

TITLE

LEARNING AND PROFESSIONAL DEVELOPMENT**SCOPE**

Provincial

DOCUMENT #

1131

APPROVAL AUTHORITY

Corporate Services Human Resources Executive Committee

INITIAL EFFECTIVE DATE

September 14, 2010

SPONSOR

People, Legal and Privacy

REVISION EFFECTIVE DATE

August 18, 2017

PARENT DOCUMENT TITLE, TYPE AND NUMBER

Not applicable

SCHEDULED REVIEW DATE

August 18, 2020

NOTE: The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definitions section.

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OBJECTIVES

- To set out Alberta Health Services' (AHS) commitment to learning and professional development for employees.

PRINCIPLES

Alberta Health Services is committed to promoting excellence in the delivery of quality health services. Continual improvement and achievements throughout AHS are supported by formal and informal learning and professional development.

Learning and professional development is a shared responsibility between AHS and employees and is incorporated into employees' annual performance appraisal and goal setting. AHS-directed employee participation in internal/external learning and professional development is aimed at improving employee performance and/or service outcomes.

APPLICABILITY

Compliance with this document is required by all Alberta Health Services employees, members of the medical and midwifery staffs, Students, Volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary). Applicable collective agreements or other terms and conditions of employment take precedence in the case of a conflict with this policy.

ELEMENTS**1. Human Resources shall:**

- 1.1 Align learning and professional development opportunities with organizational goals and direction.

- 1.2 Assume a lead role in fostering an integrated approach to learning across the organization.
- 1.3 Play a key role in the dissemination of learning information.
- 1.4 Support access to learning opportunities for AHS employees through MyLearningLink.

2. Managers shall:

- 2.1 Incorporate learning and professional development planning into employee performance appraisal conversations, learning and professional development goal setting, and career development planning.
- 2.2 Promote learning and professional development opportunities.
- 2.3 Encourage employees to participate in learning and professional development programs.
- 2.4 Support employees to attend learning and professional development events without compromising AHS' operational requirements.
- 2.5 Ensure employees have completed annual required learning and professional development associated with their role.

3. Employees shall:

- 3.1 Obtain their manager's approval before attending any learning or professional development events that may have an impact on AHS' operations.
- 3.2 Ensure knowledge, skills, and behaviours align with prescribed competencies and best practice.
- 3.3 Plan and contribute to learning and professional development as part of annual performance appraisal, personal and career goal setting, and career development planning.
- 3.4 Share knowledge and skills with others either formally or informally.
- 3.5 Participate in required learning and professional development.

4. Approval and Reimbursement of Expenses

- 4.1 Approval for learning and professional development is determined by applicable policies, collective agreements, *Non-Union Exempt Employees Terms and Conditions of Employment*, or written employment contracts and must be obtained from the manager prior to incurring any learning and professional development-related personal expenses.

- 4.2 Reimbursement of expenses is in accordance with the *Travel, Hospitality, and Working Session Expenses – Approval, Reimbursement, and Disclosure* policy.

DEFINITIONS

Manager means the individual(s) who has the delegated human resource authority for directly planning, monitoring, and supervising direct (employee) reports.

REFERENCES

- Alberta Health Services Governance Documents:
 - *Performance Management Procedure* (#1116-04)
 - *Total Compensation and Rewards Policy* (#1120)
 - *Travel, Hospitality, and Working Session Expenses – Approval, Reimbursement, and Disclosure Policy* (#1122)
- Alberta Health Service Resources:
 - *Collective Agreements*
 - *Non-Union Exempt Employees Terms and Conditions of Employment*

VERSION HISTORY

Date	Action Taken
August 18, 2017	Revised
April 16, 2014	Revised