

## **Board of Health Orientation and Training – B-G-020**

### **Board of Health Policy**

#### **1.0 Policy Statement**

“The Board of Health shall ensure that Board of Health members are aware of their roles and responsibilities and emerging public health issues and trends by ensuring the development and annual implementation of a comprehensive orientation plan for new board members and a continuing education program for continuing board members” (Ontario Public Health Organizational Requirements, Good Governance and Management Practices Domain #3).

#### **2.0 Purpose**

This policy describes the process of providing an orientation session and continuing education activities to members of the Board of Health for the North Bay Parry Sound District Health Unit (Health Unit).

The *Ontario Public Health Organizational Requirements* provide the following expectations for all Boards of Health:

- Monitoring and reporting to measure the activities and achievements of boards of health and assess the results (to demonstrate value and contribution of public health);
- Continuous quality improvement to encourage changes in processes, address identified problems, and improve efficiency and effectiveness;
- Performance improvement to ensure boards of health achieve the best results possible and contribute to local, provincial, and population health outcomes;
- Financial management to ensure that resources are used efficiently and in line with local and provincial requirements; and
- Compliance to ensure boards of health meet ministry expectations for required activities articulated in legislation, standards, funding agreements, and policies.

Accountability across the domains is demonstrated through accountability, planning, and reporting tools, including: Ministry-Board of Health Accountability Agreements; Board of Health Strategic Plan; Board of Health Annual Service Plan and Budget Submission; performance and other ad hoc reports; and an annual report. These tools enable boards of health to demonstrate that they comply with all legal requirements and provide appropriate oversight for public funding and resources. They also support the achievement of a high standard and quality of public health practice and good governance and management practices that provide the foundation for the effective delivery of public health programs and service. Furthermore, they demonstrate the value that Ontarians receive for the funding invested in public health, and how that investment contributes to population health outcomes for all Ontarians.

#### **3.0 Scope / Responsibility**

The policy applies to the orientation and continuing education activities of the Board of Health for the Health Unit.

Each new Board member has the responsibility to attend the orientation session.

Each Board member has the responsibility to participate in continuing education activities.

The Board of Health through the Medical Officer of Health/Executive Officer ensures that this policy is implemented.

## 4.0 Procedure

### 4.1 BOH Orientation Session

#### *Timeline*

An orientation session is organized for the Board of Health by the Office of the Medical Officer of Health/Executive Officer:

- At the start of a new term following the appointment of municipal members (term four years).
- Following a public appointment by the Lieutenant Governor in Council (term one, two or three years).
- The date, time (1 ½ - 2 hours), and location of the orientation session is established by the Medical Officer of Health/Executive Officer.
- A letter of welcome letter and an invitation to the orientation session is forwarded to the Board of Health members by the Office of the Medical Officer of Health/Executive Officer (within the month following the appointment[s]).

#### *Items for Distribution at Orientation Session*

- Agenda
- *Board of Health Orientation Manual for the North Bay Parry Sound District Health Unit.*

### 4.2 BOH Continuing Education

The Medical Officer of Health/Executive Officer forwards continuing education for consideration to the Board of Health on an on-going basis.

Examples:

- The Association of Local Public Health Agencies (alPHa) holds timely, relevant, and informative sessions and programs to enrich members' knowledge on issues, developments, and challenges affecting the delivery of public health programs and services. Education programs may include the Annual Conference, Fall Symposium, and Winter Symposium.
- Training offered by the Health Unit, e.g., computer training.
- Training opportunities sponsored or hosted by other organizations.

## 5.0 Records Retention

All records relating to this Policy are retained in accordance with the Records Retention and Management work instruction ([WI-HU-108](#)).

## 6.0 References

### Internal References

- a) North Bay Parry Sound District Health Unit, [Board of Health Bylaws](#).

- b) Board of Health Policies
- c) [Board of Health Orientation Manual](#), North Bay Parry Sound District Health Unit
- d) [Quality Assurance Manual](#) (1999).
- e) Records Retention and Management – [WI-HU-108](#)

#### External References

- a) *Health Protection and Promotion Act*, R.S.O., 1990, c H.7. [Ontario E-Laws Website](#)
- b) *Municipal Act*, 2001, S.O. 2001, c. 25. [Ontario E-Laws Website](#)
- c) [Ontario Public Health Organizational Standards](#), Ministry of Health and Long-Term Care/Ministry of Health Promotion and Sport
- d) [Association of Local Public Health Agencies](#)

### 7.0 Summary of Revisions

Scheduled review. Revision to section 2.0 and revision of letterhead.

### 8.0 Board Policy Development Details

Author: **Dr. Jim Chirico, Medical Officer of Health/Executive Officer**

Reviewed by: **Josée Goulet, Executive Director, Human Resources**

Date Approved by Board of Health: **2018-04-25**

Resolution Number: **BOH/2018/04/06**

Date Approved in Portal by Dr. Chirico: **2018-04-30**

Date Issued: **2018-05-01**

Date Due for Review: **2020-05-01**