

NursingDirect

POLICY NUMBER: **51**

POLICY TITLE: **STAFF SUPERVISION & APPRAISAL**

WHO MUST ABIDE BY THIS POLICY? **ALL EMPLOYEES: PART TIME, FULL TIME OR TEMPORARY**



STAFF SUPERVISION & APPRAISAL

THE PURPOSE OF THIS POLICY

Staff Supervision and Appraisal.

1. BACKGROUND

Nursing Direct will aim to appraise all temporary workers on an ongoing basis via feedback from both our clients and by seeking the feedback of our temporary workers. Appraisals will form the views of both our experience of the temporary worker as an Employment Business, those of our client and the temporary worker themselves. The appraisal will then form part of any training programme or plan of action as agreed between Nursing Direct and the Temporary Worker.

Temporary workers work under the supervision and direction of our clients, however, in the case of Temporary Workers who are required to undertake assignments within a private home environment, the agency will provide supervision visits and checks on a regular basis.

2. PURPOSE AND SCOPE

The purpose of this policy is to set out specific procedures and performance standards to ensure that Temporary Workers of the organisation are properly supervised and their performance is regularly appraised.

- Implementation of a performance based supervision system appropriate to the Temporary Workers duties and responsibilities.
- Documentation of the supervision process.
- Linkage of training and development goals to the supervision process.
- Linkage of performance appraisals to the supervision process and training and development goals.

This policy applies to all of the Employment Businesses programs and activities.

3. POLICY STATEMENT

The Employment Business is committed to ensuring that all Temporary Workers are properly supervised and their performance is regularly appraised. The policy aims to achieve this objective by implementing a formal supervision system linked to agreed training and development goals and an objective performance appraisal process.