

# **Journeying through Dementia**

## **Supervision Protocol**

This protocol provides a framework for supervision of facilitators delivering the Journeying through Dementia programme.

### **1. Overall aims of supervision**

- To reinforce the importance and value of the facilitator role.
- To guide the facilitator to deliver the intervention effectively to meet the needs of the participants and in accord with the Journeying through Dementia Programme as in the manual provided.
- To provide the facilitator with an opportunity to discuss the group and 1:1 sessions including any challenges.
- To assist the facilitator to reflect upon their practice, identify their own solutions to emergent issues and continually improve methods of intervention delivery over time.
- To identify any further learning and development needs in response to progress over time.

### **2. General principles**

- 2.1. The designated supervisor will attend relevant training to support the facilitators employed to deliver the Journeying through Dementia programme.
- 2.2. Supervisors will take time to become familiar with the manualised intervention and associated publications and understand the role of the facilitator within the programme.
- 2.3. Supervisors will arrange regular one-to-one supervision meetings with designated facilitators and aim to continue supervising the same individual(s) during intervention delivery.
- 2.4. One-to-one supervision meetings will be arranged at a mutually convenient time and place. Meetings are expected to take place weekly of which at least half should be conducted face-to-face. At least four sessions should be conducted on an individual basis with optional joint supervision for the remaining sessions as agreed. Distance supervision can include phone and skype calls.
- 2.5. Supervisors will complete a Contact Log for each weekly session.
- 2.6. The specific methods and content of supervision may vary between individuals and will be assessed by the supervisor. Overall the process will encourage self-assessment, reflective and analytical skills. Depending upon the individual these may include;
  - I. Responding to the complexity of facilitator needs
  - II. Determining facilitator skills including strengths and skill gaps
  - III. Providing feedback on progress with intervention delivery
  - IV. Providing guidance to try and ensure that the requirements set out by the programme are met
- 2.7. Facilitators may maintain a reflective diary to record the progress of weekly group meetings and 1:1 sessions and reflect upon their own progress. The contents of this diary can be

discussed during supervision sessions but only if the facilitator decides that this should happen.

### **3. Content**

3.1. Supervision sessions may cover the following issues (depending upon the individual needs of a facilitator):

- I. Pre planning of groups
- II. How sessions progressed
- III. Ideas of how it might have been improved
- IV. How to tailor the groups to the needs of the participants whilst adhering to the Journeying through Dementia programme and manual
- V. Any specific issues for group members and how they might be taken forward
- VI. Progress with individual sessions - ideas of how they might be improved/ lead to achievement of better outcomes
- VII. Facilitator's perceptions of own abilities / need for support to undertake role
- VIII. Provision of assistance with improving performance

### **4. Supervisor/Supervisee Contract (1)**

- 4.1. To work together to facilitate an in depth reflection on issues relating to practice.
- 4.2. To meet on a weekly basis for 1hr with each individual facilitator.
- 4.3. To protect and value the time and space for supervision.
- 4.4. To respect each other's views and be open to feedback.
- 4.5. To pre-arrange each session at the end of the previous session, or establish a regular date and time. If a session is cancelled to try and rearrange if time allows.
- 4.6. Note taking during sessions will be the responsibility of the supervisor and the facilitator. It is essential that this information is kept confidential and participants are not identifiable. The only exceptions will be if issues are discussed which compromise any Professional Code of Conduct/Vulnerable adult issues.
- 4.7. The supervisor will maintain an aide memoir of supervision after each session.
- 4.8. Sessions will be confidential but not secret, if anything is disclosed that is pertinent for the research team to know in terms of facilitator or participant health and safety you will have a duty of care to report this to the study Chief Investigator and the responsible clinician.
- 4.9. The supervisor will inform the line manager of any concerns about the performance of the facilitator role and/or their delivery of the intervention, as soon as possible.

### **5. Supervision logs**

5.1 The supervisor will complete the JtD Supervisor Contact Log on a weekly basis and the JtD Supervision Booklet at weeks 1, 5 and 12 of supervision.

### **6. Line management**

6.1. Will be provided by the employer.