



Mental Health Services Staff External Training Procedure

Procedure Number

CHC-MHS-0026

Version Nos:

7

1. Purpose

This Procedure is performed as a way of ensuring West Coast District Health Board (WCDHB) Mental Health Service (MHS) staff members receive professional training and development in an equitable and fair manner that reflects the staff members' and organisations need for innovation, improved performance and the provision of quality services to clients and their family / whanau / caregivers.

2. Application/Responsibilities

This Procedure applies to all WCDHB MHS staff members whose professional development needs are not covered by collective employment agreements (i.e. Medical staff).

3. Definitions

For the purposes of this Procedure

Professional Development is taken to mean course of study offered by tertiary education providers that culminate in a formal qualification.

External Training and Development Activities is taken to mean those training and development activities that are provided by external agencies and organisations other than WCDHB and excludes those activities included in the WCDHB Mandatory Education Programme.

4. Staff Authorised To Perform Procedure/Responsibilities

General Manager
Operations Manager

- Ensuring staff training and professional development occurs within budget and meet the needs of both organisational and the professional requirements
- Approves expenditure and endorses training priorities at a service level.

Associate Director of Nursing

- Maintains the training and development data base for both nursing and allied staff.
- Produces regular updates, against budget, of training activity across MHS, that demonstrates fair and equitable access to available funding
- Ensures legislative requirements, and service development are prioritised for funding.
- Manages the application and approval processes
- Explores options for in-house development activity where there is a clear need for wider training.
- Develops MHS Annual Training Plan in collaboration with the managers group.

Allied Health Advisor

- Ensures that the budget for training and development for allied staff is used in an equitable manner.
- Identifies professional development and training priorities for each financial year with the allied health team.
- Works with the ADoN to facilitate the application and approval processes.



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Managers

- Identify needs and develop annual individual training plans for each staff member as part of the annual appraisal process
- Identify training priorities for the team/service
- Review and endorses applications for training and professional development, that meet the team and / or individual training needs.
- Ensure staff are supported to use new knowledge and skills sets post training.
- Ensure staff share new learning with the wider team/service on completion of training.
- Ensure core skills are prioritised/endorsed for study leave and funding
- Ensure training activity and study leave requirements do not impact on service delivery

Staff members

- Identify own training and professional development needs in discussion with their line-manager.
- Ensures that they complete all mandatory training requirements within the set time frames
- Staff should seek additional or alternative funding (where available) in the form of grants / scholarship .
- e.g. Matua Raki funding for AOD papers, Te Pou Travel and Accommodation grants
- Applies for funding and / or study leave within the set time frames (one month prior) using the External Training and Conference Application Form.
- Maintains own competency and completes the training hours as required for HPCA registration.
- Maintains record of own professional development

5. Resources Required

This Procedure requires:

- i) Training/Development Forms
- ii) WCDHB Annual & Strategic Plan
- iii) WCDHB MHS Annual Plan
- iv) Te Pou Regional WFD Plan
- v) WCDHB MHS Training and Development Data Base

6. Process

1.00 Introduction

1.01 Study leave and funding are allocated in a manner that ensures equitable access to external training and development. This process is part of WCDHB's commitment to supporting staff to maintain their skill base and professional competence; it is not a contractual requirement.

The funding specified within budget for nursing, allied staff and admin will be clearly allocated within the specified budget line. It is important to note that the level of funding available in each financial year may fluctuate depending on budgetary restraints and the availability of funds.



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7

WCDHB contracts do not include any entitlement to a set number of study days per staff member, however study leave is generally granted in a manner that enables staff to attend some discretionary professional development activity within each financial year. At times of budgetary restraint training that focuses on core clinical skills will receive priority for funding support.

1.03 All applications for study leave and funding are evaluated using the following criteria:

- The MHS training priorities for the year
- Legislative and professional role requirements
- Any additional contractual agreements which specify training or conference allowances
- Relevance of the training/professional development activity to the staff members current role and clinical focus
- Ability of the service to release the staff member for the study days required
- The level of support (funding and leave) the individual has been granted within the previous financial year.
- The staff member is up to date with mandatory training requirements
- Completion of previous (funded) training and application of new learning to the practice setting.

1.04 Ongoing professional development is an individual staff member's responsibility. . While the WCDHB attempts to support staff to maintain their individual professional development, it is not the employer's responsibility to fund all aspects of discretionary training.

