

## Record of Personal Assistant supervision meeting – example

|   |                 |
|---|-----------------|
| <b>Personal Assistant name:</b> Carys Stevens | <b>Date:</b>    |
| <b>Employer name:</b> Michael Davies          | 12 January 2015 |

### Progress with work since last supervision meeting

| Tasks / Job roles                               | Work completed   | Next steps  |
|---|--|---|
| Supporting with independence in the community   | Supported Mike to identify and attend community class  | Find out about other local classes or events of interest    |
| Support with personal care                      | Increased confidence when assisting with showering, grooming, dressing                         | Support Mike to achieve some tasks with less support        |
| Opening letters and sorting and confidentiality | Opening letters and filing them safely. Understand the importance of keeping info confidential | Provide assistance to Mike to ensure bills are paid on time |
|   |  |   |

### Achievements since last supervision meeting

|  |
|--|
| Supported Mike to build confidence and prepare to go out to local class<br>Attended first aid training which has given me more confidence to know what to do |
|--|

### Difficulties or problems since last meeting. Agreed actions to overcome them.

|   |
|---|
| Time keeping has been problematic. Discussed the importance of time keeping and the impact that arriving late has on Mike. Child care problems now resolved and time keeping has improved. Agreed that Carys will phone Mike if difficulties arise. Agreed to review situation in 1 month.<br><br>Although well intentioned Carys has been 'taking over' when supporting Mike with personal care. It is important that Carys takes direction from Mike as to how this should be done and enables Mike to undertake tasks independently. |
|---|

**Progress with learning plans and any other matters agreed at annual review**

| <b>Specific activities</b>  | <b>How has this helped the Personal Assistant carry out tasks?</b> | <b>Has this been of benefit to the individual being supported?</b>                   |
|---|--|--|
| First aid training  | Increased confidence & skills                                      | Feel more confident that Carys knows what to do in the event of injury or ill health |
| Shadow another Personal Assistant to see how Mike likes his food prepared | Increased knowledge and understanding about food preparation       | Carys prepares the food I enjoy and understands my nutritional needs better          |

**Any other matters discussed**

Carys' own health needs and the importance of looking after her own health

Holidays – discussed the need to plan holidays or time off so that arrangements for support and assistance can be made in advance

Signed (Personal Assistant)....*Carys Stevens*.....

Signed (Employer) ..... *Michael Davies* .....

**Annual Review - suggested topics**

Summarise achievements or difficulties over the year and how they have been addressed

Agreed changes and ways of working for the future

Further learning or training required