
01.06.07 POLICY: PRACTICE DEVELOPMENT SESSIONS AND REFLECTIVE PRACTICE

SCOPE

This policy applies to all Neami National staff.

POLICY STATEMENT

Neami National is committed to supporting all staff by the provision of Practice Development Sessions [PDS] which includes the opportunity to regularly engage in coaching and mentoring as well as to reflect on practice both individually and within teams [Reflective Practice] in addition to receiving regular supervision.

All staff members will receive a minimum of 1 hour PDS each fortnight; this will be pro rata for part time staff.

DEFINITIONS

Practice Development Sessions – Practice Development Sessions – refers to the regular meetings held between staff and their manager to provide a dedicated, interactive and collaborative learning environment, offering all staff the opportunity to explore, challenge and evolve their values, strengths, assumptions, skills, knowledge and theories of practice.

Practice Development Sessions are comprised of three distinct components:

- supervision [which may include informal mentoring and informal coaching]
- formal Coaching
- formal Mentoring.

Formal Coaching or Formal Mentoring – is expected to take up at least 50% of PDS time. [Refer to Neami National's Practice Development Session Guidelines]

line management - have responsibility to actively engage, support, develop, direct, review and offer feedback to staff; staff have the responsibility to actively engage, reflect on practice, develop or deepen skills, make observations and provide feedback to managers. PDS also provides a safe and trusting environment for problem solving and service planning.

Reflective Practice – is the dedicated time where teams come together to collectively explore work practice dilemmas and challenge the pre-existing assumptions that drive current work place practices. Reflective Practice is a process to generate new meaning and understanding, discover alternative perspectives, explore new ways of responding and find new ways of experiencing the work. The focus is on developing greater insight into our own work, through adopting the participant observer stance, creating a space for considering new or alternative ways of responding to work place practice challenges as individuals. [Refer to Reflective Practice at Neami National Guidelines]

OBJECTIVES

- To ensure staff are provided with a dedicated and interactive forum for collaborative learning and reflection.

RESPONSIBILITIES

The Chief Executive Officer has responsibility for endorsing and authorising this policy and any related procedures.

The National Leadership Team holds responsibility for ensuring policies and procedures are in place across the organisation to support Neami National to achieve its consumer participation objectives and meet all legislative obligations, agreements and associated regulations.

The State Leadership Teams hold responsibility to ensure all program and service staff comply with Neami National's policies and procedures and are informed and aware of this policy and associated procedures and guidelines related to consumer participation.

Where personal issues are impacting with a staff member's work performance, the supervisor will offer suggestions of where the staff member may seek assistance. Neami National will not provide internal support of a counselling or therapeutic nature to assist staff to deal with personal problems. Line managers may refer staff to external counselling services through the provision of the Employee Assistance Program [EAP] or staff may elect to self refer to the EAP. [Please see Additional Staff Support]

All Neami National staff are required to comply with the consumer participation policies and procedures. All line managers and supervisors are responsible for the provision of Practice Development Sessions to staff. All staff are responsible for ensuring they access PDS on a regular and timely basis.

POLICY REVIEW AND MONITORING

Service Development is responsible for ensuring this policy is current and reviewed in accordance with the Policy Review Schedule or at any other time when legislative changes or circumstances may require a review.

LEGISLATION

(N/A – to be updated in the next review period)

STANDARDS

Health and Community Service Standards (6th edition)
National Standards for Mental Health Services 2010

RELATED DOCUMENTS

Neami National Practice Development Session Guidelines
Reflective Practice at Neami National Guidelines