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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
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| **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***
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| 1. **Support**

Possible discussion points* Well being
* Work relationships
	+ Within program
	+ Within site
	+ Organisational
* Communication
* Sector changes
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| 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
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| 1. **Other**
* Themes for next session
* Location
* Phone
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**Additional notes**

**Signature: Date:**