Checklist for remote supervision

Preparation:	

Agenda
    - Worker items
    - Supervisor items
    - Both supervisor and worker have details of the combined agenda
	☐

Contact arrangements - A time is scheduled and recorded in both diaries	☐

- There is clear information about how you will link up
        ○ If by phone - Which phone number is the correct one and who will make the call
        ○ Video
	☐

▪ There is agreement on the videoconference platform that will be used	☐
▪ It has been confirmed the worker has access to technology and the agreed platform	☐
▪ A video link or username details for the contact have been shared	☐
▪ Confidentiality can be appropriately managed	☐

During supervision:	
Managing the technology - There is agreement about the process to reconnect or reschedule if the connection drops out?	☐
- There is a clear protocol about both parties having the video turned on Except where this is not possible for technical reasons.	☐
- The meeting has been arranged so there are no interruptions, so you can focus on the conversation with your worker.	☐
- Agreements have been made about managing interruptions if either person is working from home	☐
- A process for communication has been established regarding the allowance for time lags, to avoid talking over each other and prioritising the worker to be heard in each instance	☐

Closing the session:	
- Have you checked there is nothing else the worker needed to cover before finishing the session?	☐
- Check in if the technology used was ok for both and is suitable to use next time	
- Agreement has been reached about who will finalise the supervision record documentation?	☐
- There a clear arrangement for a follow-up session?	☐
- Arrangements for the next supervision have been made.	☐

After supervision:	
- Timeframes and processes are documented about how the supervision record will be shared and saved	☐
- The supervision record has been sent to both supervisor and worker	☐