

For employers

As the new graduate commences work

- Prepare an induction and orientation program. Go through the job description together, provide a copy of your policies and procedures manual (including your privacy statement) and outline your specific expectations regarding workload.
- Discuss with your new staff member where their strengths lie and where they will need support.
- Read the SPA position statement on the **Role and Value of Professional Support Supervision Standards (2014)**.
- Call SPA's Practice and Clinical Support Advisor, Nichola Harris if you have questions.
- Organise the times for provision of regular supervision.
- Ensure your insurance adequately addresses your staffing arrangements.
- Develop proformas for recording notes from supervision discussions and plans.

Enjoy the skills and knowledge a new graduate brings to your practice!

For employees

When you start work

- Ensure you understand what is expected in the role you have taken, ask questions if you are not sure or want further explanation.
- Familiarise yourself with the policies and procedures of the practice.
- Identify the clinical areas where you will need supervision and support, and develop plans to strengthen your learning in those areas, including specific professional development activities. Discuss your plans with your supervisor.
- Read the SPA position statement on the **Role and Value of Professional Support, and the Supervision Standards**. Call SPA's Professional Support Advisor, Meredith Prain and/or SPA's Practice and Clinical Support Advisor, Nichola Harris if you have questions.
- Ask for a specific and regular schedule for supervision.
- Ensure you have adequate insurance.
- Keep a copy of supervision notes, review them regularly to make sure you are on track.

Enjoy your new profession!



Need more information?

Contact National Office advisors and visit the Member Resources on the [SPA website](#).

National Office are available to provide confidential advice and assist members who are either employers and employees with any questions regarding the process of developing appropriate and ethical employment relationships.

Nichola Harris - Practice and Clinical Support Advisor
advisor@speechpathologyaustralia.org.au

Trish Johnson - Senior Advisor Ethics and Professional Issues
tjohnson@speechpathologyaustralia.org.au

Additional SPA resources to help in the process:

- [Supervision information on the SPA website](#).
- [Position Statement – The Role and Value of Professional Support](#).

Members can also contact Anna Pannuzzo at Workplace Plus for advice about contracts, awards, employment law and the development of HR policies, 0419 533 434 or, anna.pannuzzo@workplaceplus.com.au.