Name of Trusted Assessor:

Name of supervising Manager:

Date of supervision meeting:

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|  **Notes / Discussion** | **Action** |
| **Staff Health & Wellbeing**  |  |
| **Action of Previous supervision for follow up** |  |
| **Cases**  |
| **Active cases for discussion or concern** |
| **IAS Number** | **Start Date** | **Comments**  |
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| **TA Absence and wellbeing** |
| **TA name**  | **Sickness last 12 months**  | **Support interviews completed** | **Trigger hit** | **Outcome**  |
|  |  |  |  |  |
| **TA performance concerns / issues raised**  | **Action**  |
| **General concerns around acute setting** | **Action** |

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| **Health and Safety** |
| **Health and safety** | **Action** |
| **Accident / Incident Reporting**  |
| **Accident/incident reporting** | **Action** |
| **Name**  | **Date** | **Accident / Incident details**  | **Outcome**  |
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| **Safeguarding** |
| **Safeguarding** | **Action** |
| **Date** | **Details of safeguarding concerns**  | **ASC notified?**  | **CQC notified?**  | **Outcome**  |
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| **D2A Discussion Cases**  |
| **D2A Cases** | **Action** |
| **Name**  | **Date** | **Details of D2A** | **Outcome**  |
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| **Staff DBS check**  |
| **Name**  | **Convictions disclosed / RA completed and approved?**  | **Issue date**  | **Expiry date** |
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| **Trusted Assessor Learning and development** |
| **D2A Cases** | **Action** |
| **Safeguarding** | **Workstation RA** | **IT Security** | **QCF** | **Emergency Aid** | **Personal Safety** | **Mental Capacity** | **Prevent** | **MH**  |
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| **Cyngum –** **IAS -**  |  |

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| **TA CPD hours tracking** |
| **Name**  | **Date** | **Current CPD total**  | **Date hours met (needs 15)** |
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| **Supervision tracker** |

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| **Name** | **Appraisal date** | **Appraisal review date** | **Workplace supervision dates** | **1:1 supervision dates** | **TA group meeting with managers**  |
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| **Any other business**  |

**Supervisor signature:**

**Employee signature:**

**Date of next meeting:**