

New Leaders Program

Resource Locator

Health PEI: The Organization <https://src.healthpei.ca/org-charts>

- ❖ Corporate Organizational Charts **(included)**
 - Human Resources and Pharmacare
 - Corporate Services
 - Quality and Patient Safety
- ❖ Divisional Organizational Charts
 - Family and Community Medicine and Hospital Services West
 - Emergency Health Services, Long Term Care and Hospital Services East
 - Mental Health and Addictions
 - Nursing, Allied Health and Patient Experience
 - Medical Affairs and Legal Services
- ❖ Health PEI website <https://www.princeedwardisland.ca/en/topic/health-pei>
- ❖ Strategic Plan

Toolkits <https://src.healthpei.ca/toolkits>

- ❖ Attendance Support and Management
- ❖ Employee Performance and Development
- ❖ Change Management
- ❖ Clinical Ethics
- ❖ Code of Conduct- **(included)**
- ❖ Critical Incident Staff Support Managers
- ❖ Engagement
- ❖ Policy and Procedure Writing Guide
- ❖ Learning and Development Toolkit
- ❖ Managers Engagement Toolkit
- ❖ Records Information Management

Guides <https://src.healthpei.ca/guides>

- ❖ Provincial Safety Management System (PSMS) – access and navigation **(included)**
- ❖ Clinical Information System CIS – access and navigation **-(included)**

Human Resources <https://src.healthpei.ca/human-resources>

- ❖ Employee Handbook - **(included)**
- ❖ Employee Performance & Development
- ❖ Human Resources Training Manual
 - HR Action Form
 - Position Management Process (and forms)
- ❖ Collective Agreements

Policies (<http://healthpeipolicy.medworxx.com>)

- ❖ Policy Document Management System (PDMS) toolkit
- ❖ Human Resources
 - Attendance Support and Management
 - Employee Performance and Development
 - Criminal Records Check
 - Knowledge Transfer
 - Personal Wireless Communication Device Usage
 - Social Media
 - Equity and Diversity
- ❖ Integrated Wellness, Safety and Disability
 - HPEI Employee Event Reporting
 - Musculoskeletal Injury Prevention (MSIP)
 - Violence in the Workplace
 - Working Alone
 - HPEI Occupational Health & safety
 - Footwear
- ❖ Finance
 - Employee Photo Identification and Access
- ❖ Privacy
 - Records Information Management (RIM)
 - Privacy and Protection of Personal Health Information
 - Data Access for Research & External Purposes
 - Disclosure of Personal Health Information to Law Enforcement Agencies-Without consent
- ❖ Quality & Safety
 - HPEI Disclosure of Patient Safety Incidents
 - HPEI Patient Safety Incident Reporting & Management
 - HPEI Quality Improvement Activity
 - HPEI Public Compliments and Complaints
 - HPEI Enterprise Risk Management Framework and Policy
 - HPEI Patient Rights and Responsibilities
- ❖ Patient and Family Centered Care
 - HPEI Family Presence Policy
 - HPEI Patient Rights & Responsibilities
- ❖ Emergency Management
- ❖ Health Information