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To: Each Chief Officer CHOs

Each Head of HR CHOs

Each Hospital Group CEO

Each Hospital Group Director of HR

**From: Mary Samuel, HSCP Development Manager - Workforce Development Lead,
National Health and Social Care Profession (HSCP) Office**

Date: 16th May 2022

Re: Changes in the Provision of Professional Supervision Training Programmes for HSCP

Dear Colleagues,

I am writing to inform you of upcoming necessary changes in relation to the provision of professional supervision training delivered to Health and Social Care Professionals (HSCP).

As part of our commitment to support supervision for HSCP, the National Health and Social Care Professions Office (NHSCPO) has developed a train the trainer approach encompassing a suite of professional supervision training programmes. In the initial implementation phase, the NHSCPO supported some of the trained trainers in organising their supervision training programmes locally.

The roll out of new structures such as Enhanced Community Care Programme (ECCP) has led to a significant increase in recruitment of HSCP staff thereby increasing the demand for professional supervision training for supervisors. The level of requests received from Hospital Groups (HG), Community Health Organisations (CHO) and Section 38s have far exceeded the potential capacity in this office to support trained trainers to organise provision of training locally. In order to support the current level of requirement for supervision training within organisations in a sustainable way, the coordination and delivery of supervision training needs to rest within the service delivery system.

HSE HR Circular 002/2015 Supervision Guidelines for Health and Social Care Professionals sets out the requirement and expectation of both the employer and the employee to support and actively engage in supervision. The aim of supervision is to ensure the provision of safe, quality service, delivered by employees who are supported, engaged and participate in continuous professional development. It is often described using the four distinct but equally important functions



management, support, learning / development and engagement / mediation. (HSE HR Circular 002/2015 Supervision Guidelines for Health and Social Care Professionals).

The resources available are listed below -

- Professional Supervision Train the Trainer (TTT) Programme – 4 days. This training equips trainers to deliver training programmes for both supervisor and supervisee.
- Professional Supervision for HSCP Supervisor Programme – 4 days. This training is required by HSCP to provide professional supervision within their service.
- Professional Supervision for HSCP Supervisee Programme– 1 day or 2 half days. This training enables HSCP to engage effectively in the supervision process.
- Classroom Management System (accessible via www.hseland.ie) to assist with efficient management of the administration of the delivery of these programmes.
- An eLearning module on Professional Supervision for HSCP accessible on www.hseland.ie.

In line with our role and functions, the office will continue to strategically support the implementation of the HSE HR Circular 002/2015 Supervision Guidelines for Health and Social Care Professionals by

- Delivering the ‘Train the Trainer’ training programme to ensure a supply of trained trainers.
- Providing guidance and support to trainers.
- Reviewing supervision guidelines as required.
- Reviewing professional supervision and supervisee training content as required.

We are available to engage with services to assist with the design of a process for the operational delivery of these training programmes in your organisation, if helpful. In the meantime, we recommend consideration of the following to support provision of supervision for HSCP within your organisation.

- Identifying a minimum of two HSCP from your organisation, with the relevant supervision experience, who can be supported and released to attend the Train the Trainer Programme and then deliver supervisor and supervisee training programmes in your service.
- Identify administrative support for the coordination of delivery of the training programmes in your service. We will provide access to the Classroom Management System which will support this process.

For any further queries or clarification feel free to contact Nuala Flynn at Nuala.flynn@hse.ie

If you would like to avail of support in relation to establishing your processes re delivery of supervision within your organisation email Nuala.flynn@hse.ie . Please include ‘*Provision of Professional Supervision Operational Delivery*’ in the subject line of your response email.

I would be grateful if you could disseminate this memo to the relevant parties in your organisation, as you may see appropriate.



Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Mary Samuel'.

Mary Samuel

HSCP Development Manager – Workforce Development Lead

Cc: Each Head of HSCP Disciplines CHO

Each Head of HSCP Disciplines HG