

PROFESSIONAL DEVELOPMENT POLICY

Policy Aim:

The Committee of Management of ME/CFS Australia (Victoria) places great importance on providing a quality service at all times. The enhancement of skills of all staff and Committee of Management is vital for this process.

Policy Objectives:

The specific objectives of the Committee and this policy are to:

- ensure directors and staff are aware of professional development opportunities
- ensure all staff have the opportunity for skill development
- ensure all staff and Committee members take advantage of professional development resources

Responsibilities:

The Committee of Management as a whole is responsible for ensuring the policy objectives are achieved although it may delegate particular duties to its members.

The CEO will be responsible for ensuring that all staff, including volunteers, comply at all times with Government legislation and this policy.

Implementation:

Professional Development Plan for staff is reviewed annually. Records are kept of individual participation in Professional Development activities. Professional Development takes place internally and externally through strategies and activities such as:

- staff meetings
- subscriptions to professional journals and associated resources
- internet access to relevant sites
- resource file where information on meetings and relevant external Professional Development opportunities is kept
- sharing of knowledge gained by staff with others through meetings and written reports
- attendance at Conferences
- attendance at regionally organised Professional Development activities for staff and Committee of Management
- networking
- internal professional development activities for staff and Committee as required

Policy Endorsement Date: 23/9/2008

Policy Review Date: 2010