

Title	Board of Health Orientation		
Reviewed Date		Number	A2.030
Revised Date	November 15, 2006	Approved Date	November 25, 1995

Introduction

In order to function effectively as a Board of Health, Board of Health members require an understanding of the organization's legislated mandate, mission and goals. They also require a clear understanding of the duties and responsibilities of the Board of Health and a working knowledge of public health programs and services. The sooner they receive, understand and use this information, the better prepared they will be to fulfill their duties and responsibilities. A comprehensive orientation program provides a solid foundation on which to build this understanding.

Legislative Authority

N/A

Policy Definitions and Interpretations

N/A

Purpose

To provide Board of Health members with a program of activities designed to orient them to their role as Board of Health members and to the work of public health within the context of Simcoe County and The District of Muskoka and the Province of Ontario.

Policy

Every new appointee to the Board of Health will receive a comprehensive orientation to Public Health and the duties and responsibilities of the Board of Health within six months of their appointment to the Board of Health. The orientation will include, but not be limited to, the following:

- Public Health in Ontario including an overview of the structure, mandate and relevant legislation
- Board of Health roles, responsibilities, bylaws and policies
- Role and authority of the Medical Officer of Health
- Introduction to the agency Vision, Mission, Values and Strategic Plan
- Overview of agency operations including facilities, finance and human resource management
- Overview of agency programs and services
- Lines of communication and reporting structures
- Explanation of relevant administrative and human resource policies, including benefits, procedures and forms

The Medical Officer of Health, Board of Health members and agency staff will support and facilitate specific orientation activities for new Board of Health members.

Orientation is an ongoing process and Board Members are encouraged to identify individual needs for orientation outside of the formal process.

Procedures

1. Upon appointment, new members will be provided with an Orientation Manual. <tab>This Orientation Manual includes the following:
 - information related to the history of public health units and the mandate and structure of public health at the provincial level;
 - a synopsis of relevant legislation;
 - an <tab>outline of the composition, role, duties and responsibilities of the Board of Health
 - details of Board operations including copies of bylaws and relevant policies; and
 - an overview of the organization including mission, mandate, structure and operations.
2. The Board Chair will assign each new board member a “buddy”. The role of this more seasoned Board of Health member is to assist the newer member in understanding the board processes and practices and where required to provide needed background or historical perspective on issues of governance or public health.
3. A formal schedule of orientation presentations will be scheduled in conjunction with new board of health members and conducted by the Medical Officer of Health and other appropriate Health Unit staff.
4. New Board of Health members will be offered the opportunity to attend the agency All-Staff Orientation. Notification and registration is provided through the Board secretary.
5. Board of Health members are encouraged to attend the Association of Local Public Health Agencies (alPHA) yearly orientation session. Registration details are facilitated through the Medical Officer of Health and the Board Secretary.
6. Board of Health members can identify further orientation needs related to specific health unit programs to the Medical Officer of Health for follow up.
7. A meeting with Human Resources will be scheduled following the initial Board of Health meeting in order to review applicable personnel policies, collect and/or confirm relevant personal information and process ID cards.
8. The board orientation process will be formally reviewed every four years by the Board of Health in the fall preceding municipal elections. This review will include both process and content of orientation.

Related Policies

N/A

Final Approval Signature: _____

Review/Revision History:

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