



**clinicalsupervisionhub**  
SUPPORTING YOU TO SUPPORT OTHERS

# Supervisee Guide

## Welcome

We are delighted to welcome you to the **Clinical Supervision Hub** powered by Innovating Minds. Innovating Minds is a social enterprise that is driven to provide early help to children and families. We recognise and appreciate the big part you play in supporting children and families. Therefore, we are investing in your mental health and professional development by providing access to clinical supervision.

We have created this guide to answer any questions that you may have and to reassure you that we are committed to providing quality supervision that is valuable to both you and the work that you do.

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**Dr Asha Patel**  
CEO & Clinical Psychologist

## What is Clinical Supervision?

Working with vulnerable people, listening to distressing information and having empathic relationships will have an impact on your mental health. We call this the cost of caring. We believe you cannot effectively support the vulnerable people that you work with if you do not have the time to process and reflect upon your work.

Clinical supervision offers a safe space for you to reflect upon your work and process the distressing information that you have been exposed to. By engaging in clinical supervision, you will also be able to engage in professional development and develop your psychological mindedness.

Clinical supervision is not therapy or a moaning session. Your supervisor will create a safe space for you to reflect on your work, the people you work with and your own wellbeing. You may feel vulnerable and emotional at times, this is because you are processing the trauma you have been exposed to through your work. The supervisor will be there to support you every step of the way.



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## Why do you ask me to complete the online information form?

We are keen to ensure Clinical Supervisors have some information about you before they start working with you. This is so they can do some preparation work before they meet you to enable you to get the most out of every session. This process also helps you to start thinking more about the process and how you can use supervision to help your role and emotional wellbeing.

The form is short, you can use bullet points too.

Please complete the form if you have not had the chance to.



**Supervisee Details form**



## Who will be my Clinical Supervisor?

Our clinically trained professionals (i.e., Clinical Psychologists, Forensic Psychologists, Educational Psychologists, Counselling Psychologists, CBT therapists, Play Therapists) are highly experienced in providing quality clinical supervision. They have worked across the population and within a variety of clinical settings. They also have experience in supervising clinically training professionals and non-clinical staff.

We match Clinical Supervisors to your needs. We do this by taking into consideration the work you do and ensuring the supervisor understands this.

**Our team will be in touch with you via email to introduce you to your supervisor.**



We match Clinical Supervisors to your needs.



## What can I expect to happen in my first session?

**First sessions are 90 minutes long.** In your first session you will meet your Clinical Supervisor (remotely) and learn more about each other. The Clinical Supervisor will be interested to hear your experiences of accessing supervision, any worries you have and how you would like to use this space. You will also be introduced to the Supervision Contract Template. This enables you and the Clinical Supervisor to work collaboratively to contract how the clinical supervision space will be used. Within this contract you will also cover practical aspects like time keeping and safeguarding. We recommend that you review the contract every 4 months together.

**In the first session you may also have questions for the Clinical Supervisor like:**

What do we talk about?

How do I prepare for supervision?

How do I get the most out of supervision?

How do I know if supervision is helping me?

Please note you may feel emotionally tired after accessing supervision, particularly at the start of your supervision journey. This is because you are processing lots of information that you have been exposed to, and engaging in reflective practice.



## How do I book my supervision sessions?

All sessions are arranged in advance, for the term of the contact. We try, wherever possible, to keep to the same slot each time (i.e. every 4th Monday at 3pm) so that you can keep this time protected.

It will be tempting to re-arrange your supervision session and book a different meeting in instead. Just remember, by accessing clinical supervision you are looking after your own wellbeing and helping the people you work with. **Your organisation is committed to ensuring you can access clinical supervision so please prioritise your sessions.**

Your organisation will be charged if you do not attend your supervision session, or you do not cancel/rearrange within 24 hours.

Just remember, by accessing clinical supervision you are looking after your own wellbeing and helping the people you work with.



## How do I attend my sessions?

The sessions are delivered remotely using **Microsoft Teams**. A re-occurring Teams meeting invitation will be sent to you, along with an email confirming session times and dates. Please accept the meeting invitations. We appreciate that there may be some prescheduled sessions that you may not be able to attend; please decline that session only and state the reason behind this in the decline response. This enables us to report that you could not attend rather than did not attend.



