

Learning and Development



Purpose

The purpose of this document is to provide learning and development information to Auckland PHO General Practice Teams.

Introduction

Auckland PHO encourages and supports members of the General Practice Team to participate in professional development as it contributes to personal job satisfaction, enhanced and improved skills and knowledge.

Equity

Auckland PHO's Professional Development and Education Framework facilitates an equity focus across its programmes to promote the cultural shift needed to affect the system change to achieve equity in health outcomes.

Professional Development Fund

Each year funds are allocated for professional development and are available to Practice Team Members on a pro rata/full time equivalent (FTE) basis

GP Funding Allocation

GP professional development funding up to \$500.00 per year, based on \$100.00 per 0.2 FTE (or each full day worked at the Practice)

Practice Nurse, Practice Manager and Practice Administration Staff Allocation

Practice Nurse, Practice Manager and Administration professional development funding up to \$250.00 per year, based on \$50.00 per .2 FTE equivalent (or each full day worked at the Practice)

Reimbursement of Professional Education Courses

Criteria

Auckland PHO will reimburse or partly reimburse fees for attendance at professional development/continuing education courses or conferences when:

- The course or conference has continuing professional education points or is relevant to Primary Care, particularly when there is an equity focus;
- Applicant's allocated funding is in credit;
- PHO funding is available;
- Applicant has been employed at or contracted to an Auckland PHO Practice for at least six months and is not a short-term locum or temporary staff member;

The Professional Development Fund is valid for one year – 1 July to 30 June. Used funding is not carried forward into the next financial year.

Procedure

1. Applicant pays the course/conference fee directly;
2. Applicant applies for reimbursement of costs/part costs for attendance at a course/conference by completing the *Auckland PHO Reimbursement for Professional Development Funding form* and emails it to education@aucklandpho.co.nz
3. The PHO staff member returns the form to the applicant with approved or not approved notification.
4. If funding has been approved, the applicant completes the reimbursement form with scanned receipts attached and emails to education@aucklandpho.co.nz at the completion of the course or conference;
5. Payments are made on the 20th of the following month into the applicant's nominated bank account.

CME

CNE

Auckland PHO provides four learning events throughout the year.

Meetings are via Zoom or held at Unit D, Level 4, 210 Khyber Pass Road, Grafton, with refreshments served from 6.30pm and the presentation from 7pm – 9pm. Parking is available around the building after 5pm, (except in Countrywide parking spaces).

Auckland PHO education events and those provided by other organisations are published in Auckland PHO's weekly newsletter, the *Friday Facts*.

For Auckland PHO education events, an invite email with session and registration details are sent to Practices two to three weeks prior to the event.

Members have an opportunity, via PHO Management, Clinical Effectiveness Group, Peer Groups and an annual learning needs assessment to offer ideas for CME.

Auckland PHO completes MOPs documentation electronically for GPs following their attendance at CME.

Nurses receive certificates with the number of hours of attendance.

Payment for Attendance at CME

If the CME is related to an Auckland PHO programme, all attendees receive a \$50.00 attendance payment.

GP Peer Groups

GPs are encouraged to join an Auckland PHO Peer Group that meets bi-monthly during the year.

Peer Groups have a Group Leader who arranges presenters and topics.

Auckland PHO completes MOPs documentation electronically for GPs following their attendance at Peer Groups.

CPR

Auckland PHO funds several CPR sessions of Levels 2 – 5 for GPs, Practice Nurses and Administration staff throughout the year, at the Auckland PHO office.

Sessions are advertised via the *Friday Facts* and via email invites.

On completion of a CPR session, participants receive a CPR certificate that complies with RNZCGP and NZNO requirements.

Further Information

Contact Suzanne Le Lievre at Auckland PHO – telephone 379 4022, email Suzanne@aucklandpho.co.nz