



Site Supervisor — Role & Orientation

(Return by email to info@clinicalchaplaincy.org)

Purpose

Clarify the Site Supervisor's function and provide a simple orientation checklist for hosting a CC intern.

Role summary

- Day-to-day point for the Intern at the Facility.
- Confirms scope, safety, access; verifies schedule; signs Weekly Clinical Hours Log.
- Offers local, role-based coaching/feedback (**not** CPE supervision).
- Communicates with CC re: performance, concerns, commendations.

Orientation Checklist (initial)

- _____ Safety orientation (codes, PPE, incident reporting)
- _____ Confidentiality/HIPAA; charting rules (if applicable)
- _____ Role/scope (may/may not do; boundaries)
- _____ Unit/floor access & introductions
- _____ Scheduling plan & hour targets
- _____ On-call (if any)
- _____ Escalation path for urgent concerns
- _____ Weekly verification & sign-off process

Ongoing touchpoints

- _____ Mid-unit check-in (15–20 min).
- _____ Optional brief comment to CC at mid/final (no PHI).

Contacts (fill-in)

Site Supervisor:

Name _____

Title/Department _____

Email _____ Phone _____

Facility:

site name _____

address _____

Intern:

Name _____

Email _____ Phone _____

CC Supervisor:

Name _____

Email _____ Phone _____

Acknowledgment (signatures)

Site Supervisor:

Name _____ Title _____

Signature _____ Date _____

Intern:

Name _____ Title _____

Signature _____ Date _____