

# Clinical Supervision Meeting

*This resource is a part of the Clinical Supervision and Practice Support Toolkit from the [PACES Learning Pathway](#). The resources in this toolkit are provided as optional tools to support supervision and professional development. They are intended to guide meaningful conversations and reflection and may be used, adapted, or replaced with other approaches that best meet the needs of the supervisor and employee.*

*Any information documented using these tools is intended solely to support the supervisory process and is not intended to form part of the employee's official personnel or human resources record. Completed tools should not be submitted to Human Resources or retained in an employee file.*

<b>Caseload Review</b>		
<b>Quarterly Summary</b>		
<b>Inflow - New Clients</b>	# Transfers:	
	# Request for Provider:	
	# New from Walk-In/Access:	
<b>Outflow – Closures</b>	# Met treatment goals:	
	# Lost to follow up:	
	# Transfer to internal AMH:	
<b>File Audit Results</b>		
<b>Strengths:</b>		
<b>Areas of Improvement:</b>		

Case consultation (brief description of situation, discussion, and plan):

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Review annual learning plan goals, progress, and actions required:

Supervisee follow-up required (follow up, discharges, pursuing education opportunities):

Supervisor follow-up required (provide resources, assist with referrals/transfers, follow up):

Date and time of next supervision meeting: \_\_\_\_\_

### Feedback Preparation Checklist

#### Checklist before you give feedback (Yes/No):

- Do you think they are aware of their behaviour?
- Do you think they are mainly responsible for the behaviour? (are others involved)
- Do you think they are open to receiving feedback?
- Is this feedback related to past practice or behaviour?
- Are you prepared to give feedback? (see steps below)

#### Preparing Feedback:

- Describe the specific actions you want to identify and their effects on others
- List detailed examples of these actions and their effects on others
- Identify and describe suggested actions to improve or change their behaviour

#### Last minute checklist:

- Is it clear? What is the feedback and why do you want to give it

- Is it owned? Stick to your perception of the behaviour by using 'I' statements
- Is it balanced? Give a range of feedback – correcting, reflective, affirming
- Is it specific? Accurately describe the behaviour and situation

### **Delivering Feedback:**

- Describe the behaviour you want changed
- Express your concern (feelings)
- Specify the change in behaviour you want
- Consequences – explain the reason you want the change

Adapted from Davys and Beddoe, 2020.

## **Case Consultation: Supervisor Guiding Questions**

### **Assessment**

What do you want help with?

### **Plan of action**

What is your assessment and/or treatment plan?

What is your approach in managing this person/situation?

Any considerations to follow this plan?

### **Administrative**

What administrative requirements are there?

Documentation, notification etc

### **Theory and practice**

What theoretical approaches are guiding you?

Do you have the skills and knowledge to implement this approach?

### **Reflection on self and therapeutic relationship**

Are you noticing any feelings or thoughts working with this person?

If so, how are these thoughts and/or feelings impacting on your work with them?

### **Person factors**

What are the individual's strengths and abilities that you can bring forward for them?

What resources are there within the person's community?

### **Supervisory relationship**

Are there parallel processes occurring?

Is what is being brought to supervision mirroring what is happening for the clinician and/or supervisor? How does this impact your work?

Does anything else need to happen either outside or inside the session to manage the working alliance?

### **Evaluation**

What is helpful and unhelpful in this discussion?

What else is needed?

Is there anything that needs to be discussed that isn't being addressed?

*Adapted from Clinical Supervision Services © 2016 [www.clinicalsupervisionservices.com.au](http://www.clinicalsupervisionservices.com.au)*

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