

The Centre for  
**Advancing Practice**

# **Supervisor readiness checklist**

Guidance for supervisors



### Introduction

Supervision is an essential element of training to be an advanced practitioner.

If you have been asked to supervise a trainee advanced practitioner, it is important to ensure you have the experience, knowledge, and expertise to provide good quality supervision. Many registered health professionals will have received training in supervision. For example, you may have completed a supervision module as part of your MSc in advanced practice and if you are a doctor who is a **GMC accredited educational supervisor** then you will already have received training to support supervision at an advanced level. If you are new to supervising a multi-professional trainee advanced practitioner, are you ready to supervise health professionals with other registrations?

You just have to complete the checklist on the following pages to self-assess your readiness to supervise a trainee advanced practitioner. You can assess yourself as **fully ready**, **partially ready**, or **not ready**.

Factors suggesting readiness for Advanced Practice	Examples of evidence	Am I ready?	Personal Action Plan
I understand the importance of supervising the trainee advanced practitioner to ensure patient and practitioner safety.	<a href="#">HCPC standards of conduct, performance and ethics</a> ; <a href="#">NMC Standards for student supervision and assessment</a> ;	Choose an item.	
I have time to provide a minimum of 1 hour of supervision to my trainee per week as a co-ordinating education supervisor/associate supervisor.	Job plans.	Choose an item.	
I understand the specific requirements of the advanced level practice MSc programme and/or credential that my trainee is undertaking.	HEI MSc programme handbook, credential specification or other national capability/ curriculum framework.	Choose an item.	

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I understand the trainee's profession and education content of their pre-registration training.	Profession specific standards of proficiency.	Choose an item.	
I understand the advanced practice role my trainee is training to do and the skills, knowledge, and behaviours they need to be capable and competent to do it.	Advanced practitioner job description.	Choose an item.	
I understand the 4 pillars of advanced practice and how these can be supported and developed for my trainee.	<a href="#"><u>Multi-professional framework for advanced clinical practice in England.</u></a>	Choose an item.	
I understand the core capabilities of advanced practice as articulated in the multi-professional framework for advanced clinical practice.	<a href="#"><u>Multi-professional framework for advanced clinical practice in England.</u></a>	Choose an item.	
I understand my role as a co-ordinating education supervisor/associate supervisor in supporting a developing the trainee advanced practitioner.	<a href="#"><u>Workplace supervision for advanced clinical practice: An integrated multi-professional approach for practitioner development.</u></a>	Choose an item.	
I have undertaken formal supervisor training to enable me to supervise my trainee advanced practitioner.	Examples of formal training include: Roadmap supervisor training; Clinical educator programmes; PgCert in clinical education; practice educator programmes; local supervisor training courses.	Choose an item.	

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I know how to complete a learning needs analysis; a personal development plan and a learning contract to support my trainee's development.	Documentation review.	Choose an item.	
I know how to assess my trainee's capability and competence to undertake newly learned skills and how to evidence this has been achieved.	Specialty curriculum frameworks; portfolio of evidence; HEI led practice assessments.	Choose an item.	
Supervision sessions with my trainee are planned and prioritised each week to monitor progress.	Job plans; clinic rotas.	Choose an item.	
I am aware that over extended periods of absence of more than 4 weeks, I must liaise with my line manager to appoint another supervisor to supervise the trainee.		Choose an item.	
I have ongoing support for my role as a supervisor and have negotiated protected time to undertake this responsibility.	Job plan; appraisal documentation; participation in supervisor forums; peer support; supervision sessions.	Choose an item.	
I know who the advanced practice lead for the organisation is and how to access support if my trainee runs into difficulties.	Organisation policy.	Choose an item.	