

Psychologists Contestable Extended Professional Development Leave

Application Process Guidelines

Context

The settlement of the 2023-2025 APEX Te Whatu Ora Psychologists Collective Agreement introduced a trial of Contestable Extended Professional Development Leave (CEPDL) – see Schedule 4.

The trial is in effect for the 2023/24 and 2024/25 financial years.

A total of 14 CEPDL positions are available in each of these years and are to be allocated on a regional basis as follows:

Region	Number of CEPDL positions p.a.
Northern (Northland, Waitemata, Auckland, Counties Manukau Districts)	5
Te Manawa Taki (Waikato, Bay of Plenty, Lakes, Tairāwhiti, Taranaki Districts)	3
Central (Hawke's Bay, MidCentral, Whanganui, Wairarapa, Hutt Capital & Coast Districts)	3
Te Waipounamu (Nelson-Marlborough, Canterbury West Coast, South Canterbury, Southern Districts)	3

Applications

Eligibility

To be eligible a Psychologist must:

- Be on step 9 or above (2023/24 year; step 8 or above 2024/25 year)
- *Be endorsed by the PL as practicing at the Consultant level.*
- Not be under formal performance management processes.
- Not be on fixed term employment of less than 12 months. This does not exclude those on secondments or interim roles, who are permanently employed.
- Be covered by the APEX Te Whatu Ora Psychologists Collective Agreement

Process

An eligible Psychologist who wants to apply for a CEPDL position must complete the application form and submit it to the Panel by the specified closing date.

The application will require the following information from the psychologist:

- Outline of their proposed plan for use of the CEPDL position and its links to service priority areas
- intended duration (maximum of 10 weeks)
- indicative dates over which the CEPDL would be taken up, including any contingencies (e.g., capacity of third party to host)
- Detail of:

- the service improvement or improved outcomes for clients/whai ora that the activity will deliver
- how these will be delivered
- how this will be assessed/demonstrated on the return from the CEPDL

Applications should detail how proposed improvements would address inequities.

Confirmation will be sought from the Psychologist's service of their support for the Psychologist's CEPDL proposal including management and professional signoff.

The professional leader and the relevant manager should discuss the applications they are asked to endorse on behalf of the District.

Allocation Process

Composition of Panel

Each Region will convene a Panel comprising the following:

- A Te Whatu Ora nominated Psychology Professional lead
- A Te Whatu Ora nominated Allied Health Director
- An APEX nominated Psychologist

The Te Whatu Ora nominated representatives will be determined at Regional Level.

The APEX nominated representative will be determined by the Union.

All Panel members must be employees of Te Whatu Ora in that particular region and cannot be applicants for a CEPDL

Panel Decision Making

The Panel will review all completed applications received by the specified closing date.

The Panel will meet (face-to-face or virtually) and decide the allocation of the number of CEPDL for their Region for the year.

The Panel shall make its decision by consensus.

The Panel will review the applications from Psychologists in its region and assess these against the following criteria:

- Quality of proposed CEPDL activity and service improvement assessment
- Fit with regional and/or local service priorities
- Equity/focus on under-served priority groups

Successful applicants and their service manager, and Executive Lead will be advised by formal letter.

The Panel shall communicate the outcome of its decision making to all applicants by way of joint communication agreed to and signed off by all Panel members within two weeks of the decisions being made.

Leave should be taken in the financial year (1 July – 30 June) in which the allocation is granted.

Indicative Timeframe 2023/24

Date	Action
5 October 2023	Communicate process and application material to Services and Psychologists
By 12 October 2023	Confirm composition of four regional panels
By 5pm Monday, 30 October 2023	CEDPL applications close
By 10 November 2023	Regional Panels will have agreed their allocation of CEPDL positions Successful Applicants and their Service advised
Following week	Joint communication by Regional Panel of decision making released Earliest date CEPDL could commence

FAQs / Other Issues

Re-Allocating Forfeited/Withdrawn CEPDL Positions

A Psychologist may forfeit their allocated CEPDL position or may be unable to undertake it and decide to withdraw. In these cases, the CEPDL position will be offered to the next highest-ranking proposal from the Panel's original assessment. If that individual is unable to take up the CEPDL position, then it should be offered to the next highest ranked proposal and so forth.

Multiple Periods of Leave

It's possible for the leave for a CEPDL position to be taken in more than one period, however all leave should be taken in the same financial year as the allocation is made.

Applications for less than 10 weeks

A CEPDL position may be allocated to two Psychologists where the length of time sought for the proposed activity totals 10 calendar weeks and the Panel agreed both applications are of sufficient merit/priority.

Post-CEPDL Outcomes

As part of the CEPDL process, psychologists will need to include how they intend to share knowledge and skills gathered during the CEPDL with their colleagues after returning from leave, they will also need to submit a report on their CEPDL experience, which can be shared with other psychologists, APEX and Te Whatu Ora.

The purpose of the CEPD process is to assess how CEPDL positions for psychologists can contribute to the improvement of public health services and support the retention of experienced psychologists in Te Whatu Ora employment. Psychologists should only apply if they intend to remain employed at Te Whatu Ora for more than one year after returning from leave granted.

Submitting the Application Form

Please email your completed application form to CEPDL@tas.health.nz by no later than 5pm Monday 30 October 2023.