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| **Purpose** | name of service requires its employees to attend workforce development and training activities to ensure that services provided are consistent with legislation, are safe, in line with current accepted practices and contractual obligations.. |
| **Scope** | All name of service employees. |
| **Policy** | The service will provide staff training as required by the relevant standards, legislation, and contractual requirements.  Employee’s skills and knowledge will be promoted through workforce development strategies and plans. |
| **References** | |
| Legislation | [Fire Safety and Evacuation of Buildings Regulations 2006](http://www.legislation.govt.nz/regulation/public/2006/0123/latest/DLM382016.html)  [Health and Safety at Work Act 2015](http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html)  [Human Rights Act 1993](http://www.legislation.govt.nz/act/public/1993/0082/latest/DLM304212.html)  [Health Practitioners Competence Assurance Act 2003](http://www.health.govt.nz/our-work/regulation-health-and-disability-system/health-practitioners-competence-assurance-act)  [Privacy Act 1993](http://www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html)  [Code of Health and Disability Services Consumers’ Rights 1996](http://www.hdc.org.nz/the-act--code/the-code-of-rights)  [Health Information Privacy Code 1994](https://www.privacy.org.nz/the-privacy-act-and-codes/codes-of-practice/health-information-privacy-code/) |
| Standards/  Guidelines | [NZS 8134:2008 Health and Disability Services Standards](http://www.health.govt.nz/system/files/documents/pages/81341-2008-nzs-health-and-disability-services-core.pdf)  [Disability workforce development](http://www.tepou.co.nz/supporting-workforce/DWD)  [Te Pou HR Tools](https://www.tepou.co.nz/resources/lets-get-real-human-resources-tool-version-2/84) |
| On-line training | <http://learnonline.health.nz/>  <http://www.hdc.org.nz/education>  <http://wrap.cequick.com/>  <http://www.korero.maori.nz/about/index.html>  <http://www.hma.co.nz/>  <http://www.tripleonecare.co.nz/E-Learning+first+aid.html>  [Let’s Get Real competencies](http://www.tepou.co.nz/library/tepou/getting-started-with-the-lets-get-real-learning-modules)  [Privacy Training](https://www.privacy.org.nz/further-resources/online-privacy-training-free/)  [Privacy queries](http://www.privacy.org.nz/) |
| Related Service Policies/  Procedures/  Documents | * Staff Orientation & Induction * Quality Framework * Quality Plan * Consumers’ Rights * Client Information Management and Privacy of Information * Infection Prevention and Control Manual * Medication Management * Use of Company Vehicles * Management of Waste and Hazardous Substances * Travel * Sensitive expenditure |

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| **Training Requirements** | | | | |
| **All Staff** | Every employee will have a yearly training plan. | | | |
| **Frequency** | **Content** | **External** | **Internal** | **Employees** |
|  | Communication: non-violent crisis intervention |  |  | Service delivery |
| Consumer’ rights |  |  | All |
| Cultural training |  |  | All |
| Emergency evacuation & fire training |  |  | All |
| Health and safety |  |  | All |
| Induction/Orientation |  |  | All |
| Infection prevention and control |  |  | Standard precautions: All |
| Medication management |  |  | Service delivery |
| Privacy |  |  | All |
| Service user’s records management |  |  | Service delivery |
| Waste and Hazardous Substance Management |  |  | All |
| Once-off training | Abuse and neglect/vulnerable children |  |  | Service delivery |
| Let’s get Real |  |  | Service delivery |
| Food safety certificate |  |  | Staff who are involved in food management |
| 2-yearly training | First Aid Certificate |  |  | Service delivery |
| Yearly Training | Medication Management |  |  |  |
| Infection Prevention and Control |  |  |  |
| Health and safety |  |  |  |
| 6-monthly training | Emergency Evacuation |  |  |  |
| 3 monthly training | Fire Evacuation |  |  |  |
| Role specific training | Health and Safety Officer training |  |  | H&S representatives |
| Regulated and Registered Health Professionals | Health Professionals are responsible   * To ensure that training as required by the registration body is completed. * That their practicing certificates or registrations are current. | | | |
| **Audit and Evaluation** | | | | |
| * Each training session will be evaluated. * Each training will include evidence of competency. * Training records will be yearly reviewed against this policy through the performance appraisal process. | | | | |

**Training/workforce development processes**

**Yearly individual workforce development plan**

**Manager/employee**

* Succession planning
* Contractual obligation
* HealthCert requirements

The plan is informed by the need to:

* Maintain a skilled and competent workforce.
* Retain the workforce.

**External training/conference application**

**Before the training**

**Applicant**

* Obtain approval from ……….
* Present written information about the training to the …….
* Provide a breakdown of all expenses and confirm in writing who is responsible for the expenses.
* Ensure that leave to attend is approved by the ………..

**Approval**

**Declined**

**Manager/………**

* Application is processed.
* Explain why training was not approved.

**Processing and payment**

**Administrator**

Request to be

* Entered on training record.
* Processed for payment.

**Post training/conference**

**Within 2 working days returning to work**

**Administrator**

**Employee having attended**

* Processes the receipts.
* Ensures that details of the training are entered in the personnel record.
* Submits receipts of approved costs.
* Provides proof of attendance.

**Consultation**

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| --- | --- |
| Group/Role | Date |
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