2.00 Process

2.01 Applications for funding and/or study leave are completed using the relevant WCDHB application forms, no less than four weeks prior to the commencement date.
Late applications may be returned without being processed.

2.02 The staff member will include a complete breakdown of the costs (actual or estimated) related to any funding application. (fees, travel, accommodation), and attach required registration forms. *It is helpful to include any additional information that will enable the evaluation of relevance.* Late fees will not be paid by the WCDHB. Incomplete forms will be returned to the applicant – this may delay the process and result in late fees. *NB Meals and other incidentals are not covered.*

2.03 The line manager will indicate their support for the application (signing in the appropriate place). Before endorsing any application the Manager will :

- ensure that study leave requirements will not impact negatively on service delivery
- ensure that the training is relevant to role

Forms not signed by the line manager will also be returned to the applicant.



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7

- 2.04 The Ops Manager / ADoN / Allied Health Advisor will jointly evaluate applications, using the criteria laid out in Section 1.03.
- 2.05 The level of funding approved will be made in consideration of
- the relevance of the training to role (core requirement v optional)
 - whether the training activity fits with the service priorities
 - the fit with MHS longer term service development plan
 - funds available
- 2.06 Funding approval may include
- Full funding (fees, accommodation, and / or travel)
 - Partial funding (fees and/or accommodation and/or travel)
 - Percentage funding (25%-75% fees / accommodation / travel)
 - Study leave (all days / limited days with AL for additional days)
 - Travel (fleet car or reimbursement of fuel costs – mileage allowances do not apply) *Where fleet cars are not available the staff member will be expected to use their own vehicle, and claim*
 - *fuel costs.*
- 2.07 The GM has final sign off for all funding applications
- 2.08 The outcome of the application will be formally notified to the applicant in writing. The notification will clearly outline what the funding approval includes and excludes.
- 2.09 Non-completion of a funded course:
- i. Where staff fail to complete/or withdraw from a course funded by the DHB, they may be required to refund the monies expended on their behalf. The decision regarding a refund will be made in discussion with the GM.
 - ii. If a staff member leaves part way through undertaking a funded course, a portion of the fees may need to be refunded, and in some circumstances may be docked from the final pay.

3.00 Te Pou Funded Courses

- 3.01 Each year the MoH (through Te Pou) provide funded places on a series of post graduate mental health specific courses. The courses currently available include:
- Entry to Specialist Practice (MH Nursing)
 - Allied Mental Health
 - Cognitive Behavioural Therapy
 - Coexisting Disorders
 - Child and Family Mental Health
 - Forensic Mental Health
 - Clinical Leadership (MH Nursing)



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7

3.02 The process for these professional development activities is slightly different, as the University enrolment processes need to be completed early in order to secure a funded place on a given course:

- Complete the WCDHB Te Pou Funded Post Graduate Education Application Form
- Application for fees and study leave lodged with line manager – normal process
- Complete enrolment processes with the University
- Fee payment processes are managed by the ADoN, (*DHB may need to pay and is reimbursed at a later date*)
- Apply for travel allowance grant - to cover travel and accommodation
- Staff member books own travel and accommodation and is reimbursed through the University

4.00 CTA funded courses (Nursing only)

4.01 Each year the WCDHB receives funding to support nursing education. The funding is available to Masters level, and is limited to specific papers that have a clear focus on nursing. The CTA application process is managed by the Department of Nursing.

- CTA application form is completed, endorsed by the line manager and sent through to ADoN Clinical Practice Development.
- A copy of the application is sent though to the ADoN MHS
- Complete the enrolment processes with the University
- Fee payment processes are managed by the Department of Nursing
- Travel and accommodation is booked through the Department of Nursing

7. Precautions And Considerations

- ➔ All staff members who receive funding assistance to attend external training and professional development are required to provide feedback and to demonstrate the application of new knowledge in their practice setting.
- ➔ Where practicable staff are expected to travel on the day of study, accommodation for the evening prior may be funded following negotiation and review of circumstance related to training event, timing etc.
- ➔ Staff who chose to travel the day prior will do so in their own time.

8. References

There are no references associated with this Procedure



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9. Related Documents

- WCDHB Performance Appraisal Procedure
- WCDHB External Training and Conference Application Form
- WCDHB Travel and Accommodation Application Form
- WCDHB CTA Funded Post Graduate Nurse Education Application Form
- WCDHB Te Pou Funded Post Graduate Education Application Form
- Te Pou Travel and Accommodation Grant Application

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