

Purpose Health PEI supports its people in growing, connecting, and contributing to a Learning Health System. These guidelines help employees and managers make well-informed, consistent decisions about out of province travel (OOP); balancing meaningful professional development with our responsibility to patients, operations, and public resources. This framework operates within the terms of applicable collective agreements.

GUIDING PRINCIPLES

01 Strategic & Recruitment Impact

Travel is prioritized where it advances Health PEI's strategic priorities, builds organizational capability, or strengthens our profile as an employer of choice. This includes recruitment-focused engagements, national working tables, and opportunities that position Health PEI as a leader in provincial and national health system conversations.

03 Advance Notice & Manager Alignment

Employees should discuss opportunities with their manager early — before making any external commitment. Managers assess operational feasibility, team coverage, and budget. Early conversations allow for better planning and stronger requests.

05 Team Coverage & Proportion

Operational continuity and patient safety must be maintained at all times. Managers are responsible for confirming that adequate coverage and skill mix is in place. A strong rationale is required for any more than 2 individuals to attend the same event and as a guide, no more than 20–25% of a team should be away simultaneously for non-critical travel.

07 Equity of Access

Development opportunities should be distributed fairly across the team. Managers are encouraged to consider who has and hasn't had recent out of province experience, and to create transparent processes for identifying and supporting candidates. Seniority alone is not a sufficient basis for repeated approvals.

02 Learning Health System

Employees formally invited to present, speak, teach, or facilitate at external events are actively encouraged where operationally possible— these contributions reflect well on Health PEI and the individual. Conference attendance that builds knowledge, expands networks, and brings new thinking back to our organization is a valued investment. A key part of a learning health system is sharing information and lessons learned with colleagues upon their return to PEI.

04 Prioritize Regional Opportunities

Atlantic and Maritime events are the preferred default where comparable value can be achieved. Drive-to destinations are favoured over those requiring flights, reducing cost and time away from operations. Virtual or hybrid options should be considered as part of this assessment. Anticipated cost of travel, including travel expenses and time away from work, needs to be balanced in consideration of overall system impact.

06 Consider Virtual Attendance

Virtual or hybrid participation is worth exploring for any event and may be the right choice depending on the purpose. Where the value of an engagement can be fully realized remotely, this is a reasonable and supported option — not a lesser alternative.

08 Maintaining Skills and Competencies

Travel to support professional education directly related to/required for performing job duties should be prioritized over optional or non-critical travel. It is recommended to apply for reimbursement from education funds (i.e. through union, Excluded benefits, etc.) to help eligible cost, whenever possible.

APPROVAL PROCESS

01 Identify & Discuss

Talk to your manager early. Explore whether virtual or regional options meet the need.

02 Manager Endorsement

Manager confirms operational coverage, team proportion, and budget. Endorses in writing.

03 Submit to CEO

Complete the Request Form with all supporting information. Forms should be submitted for review and approval prior to making travel arrangements or registering for events.

04 CEO Decision

Written approval or decline is provided by the CEO. Additional approval from the Minister may be required for out of country requests.

05 On Your Return

Share what you learned with your team. Bring value back to the organization.