

## Professional Impact and Development Process Quick Guide

---

The Professional Impact and Development Process helps leaders align their individual and team goals with organizational priorities. It promotes leadership development, accountability, and performance excellence through structured planning, feedback, and review.

**In 2025-26, Health PEI is piloting this process with all excluded leaders.** This group will be surveyed about their experiences in February 2026. Their feedback will be incorporated into an annual process beginning in the 2026-27 fiscal year.

### The Professional Impact and Development Form

The Professional Impact and Development Form (PIDF) should be used throughout the process. Each level of leadership has its own form. You can find links to the forms on the [Professional Impact and Development page](#) on the SRC.

### The Professional Impact and Development Cycle

#### Annual Planning

*For 2025-26, aim to complete by November 28 with goals for the remainder of the fiscal year. For subsequent fiscal years, complete in April.*

1. Set strategic objectives and SMART goals.
  - Align your goals with the Health PEI Strategic Plan, business and operational plans and mandate letters.
  - Set SMART goals: Specific, Measurable, Achievable, Relevant, Time-bound.
  - Begin each goal with “I will...”
2. Review LEADS capabilities. (LEADS is the healthcare leadership framework used at Health PEI.)
3. Create a Personal Development and Learning Plan.

# Health PEI

## Quarterly Check-ins

*For 2025-26, meet in January. For subsequent fiscal years, meet in July, October, and January.*

1. Update progress (% of goal achieved).
2. Adjust goals based on new priorities or challenges.
3. Provide examples of LEADS capabilities.
4. Update Personal Development and Learning Plan.

## Annual Review

*Complete annually in March.*

5. Rate achievement of goals.
6. Evaluate LEADS capabilities.
7. Update Personal Development and Learning Plan.
8. Summarize performance and impact.
9. Submit signed PIDF to HR.

## Roles and Responsibilities

Role	Responsibilities
Manager	Set expectations, coach, provide feedback, apply ratings fairly.
Employee	Own goals, seek feedback, track progress, request support.
People & Professional Practice	Maintain framework, provide resources, audit process.

## For more information

For more detailed information on every stage of the process including Q&As and sample forms, see the [Navigating the Professional Impact and Development Process guide](#).

For assistance completing your PIDF, contact your HR manager or HR coordinator.

For questions about the process or help with learning to support your goals, contact [learning@ihis.org](mailto:learning@ihis.org).