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|  | SUPERVISOR STANDARD and DECLARATION FORM   * Use for **Clinical Negligence** only * Please refer to **Guidance on Civil Supervisor Requirements (September 2023)** for advice on how to complete this form. |

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| 1. Details of organisation/Supervisor applying |
| Organisation’s name:  Supervisor’s name:  Continuously qualified as a Supervisor since (date):  Account number(s) of office(s) supervised:  Postcode(s) of office(s) supervised (if no Account number): |

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| 2. Generic Supervisor Requirements |
| The Supervisor meets the supervisory standards by having:  (i) Supervised in the Clinical Negligence Category of Law and/or relevant Class of Work at least one full-time Caseworker (or equivalent) for at least one year in the five year period prior to completing this form ; or  (ii) Completed an approved training course covering key supervisory skills no earlier than 2 years prior to the completion of this form ; |

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| 3. Legal Competence Standard for Supervisors | | | |
| i) | Panel membership requirement | Date admitted | Date last reaccredited |
| a)  b)  c) | Current membership of The Law Society’s Clinical Negligence Accreditation Scheme  *or*  Current membership of the Action for Victims of Medical Accidents (AvMA) Referral Panel  *or*  Current membership of the Association of Personal Injury Lawyers (APIL) Clinical Negligence Accredited Specialists Panel | *Or*    *Or* | *Or*    *Or* |
| ii) | **Membership of a network organisation** (national or regional) which provides a regular forum for meeting other specialist clinical negligence practitioners with the aim of maintaining and improving knowledge and understanding of relevant law and best practice.  **Note:**  Regular forum means at least twice a year. Membership means attendance at one meeting per year as a minimum, plus evidence that issues raised by all minutes or any publications have been assessed for the purpose of determining whether any should be raised with, or the subject of training for, supervised staff. | AvMA Lawyers Service  AvMA Lawyers Service  Other – Please give details:        Other - please detail compliance | |
| iii) | **Access to a detailed and regularly maintained list of experts** from which supervised staff can be directed, or can direct themselves under supervision, to the most appropriate source of assistance according to the nature of the case and type of expert service required.  **Note:**  Experts for the full range of case types covered by the organisation **must** be included. In addition, the list **must** be maintained so that assessments of experts (their opinion, report, or performance in conference/court), are available to the staff who need to access the information. Assessments should include length of time taken to obtain any report, hourly rate charged, whether the report/performance was both fair and thorough, and whether the expert should be used again (and if not why not) or whether any specific consideration should be given before instructing them (together with details). | AvMA Lawyers Service  AvMA Lawyers Service  Other – Please give details:              Other - please detail compliance on separate sheet | |

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| **iv)** | **Skills/ Procedure/ Knowledge from the last 24 months** | **File Name/ Ref.** | **Area of Knowledge** | **Date closed/ worked on** |
| a) | 5 examples of cases in relation to claims for damages regarding claims for damages in respect of Clinical Negligence which caused a neurological injury to an individual, which as a result the individual (baby/infant) is now severely disabled. The clinical negligence must have occurred as set out in paragraphs 23 (2) and 23 (3) of Part 1, Schedule 1 of LASPO. | 1.  2.  3.  4.  5. | 1.  2.  3.  4.  5. | 1.  2.  3.  4.  5. |

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| 4. | Clinical Negligence Case Involvement[[1]](#footnote-1)  Supervisors that work full time must demonstrate case involvement in the category of law (350 hours each year) over the past 3 years (36 months). Please give details in the first three columns below.  Supervisors that work part-time you must demonstrate case involvement in the category of law (1050 hours in total) over the past 5 years (60 months). Please give details in all five columns below.  NB. You are only required to fill in sections 4(b) to 4(e), where you are unable to meet the hours requirement at 4(a). | | | | | | |
| Type of involvement | | Minimum/Maximum hours allowed per year (Refer to guidance regarding part-time Supervisors) | Hours in past 12 months | Hours in months 13 to 24 | Hours in months 25 to 36 | Hours in months 37 to 48 | Hours in months 49 to 60 |
| All Supervisors | | | Part-time Supervisors only | |
| a)  Personal casework and  Direct (documented) supervision | | Total minimum 235 hours comprising: |  |  |  |  |  |
| i) Personal casework (minimum 115 hours). |  |  |  |  |  |
| ii) Direct supervision |  |  |  |  |  |
| b)  File Review (inc. face-to-face) | | Maximum 60 hours (i.e. approx. 50% of 115 hours) |  |  |  |  |  |
| c)  Delivery of external training (meeting any professional development requirements of your Relevant Professional Body) | | Maximum 115 hours |  |  |  |  |  |
| d)  Documented research / production of publications | | Maximum 115 hours |  |  |  |  |  |
| e)  Other supervision | | Maximum 115 hours |  |  |  |  |  |
| **TOTAL** | | **Minimum 350 hours** |  |  |  |  |  |

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| 5. Declaration |
| **This Supervisor is either a sole principal, an employee, a director, a partner in or a member of the organisation named at 1 above as at the date of completion of this form.**  Tick box to confirm  **I confirm that I am either the Compliance Officer for Legal Practice, the Head of Legal Practice, the Compliance Manager or (where the organisation is not regulated) a member of key personnel who either (i) has decision and / or veto rights over decisions relating to the running of the organisation, or (ii) has the right to exercise, or actually exercises, significant influence or control over the organisation, and I confirm that the information provided in this form is accurate.**  Name:  Role:  Dated: |

1. Where you have had extended periods of absence for maternity, sickness or compassionate reasons (continuously for a period of three months or more or for a total of 90 days or more within any of the three defined 12 month periods) please complete the Case Involvement hours in the same way as part time Supervisor. [↑](#footnote-ref-1)