



## The Nutrition Society of New Zealand supervision session content checklist

**Name of Supervisee:**

**Name of Supervisor:**

This checklist aims to provide supervisors and supervisees with the types of topics and functions that may be useful to include in and make the most of your supervision sessions. This list is a guideline only. What you decide to cover in your sessions will depend on the needs of each supervisee.

Item	Examples of topics/functions you might cover	Date topic covered and some detail.
<b>EDUCATIVE TOPICS/FUNCTIONS</b>		
Clinical case studies and problem solving	<p>Success with a client (celebration) My client is struggling to meet the goals we have discussed. Do I need to take a different approach, what can I do differently to support this person?</p> <p>Working through a client case take</p> <p>A recording of oneself working with a client (for feedback) Working through the client action plan (for feedback)</p>	
Linking theory to practice	I understand FODMAPs now how do I take my client through the process?	
<p>Cultural competency and diversity</p> <p>Ensuring ongoing learning and growth re Te Tiriti o Waitangi and broader cultural diversity competence, including our Rainbow communities.</p>	<p>This is not a culture I have much knowledge about. What would be a normal / acceptable / appropriate in this culture? Explore strategies for promoting cultural competency and delivering culturally sensitive care. How do I ensure I am meeting the needs of NSNZ continuing competency in this space Support on identifying professional development opportunities in the diversity space?</p>	

Item	Examples of topics/functions you might cover	Date topic covered and some detail.
Identifying certification and/or training needs and set goals accordingly	I wish to focus on sports nutrition, what extra qualifications or experience do I need? How or where can I get this?	
Identifying red flag areas and developing a plan	My client has been diagnosed as diabetic and would like to try unmedicated and food/lifestyle management at this stage My client wants help with curing his cancer through diet.	
Developing a professional referral network	This person seems to have an eating disorder. Who and how do I refer this person on?	
<b>ADMINISTRATIVE TOPICS/FUNCTIONS</b>		
CPD requirements	Working through NSNZ Continuing Professional Development ( CPD) requirements for registration.	
Manage workload commitments	Learning to voice your needs with your boss. Managing your own time efficiently.	
Roles and responsibilities	Role confusion. What is their role/my role.	
I think I have mucked up	Finding solutions to a problem. Taking ownership – what happens when I make a mistake?	
Session timing	Developing processes and information sheets to save time. How much to cover in one session. Developing multi session packages.	
Link practice to professional codes and standards	Do I understand what codes I need to be aware of and how I link to my clients and practice? NZ Code of Health and Disability offers 3 x 30 min modules to help you to apply the code to practice and can be used towards CPD <a href="http://www.hdc.org.nz/education/online-learning/">http://www.hdc.org.nz/education/online-learning/</a> Health promotion competencies for Aotearoa New Zealand <a href="https://hpfnz.org.nz/assets/Health-Promotion-Competencies-Final.pdf">https://hpfnz.org.nz/assets/Health-Promotion-Competencies-Final.pdf</a>	
Examine ethics and ethical decision-making and link to practice	Am I working within the NSNZ Code of Ethics <a href="https://assets.nutritionociety.ac.nz/Downloads/Code-of-Ethics.pdf">https://assets.nutritionociety.ac.nz/Downloads/Code-of-Ethics.pdf</a> Uncertainty how to proceed with an ethical dilemma.	
Professional approach to planning and documentation	How are you recording and keeping client records to ensure ease of follow up as well as client and practitioner safety?	
Professional indemnity insurance	Are you insured? Do you need to be?	

Item	Examples of topics/functions you might cover	Date topic covered and some detail.
<b>SUPPORTIVE TOPICS/FUNCTION</b>		
Explore emotional reactions in relation to work	Explore an issue with a work mate or a client and how best to manage this. I am going through a lot at home and I'm not sure how I will be with clients	
Monitor supervisees stress and overall health	Ensuring the supervisee is managing themselves well and avoiding burn out	
Manage conflict and other difficult or distressing situations	Aggressive or pushy parent of your teen or child client Work conflict Pressure to do more hours/client hours	
Career/job change	I want to resign I don't feel valued	
<b>PROFESSIONAL COLLABORATION:</b>		
Explore further opportunities for professional collaboration with other healthcare providers, interdisciplinary teams, community organisations.	How can I connect with other nutritionists or health care professionals – NSNZ conference, regional groups, Facebook, volunteer for NSNZ...  What support can I get to further my skills – contacting the New Zealand Heart Foundation, Diabetes NZ etc.  Explore voluntary positions to help gain community connection	