

Crown Medical Training

Staff Development Policy



Office of the Chief Executive

1. Statement of Policy

1.1 Crown Medical Training recognises that its staff are its most valuable asset. Only through their expertise and commitment with Crown can we achieve our core business "Providing quality training with exceptional passion & commitment".

1.2 To this end, Crown requires the highest standards of performance from all of its staff, and regards continuing development and training, in a spirit of partnership and mutual support, as essential if it is to achieve this mission in rapidly changing circumstances.

1.3 All the policies, practices, and procedures provided to develop the knowledge, skills, and attitudes of the staff and, by so doing, to improve the effectiveness and efficiency both of the individual and the institution are identified here, and throughout this document, as "Staff Development".

1.4 Crown will make every effort, so far as resources permit, to ensure that all of its staff are able to develop personally and professionally through investment in Staff Development as part of its overall human resource management strategy.

1.5 All staff shall have equitable access to training and development opportunities, appropriate to their role.

2. Staff Development Strategy

2.1 Crown is committed to the personal and professional development of all staff. This is a prime responsibility of the Business Development Director. Those with management responsibility for others are encouraged to support actively the development of the performance and effectiveness of their staff in the achievement of their objectives.

2.2 The identification of training and development needs is a principal purpose of all appraisal processes.

2.3 The Business Development Director provides support to managers in the fulfilment of their responsibilities, and in response to the needs identified through appraisal or otherwise.

2.4 The Business Development Director delivers this support by:

- providing Induction Programmes for newly appointed staff
- organizing a Staff Development Programme of events to meet training and development needs of staff
- disseminating information on training and development opportunities
- circulating information about internal staff development opportunities
- providing advice and guidance about external training provision
- working with individuals or with groups
- providing funds for training and updating in accordance with policies and practices of Crown



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3. Support and Organisation of Staff Development

3.1 Specialised development and updating relating to subject disciplines, including attendance at courses and conferences, will normally be organised and supported by the Business Development Director.

3.2 The BDD will establish budgets, and monitor the effectiveness of development activities undertaken through the appraisal programme or otherwise.

3.3 The BDD also provides [support for generic skills training and development](#) within the limit of the resources available. This support normally includes:

- provision of internal courses and training events
- support for attendance at external events approved by the BDD in consultation with the Training Director.
- partial fee support for training leading to recognised and appropriate qualifications, where recommended and supported by supporting statement.
- access to information and resources held locally or through national networks