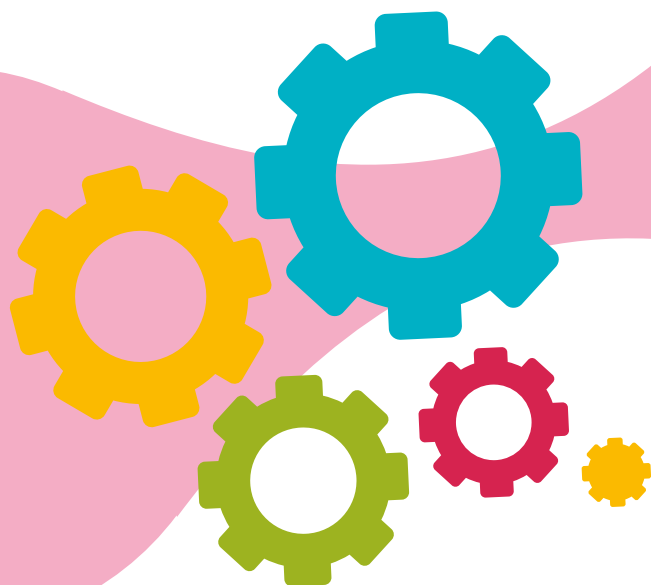
## What is group clinical supervision?

Group supervision takes place with a maximum of 4 people per group in the same session. Usually, your colleagues are doing similar roles. As a group you would develop a group supervision contract. The supervisor will facilitate the sessions to ensure everyone's voice is heard and space for reflection is safe.

Group supervision enables you to hear your peer's reflection and access peer support. We advise that the same people attend each session so you can build the safe space and trust each other.

You will be notified in advance if you are accessing group supervision by your organisation and Innovating Minds.

The supervisor will facilitate the sessions to ensure everyone's voice is heard and space for reflection is safe.



## Are my supervision sessions confidential?

Your supervision sessions are confidential unless the Clinical Supervisor has any safeguarding concerns. Your Clinical Supervisor will take some brief notes and they will be stored on our secure online system. **These notes are for the Clinical Supervisor only, they will not be shared with your organisation.**

## What happens if there is a safeguarding concern?

If your Clinical Supervisor has a safeguarding concern, they will inform you (if appropriate to do so) and they will submit a cause of concern form to the Designated Safeguarding Lead at Innovating Minds. The DSL will review the information and take necessary action. Innovating Minds may contact the Safeguarding Lead within your organisation to share the concerns that have been raised in order to create a plan of safety.

**A safeguarding concern will be raised if the Clinical Supervisor is concerned of risk to yourself or others.**

The DSL will review the information and take necessary action.

If you have a safeguarding concern to raise about your Clinical Supervisor and/or a member of the team at Innovating Minds please complete this online form. You may wish to also inform your line manager and/or Safeguarding Lead within your organisation to ensure you are supported with this matter.



**Safeguarding form**



## What information will be shared with the organisation I work for?

We will provide information on attendance and non-attendance for everyone that is accessing the Clinical Supervision Hub.

**With your consent, we will provide any overarching themes that may be beneficial for the organisation to be aware of.**

Innovating Minds will also compile an impact report for the organisation based on the survey results and feedback. The data will be analysed collectively and be anonymised unless you give us consent to publish your name and job title in the report.



The Clinical Supervisor will not take this personally. They are invested in ensuring you get the most out of the sessions.



### What if I do not get on with my Clinical Supervisor?

If you do not get along with your Clinical Supervisor (it can happen as we are human) we would ask you to discuss this with your Clinical Supervisor in the first instance. By reflecting on the dynamic may be insightful and uncover something you was not aware of. The Clinical Supervisor will not take this personally. They are invested in ensuring you get the most out of the sessions. If you both decide that the relationship has broken down, Innovating Minds will work with you to identify an alternative supervisor.

**Please speak to us if you have any worries or concerns.  
We are here to help and support you.**

### How do you measure the impact of supervision?

Every 4 months Innovating Minds will send out a survey for you to complete so we can measure the impact clinical supervision is having. We are keen to capture the impact and seek feedback so we can continuously improve our service.

**It is important to us that you find Clinical Supervision sessions valuable and beneficial, therefore please give us open and honest feedback.**



We are keen to capture the impact and seek feedback so we can continuously improve our service.

### Who can I contact for help?

If you need any help or want to ask any questions, please contact the team at Innovating Minds.

[clinicalsupervision@innovatingmindscic.com](mailto:clinicalsupervision@innovatingmindscic.com)  
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