



# Training, Education & Development For Staff Procedure

Procedure Number  
WCDHB-HR-0021

Version Nos:  
**8**

## 1. Purpose

West Coast District Health Board (WCDHB) is committed to the education, learning and development of its staff. WCDHB will therefore ensure that staff have the opportunity to undertake education, learning and development to ensure they are able to undertake their duties safely, effectively and to a high quality standard. WCDHB views staff education, learning and development as a consultative partnership between staff and WCDHB with the objective of achieving a balance between staff contribution and WCDHB responsibilities.

## 2. Application

This Procedure is to be followed by all staff throughout WCDHB.

## 3. Definitions

For the purpose of this Procedure:

**Manager** is taken to mean the member of staff with delegation to approved expenditure on training and development activities;

**Learning (and or Training)** is taken to mean specific learning activities to enhance skills and knowledge which improve an individual's performance and which are able to be measured against defined objectives and outcomes.

**Development** involves assisting individuals to develop and fulfill their potential. Development activity will include training but also such things as work experience, mentoring or supervision.

**Education** is an all-embracing generalisation but is most likely to mean academic study and conferences with identified outcomes which improve knowledge and overall competence.

## 4. Responsibilities

For the purposes of this Procedure:

the **Human Resources Manager** is required to:

- provide staff with information relating to non-clinical education, learning and development opportunities;
- explore ways to meet staff education, training and development requirements through the provision of in-house activities.
- provide advice on external learning opportunities

**Managers** are required to:

- discuss individual development needs with each employee at the time of their annual performance review.
- develop a learning/training plan for each individual and their department to ensure legislative, clinical safety and development needs are met that support the maintenance and development of competency within Scopes of Practice;
- develop processes for the fair and transparent allocation of resources;
- seek advice and liaise with the Human Resources Department with regard to the education, learning/training and development requirements of their staff;



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- review all applications by their staff to undertake education, learning and development activities;
- determine an appropriate method of feedback to be provided by staff after they participate in an education, training and development activity;

*WCDHB staff members* are required to:

- take responsibility for maintaining clinical competence within the Scope of Practice that they work within;
- work in partnership with their Manager and the Human Resources Manager to ensure they have the opportunity to undertake education, training and development to enable them to undertake their duties safely, effectively and to a high quality standard;

## 5. Resources Required

This Procedure requires no specific resources.

## 6. Process

- 1.00 Managers are required to develop an annual training and development plan for each staff member as part of the performance review process.
- 1.01 When developing the training and development plan the following must be taken into account:
  - a) the level of requirement to support maintenance and development of competency within the Scope of Practice. of each professional group under the Health Practitioner Competency Assurance Act 2003;
  - b) other legislative and professional requirements;
  - c) contractual obligations;
  - d) staff learning/training needs identified through performance appraisal;
  - e) financial allocations/restrictions;
  - f) employment agreement provisions;
  - g) development needs of the service and the organisation.
- 1.02 Once completed, the annual learning and development plan will be sent to the Human Resources Manager, who will use this information to create an overall organisational development and training plan for WCDHB.
- 1.03 Human Resources will liaise with management regarding their development and training plans, to ensure co-ordination of staff development and training, and to ensure where possible, the utilisation of internal training and development by staff members.
- 1.04 Individual staff members are required to submit a written request for external learning/training and development using the WCDHB External Travel and Conference Application Form.
- 1.05 The relevant Manager will review the application in relation to the individual staff member's training and development plan. Priority for approval should be given to areas which are aligned to organisational goals and professional requirements.



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- 1.06 Consideration should be given to the learning outcomes of the training event and the reputation of the provider. Advice should be sought from Human Resources in this regard.
- 1.07 Once approved, the form will be copied and sent to the Human Resource Department for processing. The form will be placed onto the staff member's personal record, and entered into the WCDHB Staff Training Database.
- 1.08 Where the individual undertakes a training course provided externally under their own initiative, the manager may approve some contribution toward the employee's costs or leave in accordance with leave provisions. The reimbursement of costs may be dependent on the successful completion of the course or study, at the manager/budget holders' discretion.
- 1.09 Managers are required to maintain records of training and development activities undertaken within their areas.
- 1.10 Practitioners under the HPCA Act 2003 are required to demonstrate ongoing competency through mechanisms such as completion of a set number of training hours. It is the responsibility of the individual to ensure training attendance is recorded and maintained.

## 7. Precautions And Considerations

- ➔ All staff members who receive funding assistance to attend external training and development are required to provide feedback to their manager following the course completion.
- ➔ Managers are required to develop an annual learning/training and development plan for their staff.

## 8. References

Health Practitioner Competency Assurance Act 2003;

## 9. Related Documents

WCDHB Performance Appraisal Procedure

WCDHB Continuing Medical Education Leave Form

WCDHB External Training and Conference Application Form

<b>Revision History</b>	<b>Version:</b>	8
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