

Level II Reflective Practice Supervisor Guidelines

Step 1: Confirm the call in advance

- ☐ Email the staff member 2 days in advance to reconfirm the session and remind her/him to send you one Reflective Learning Tool; review this Tool before the session begins. If they are unable to send a Tool, you can complete one together.

Step 2: Pre-Contact Routine

- ☐ Use your pre-contact routine to prepare yourself to be present for the review session.

Step 3: Mindfulness Moment/Beginning ARC Question

- ☐ Lead a brief mindfulness moment to help each of you shift your attention to time together.
- ☐ What was it like for you to use the FAN in your work this month?
 - Listen to the staff member as she/he reflects on the experience of using the FAN.

Step 4: Checking on Concerns

- ☐ Is there anything that you want to be sure we talk about?
 - If there is something pressing, go ahead and address it. If it can wait, assure that you will get to it.

Step 5: FAN Processes

- ☐ Let's talk about your work with the person/family you described in the Tool:
 - What was it like for you to be with this person/family?
 - What was his/her concern? What was yours?
 - Think about one part of the interaction that stands out to you and tell me about it.
 - Where was the other person on the FAN? Where were you?
 - Any reflections on the attunement process? Match/mismatches and repairs?

Step 6: Tool Review

- ☐ Let's look at your Tool together. Go over the sections and explore responses. If you have covered sections in the conversation above, you can skip them. If no Tool was completed, review the Tool together and record responses.

Step 7: Addressing Suggested Topic and Checking In

- ☐ Address the topic that they identified in beginning, if you have not already.
Check in: How are we doing? Have we gotten to what was most on your mind?

Step 8: Integration

- ☐ If you could describe your work with this person/family in three words, what would you say today?
What is something that you'd like to remember from our time that will be helpful for you this month?
Take time for the staff person to reflect and write down what they want to remember in your log.

Step 9: Documentation and Post-Contact Routine

- ☐ Complete your log and your Post Contact Routine before you go on to the next part of your day.