Recording of Supervision and Appraisal Database

This database has been provided to enable Devon County Council to centrally record the supervisions and appraisals of **DCC** staff.

This guide will explain how to:

- Record when staff supervision and appraisal was undertaken
- Record the number of DCC staff for whom you provide supervision or appraisals
- How to create a shortcut on your desktop to connect to the database

The database is located at:

<u>K:\CorData\Shared\Supervision Monitoring\Supervision Monitoring Adult -</u> <u>Updatev1.mdb</u>

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For any general enquiries on the use of the supervision database please e-mail: acsmanagementinformation-mailbox@devon.gov.uk

To record a supervision/appraisal:

- Click on 'Search Name' drop down menu at the top of the screen. If the name of the person receiving the supervision is not there, please e-mail <u>acsmanagementinformation-mailbox@devon.gov.uk</u> so that they can add the individual to the database.
- 2) Once selected this will populate information underneath the drop-down list such as their job role and PRISM assignment number.
- 3) The screen has four columns for you to record the supervision. It also shows all previous recorded supervisions/appraisals
- 4) 'Date' click in box to bring up calendar
- 'Name of Recording Manager' This is a drop down menu, if the name of the manager is not there please e-mail <u>acsmanagementinformation-</u> <u>mailbox@devon.gov.uk</u>
- 6) 'Type' select the relevant option from the drop down menu
- 7) Comments For any comments you may have.

Record the number of staff you provide supervision or appraisals for:

 Open the database located at located at: <u>K:\CorData\Shared\Supervision Monitoring\Supervision Monitoring Adult -</u> <u>Updatev1.mdb</u>

You will be taken to the page on which you record staff Appraisals and Supervision.

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2. Click on the Update button



3. This will open the 'Line Manager – Number of Staff' page:

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		Line Mana	ger - Number of St	aff •		
Navigation Pane		Manager Name Number of DCC sta Manager Assignme Organisation Date Modified:	Penny Kingsley-Smith ff: 1 131516-1 County-Wide Care Dir 01/01/2013 Save Return to Staff Der	ect Plus		

4. Select the name of the manager you want to view/change the record of, from the drop down list at the top of the page ('Choose your name').

Line Manager - Number of Staff						
Choose YOUR Name -	>	Penny Kingsley-Smith				
Manager Name	Penn	Richard Baker Stephanie Shelton Susan Hollingworth Amanda Wilkins				
Number of DCC staff:	0	Tracy Everritt				
Manager Assignment	1315:	Deborah Rudman Gail Jones Lesley Harding				
Organisation	Coun	Katie Sanders Bernie Crean Keith Williams				
Date Modified:	01/01	Karen Jupp Wendy Fennell Sean Day Anthony Thomas	Ţ			
	Re	eturn to Staff Details				

5. Once you have selected a name, the details will show the current record in the boxes below:

Line Manager	- Number of Staff
Ŭ	
Choose YOUR Name	> Carolyn Elliott
Manager Name	Carolyn Elliott
Number of DCC staffs	
Number of DCC staff:	4
Manager Assignment	269576-1
Organisation	Older Deoples/Disability Services - Southern Devon
or Bernardon	oner reoprest bisability services - southern bevon
Date Modified:	01/01/2013

- 6. To change the record of how many staff you are responsible for:
 - Make sure you have the correct name selected in the 'Choose YOUR Name' drop-down list
 - Change the number in the 'Number of DCC staff' field (you will need to left-click in the box).
 - Click the Save button
- 7. To return to the staff details page, click on the '**Return to Staff Details**' button.

Line Manager	- Number of Staff
Choose YOUR Name	·····>
Manager Name	Penny Kingsley-Smith 👻
Number of DCC staff:	0
Manager Assignment	131516-1
Organisation	County-Wide Care Direct Plus
Date Modified:	01/01/2013
	Save Return to Staff Details

To create a shortcut to your desktop:-

- 1) Go to your desktop
- 2) Right-click on an empty part of your desktop, select 'New', select 'Shortcut'
- You should then get the following screen, copy and paste the following where it asks you to 'Type the location of the item':-K:\CorData\Shared\Supervision Monitoring\Supervision Monitoring Adult -Updatev1.mdb

what item would you in	to create a shortcut fo	pr?	
This wizard helps you to create Internet addresses.	shortcuts to local or network pr	rograms, files, folders, computer	s, or
Type the location of the item:			
J		Browse]
Click Next to continue.			

- 4) Click 'Next'
- 5) Click 'Finish'

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