

TIPS FOR BEING AN EFFECTIVE SUPERVISOR

DISCUSS EXPECTATIONS

- Plan communication times.
- When should a learner call you?
- How should they get in touch with you? (Text page? Cell phone call?)
- **What requires an automatic call?**

EXECUTE THE PLAN

- Be available.
- Encourage learners to ask for help when they need it.
- Balance your responsibility to supervise with their need to learn autonomy.



BEST PRACTICES TIP SHEET

Trainee Supervision

Balancing Safety and Autonomy

MONITOR TRAINEE WELLNESS

Be on the look out for trainees who are overwhelmed. Whether you are supervising in a clinical or lab setting, a trainee who is not well may affect the health and safety of themselves and others. Address trainee wellness when you observe behaviors indicative of fatigue, burn out, substance abuse, or mood disorders. Speak to the trainee and notify educational or clinical leadership as appropriate.

FACTORS INFLUENCING HOW AND HOW CLOSELY YOU SHOULD SUPERVISE

CHECK LEARNER FACTORS

- HOW COMPETENT IS THIS LEARNER? WHAT IS THEIR SKILL IN THE TASK?
- WHAT RELATED EXPERIENCE DOES THIS LEARNER HAVE?
- WHAT IS THE TRAINEE'S LEVEL OF TRAINING?
- DOES THIS TRAINEE HAVE INSIGHT INTO HIS/HER ABILITIES? DOES HE/SHE KNOW WHEN TO ASK FOR HELP?

CHECK CONTEXTUAL FACTORS

- IS THE SITUATION ACUTE (IN TERMS OF PATIENT OR TRAINEE SAFETY)?
- WHAT IS THE DEGREE OF RISK?
- WHAT IS THE OVERALL WORKLOAD?

