about their local clinical psychology training programme. This is then followed by a further two days during the course of the year back at the specific training base of the supervisor. A portfolio of work is submitted at the end of the year. Additional information about ISW can be found on the supervisor training website. Records of attendees are maintained by the programme and if you are new to the supervision of trainees on placement, fulfilling all the learning objectives of the ISW training and passing the assessment of the portfolio is mandatory prior to the allocation of a trainee.

Assessment Strategy for 2017 Workshops

Attendance at this training and successful completion of the portfolio enables participants to supervise trainees on any programme throughout the UK. The learning outcomes and course structure are recognised by the HCPC and BPS as meeting the necessary criteria for supervision in clinical settings. Attending this training and completing your portfolio will mean you will be eligible to apply for registration as an accredited supervisor with the BPS (RAPPS). We are using a single integrated portfolio to assess learning on the workshops that will include all the evaluative exercises that we expect programme participants to complete. The portfolio includes the following assignments:

- Before and after self-assessments of supervisory competence using the self evaluation questionnaire
- 3 individually designed goal attainment scales completed by workshop 2 and reviewed by workshop 4
- A reflective log containing 3 x 500 word personal accounts considering
 - An issue of difference and diversity
 - The relevance of a theoretical model of supervision
 - An ethical aspect of supervisory practice
- A copy of the contract agreed by the participant's peer supervision group with a brief commentary using the good practice guidelines provided
- Structured feedback received from someone the participant has supervised during the course of the programme using either the Supervisory Relationship Questionnaire or the Leeds Alliance in Supervision Scale on 6 occasions (plus commentary)

- The presentation from a Problem-Based Learning exercise that will be incorporated into the workshops and which represents work done in your peer supervision groups
- Feedback from your supervisor of supervision at two time points: after the residential 1 and after day 4. The supervisor who supervises your supervision **must** confirm that they have reviewed a tape of you providing supervision and discussed this with you.

A note about giving and receiving supervision during the ISW:

It is not possible to complete all the required assignments unless participants can take on some significant supervisory responsibilities during the course of the training programme. By preference they should be able to contribute to the supervision of a trainee clinical psychologist during this period but alternatively supervising an assistant psychologist or member of an allied health profession would be pertinent and valuable experience. It is also not possible to complete the training if you are not having some supervision of supervision. This could be separate to your clinical supervision or incorporated within, with additional time allocated.

The completed portfolio will be submitted in final completed form by the end of the calendar year and reviewed by an allocated clinical tutor from the supervisor's local programme soon thereafter.

Advanced Supervisor Training (ASW)

The Sheffield, Leeds and Hull training programmes also jointly plan and deliver three separate training workshops per year for more advanced or established supervisors. The details of these workshops run over the last few years can be found on the website. There is currently a National Working Party that is updating the learning outcomes on advanced/experienced supervisor training and a draft document is currently out for consultation. Following the consultation period, our procedures will aim to integrate national learning outcomes.

If you have any queries about any aspects of the supervisor training provision please contact Sue Walsh, Joint Director of Clinical Practice, email: s.walsh@sheffield.ac.uk.