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| ***Please note:*** *This document serves as a guide to provide structure for group supervision sessions. It should be given to all participants to record their own notes if they want to.* ***While the use of this document is not a requirement, FCVic encourages its use in group professional supervision sessions.***  *Group professional supervision can be* ***a part*** *of your professional supervision plan; it does not replace, the requirement to seek a minimum of 50% one on one supervision with a financial counsellor professional supervisor.* |

**Name: Professional supervision convener:**

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| **CORE DISCUSSION ITEMS** | **COMMENTS** |
| **Purpose of group supervision** | * To provide an alternative to 1:1 professional supervision * Group supervision cannot totally replace 1:1 professional supervision but provide an alternative method to seek professional support and meet FCVic membership requirements |
| **Terms of reference** | **Structure**   * Group professional supervision can only be facilitated by an FCVic accredited professional supervisor * Dates to be set for the year in advance where possible * The main focus of the sessions will be decided by the participants via prior consultation * The maximum timeframe for any session should be no more than 2 hours * There is a maximum capacity of 8 attendees per group supervision session * Group supervision can be conducted face to face or via phone or video conference or a mixture of those   **Role of FCVic**   * To provide format and information only   **Role of convener**   * Collecting key themes or case studies if necessary * Ensuring participation for all * Applying professional supervision strategies to the session * Ensuring privacy and confidentiality is maintained   **Record of session**   * Conveners are to keep a record of attendance * Members are also expected to keep their own record of attendance as a part of their membership supervision requirements * ***It is suggested that any attendees use this document to write their own notes and keep as part of their individual professional supervision portfolio*** |
| 1. **Support**   Possible discussion points   * Well being * Work relationships   + Within program   + Within site   + Organisational * Communication * Sector changes |  |
| 1. **Clinical Practice**   Possible discussion points   * Working environment * Case Discussions * Interventions * Identification of systemic issues * Challenges * Teams |  |

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| **ITEMS FOR DISCUSSION** | **COMMENTS** |
| 1. **Professional Development**   Possible items for discussion   * Reflection on practice * Professional development opportunities |  |
| 1. **Other**  * Themes for next session * Location * Phone |  |

**Additional notes**

**Signature: Date:**