STAFF SUPERVISION NOTES

Employee Name: _____________________________________  Date: ________________

Supervision is an interactive process between the employee and their supervisor, aimed at achieving a productive and progressive work environment that ensures quality services throughout the organization. BAMSI supports consistent supervision and staff development. It is required that all employees have an established plan for supervision that includes the frequency of supervision and documentation of each meeting. Suggested topics include (with timelines as needed), but are not limited to:

- Clinical treatment; issues and progress
- Direct service; plan implementation/questions
- Staff training; requirements/attendance
- Documentation
- Staffing
- Safety; environmental and building issues
- Personnel/performance issues
- Attitude, Initiative, Work Habits
- Licensure, Investigations, Certifications
- Business; Financial and Administrative

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Next Meeting Date:  Follow Up/Agenda Next Meeting:

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Supervisor Signature
Employee Comments, suggestions: 

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Employee Signature/Date