

Supervision

What is supervision?

Supervision means seeing employees at work.

Or

It is an art of an individual who guide direct people to get the work done.

Or

Supervision is the process of direction of accompanied by an authority of the work of others.

Purpose of supervision:-

1. To bring about co-ordination of various parts
2. To ensure that each units complete the assigned task
3. To ensure the high quality of care to the patient
4. To give guidance for avoiding further mistake
5. To avoid repetition of the similar mistake
6. Development of each staff for highest potential
7. Democratic supervision recognizes the ability to evens individual
8. To achieve the objectives

Principles of supervision;-

1. To help the worker to achieve the goal
2. To use resources to challenge and interest in performing and completing the task
3. To use resources in the best way
4. To plan way activities
5. To motivate the worker
6. To monitor and evaluate activities
7. To promote team relationship
8. To assist with trainer
9. To manage support system
10. To handle complain
11. To co-ordinate activities people and resources
12. To make visit
13. To provide on the job training

Types of supervision:-

1. Autocratic supervision
2. Democratic supervision
3. Laissez faire supervision

Elements of supervision:-

1. Inspection –by giving daily round
2. Instruction and good suggestion
3. Word round

4. Setting example direct or indirect teaching
5. Demonstration
6. Asking question
7. Conference individual or groups
8. Secure
9. Evaluation

Steps of supervision:-

1. Planning
2. Put into practice
3. Evaluation

Tools used for supervision:-

1. Observation in the clinical area
2. Job description
3. Interviews and questioning
4. Individual and group conferences
5. Supervisor's diary or supervisory check list
6. Verbal and written reports
7. Orientation and guided experience
8. In-service education program
9. Continuing education

Methods of supervision:

1. Inspection by giving daily round.
2. Instruction and good suggestion.
3. Ward round.
4. Setting example direct or indirect teaching.
5. Demonstration.
6. Asking question.
7. Conference individual or groups.
8. Secure.
9. Evaluation.

Problems of supervision:-

1. Individual differences in every human being
2. Different from other persons
3. Lack of understanding
4. Faulty communication
5. Assignment are not defined clearly
6. Counter irritant
7. Out dated policy tc

Characteristics of good supervision/ being a good supervisor:

1. Good supervision should be focused on improvement of the work rather than the quality of work
2. It should be based on the needs of the workers
3. Good supervision always democratic
4. Good supervision is co-operatively planned
5. It is well planned, where methods of supervision and criteria of evaluation are established
6. It respects individual
7. It should stimulate for self improved
8. Good supervision creates such a atmosphere where individual is free to learn at his own way.
9. Good supervision always should be based on constant evaluation.
10. Good supervision encourages people to be innovative and make efforts for effectiveness.

Importance of supervision:-

1. To improve quality of work
2. To help the person to do the work and develop the highest possible standard
3. To encourage the person to do the work
4. To ensure that the work is completed
5. To help the worker developing their potential
6. To give guidance to the worker
7. To avoid repetition of similar mistake.

Who is supervisor?

Supervisor is a person who supervises and gives direction to the subordinate to accomplish the organizational goal.

Functions and responsibilities of a supervisor;-

Administration;-

1. Planning and implementing the daily duties of the nursing staff
2. Keeping statistical reports of nursing care and patient information
3. To ensure accurate maintenance of patients records
4. Keeping a written record and verbal hand over regarding the work done during duty.

Management:-

5. To maintain the rules and regulation of the hospital
6. Ensuring adequate communication and co-ordination among the nursing department and different departments of the hospital

7. To act as liaison officer between the acting nursing superintendent and nursing personnel
8. Handling problems and complains brought to the supervisors and referring to the acting nursing superintendent or deputy nursing superintendent.
9. To create and maintain a positive and stimulating work environment.

Supervision:-

10. Monitoring and evaluate the nursing staff
11. To recommend and implement changes to promote efficiency and effectiveness in the nursing department
12. Motivation and stimulation of nursing staff to improve their professional performance
13. To liaison with the clinical instructors regarding the practical experience of student nurses and nursing staff development.

Describe the major and minor responsibilities of a supervisor in a word.

Major responsibilities:-

1. To hold regular meeting with the staff
2. Supervise the activities of the staff in hospital or working area
3. Encourage the staff to self development
4. Help in various parts of an organization
5. Assess their health progress-
 - To improve nursing care
 - Helps in carrying doctor's treatment
 - To avoid mistake
 - To help in administrative function
 - Avoid overlapping
 - Help nursing

Minor responsibilities;-

1. Maintain attendance khata
2. Supervise cleanliness in the ward
3. Distribution of work in the ward staff
4. Public relation
5. Disaster manage
6. Manage emergency needs