

MEMORANDUM

DATE	December 17, 2018
TO	Licensing Committee Members
FROM	<i>Stephanie Cheung</i> Stephanie Cheung Licensing Manager
SUBJECT	Agenda Item 5 Informational Video for Supervisors: Discussion and Recommendations for Content to be Included in the Video

Background:

At the October 25, 2018 Licensing Committee meeting, the Committee raised concerns that some current or potential supervisors are unclear about their roles and responsibilities in providing supervision to a trainee. The Committee agreed that an informational video would be an additional resource for current supervisors and may be used as a guiding tool to prepare a licensee who will assume the role as a supervisor in future.

Action Requested:

Discuss and recommend content to be included in the informational video and delegate authority to the staff to make changes and work with the Department in creating the video.