

Simcoe Muskoka District Health Unit, **POSITION DESCRIPTION (Senior Management)**
POSITION TITLE – Associate Medical Officer of Health



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POSITION DESCRIPTION
Associate Medical Officer of Health

POSITION TITLE: Associate Medical Officer of Health	POSITION NUMBER:
SERVICE AREA: Office of the Medical Officer of Health	PROGRAM AREA: Medical Officer of Health Team
REPORTS TO: Medical Officer of Health	REVIEW DATE: April 18, 2025
PURPOSE OF POSITION: <p>In keeping with the Health Protection & Promotion Act (HPPA), 1997, Section 68 specifies that the ASSOCIATE MEDICAL OFFICER OF HEALTH (AMOH), under the direction of the Medical Officer of Health (MOH) shall assist in the performance of the duties of the MOH including in administrative and statutory responsibilities, of planning, developing, and evaluating programs of the health unit. In the absence of the MOH, the AMOH has all the authority and responsibilities of the MOH.</p>	
POSITION SKILLS & COMPETENCIES REQUIRED: <p><i>Education & Experience:</i> The AMOH is required to have the same qualifications as the MOH. In keeping with Section 64 of the HPPA the MOH must be a physician appointed by the Board of Health and the Minister of Health, and by Regulation 566 of the HPPA is required to have the following credentials:</p> <ul style="list-style-type: none"> • a fellowship in public health and preventive medicine from The Royal College of Physicians and Surgeons of Canada (preferred); OR • a certificate, diploma or degree from a university in Canada that is granted after not less than one academic year of full time post graduate studies or its equivalent in public health comprising, <ul style="list-style-type: none"> ○ epidemiology, ○ quantitative methods, ○ management and administration, and ○ disease prevention and health promotion; OR: • a qualification from a university outside Canada that is considered by the Minister to be equivalent to the qualifications set out in clause (b). <p><i>Specific knowledge, skills, abilities:</i> The AMOH requires sufficient knowledge, skills and abilities to fulfil the purpose and key responsibilities of the position. This requires:</p> <ul style="list-style-type: none"> • Advanced knowledge of all public health areas of practice identified in the Ontario Public Health Standards, and particularly within the program areas assigned to the position (see Appendix A). • Advanced knowledge and skills in evidence-informed public health practice. • Advanced ability to guide population health assessment and surveillance, public health research and knowledge exchange. • Advanced knowledge and skills in advancing health equity through all aspects of public health work, through data, public health programs and services, advocacy, and community engagement. • Advanced knowledge of theories and principles of public health planning, ongoing quality improvement and program evaluation as related to public health work across comprehensive health promotion, health protection, disease and injury prevention, and emergency management. 	

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- Advanced knowledge and skills in partnership, collaboration and coordination with a range of health systems and community partners.
- Leadership skills, including the ability to engage board members, staff and stakeholders to achieve the alignment of goals, actions and resources with needs, and to communicate effectively as a means of achieving change.
- Advanced knowledge of relevant Federal and Provincial legislation and municipal by-laws.
- Possess a valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit area.

KEY AREAS OF RESPONSIBILITY:

1. Assists the MOH in providing leadership and direction on public health program issues pertinent to the population served by the Board of Health, including health equity, infectious diseases, immunization, oral health, environmental health, chronic diseases and injuries, mental health and substance use, and family health, as well as related program planning, evaluation and quality improvement activities; this is achieved by providing expert advice and strategic direction, working with senior staff and external stakeholders as appropriate to plan, implement, evaluate and continuously improve initiatives.*
2. Works in collaboration with the Vice President(s) for all assigned program areas (see Appendix A) in the provision of public health medical leadership. This includes providing expert advice to managers into annual operational planning, as well as advice regarding other significant program or department-level public health initiatives where warranted. This also includes providing advice to Vice Presidents for their consideration in significant administrative decision-making (e.g. human resource and financial).
3. Provides public health medical direction to internal staff and consultation to key external stakeholders (community physicians, hospitals) on a variety of public health medical issues, including the public health management of communicable diseases, immunization and environmental health hazards.
4. In conjunction with the MOH and/or in their absence, fulfils responsibilities under the Health Protection and Promotion Act including issuing of orders when required (Section 13 orders regarding health hazards, Section 22 orders regarding communicable diseases).
5. Participates with MOH/AMOHs in a 24-hour on-call system.
6. With the MOH and other AMOHs, responds to health emergencies and other key issues of concern, participating in the Health Unit's emergency response.
7. Becomes the Acting MOH in the MOH's absence, as described within the MOH position description under the heading of Public Health Medical Leadership.
8. Provides executive leadership coverage, as needed, for the AMOH role that includes executive leadership
9. Participates as an ad hoc member of the Executive Committee, contributing public health medical expertise as opportunities or needs arise. Supports and supervises medical learners with the MOH and other AMOHs.

* Providing expert advice and strategic direction, as relevant to assigned program areas (see Appendix A), includes the following:

- Participates in strategic planning, policy development and decisions, re: efficient operations of the health unit, as an ad hoc member of the Health Unit's Executive Committee.

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- Advises the Medical Officer of Health on impending and/or current legal actions which may be related to, or impact upon, health unit human/financial resources, public image, community partnerships or any other aspects of health unit business. Provides a clear and comprehensive description of the issue and all related technical information to health unit senior management as well as the Board of Health when indicated. Collaborates with the MOH team and other Executive members to support health unit legal proceedings including responsibility for drafting legal documents. Provides ongoing support to reporting manager who may be, in the course of health unit business impacted by such legal action.
- Provides advice and technical information to Health Unit senior management, and the Board of Health on effective programs and policies to promote and protect health.
- Liaises with Vice-Presidents to mutually support interdisciplinary program delivery and coordination.
- Reviews public health needs and program delivery issues.
- Liaises with municipal councils as required.
- Communicates regularly with the Medical Officer of Health on the status of program operations and annual service plans including budget development, human resource allocations, special projects and/or new initiatives.
- Advises the Medical Officer of Health on strategic external developments which may impact on Health Unit priorities relative to the strategic plan or agency programs.
- Builds relationships and partnerships by liaising with hospitals, community health social services sectors, municipalities, educational institutions, public health units and other government agencies locally, provincially and nationally.
- Directs and mobilizes staff in emergency situations according to their role in the Health Unit Incident Management System and ensures action is taken to minimize health hazards.
- Advises on the direction and implementation of various corporate effectiveness and strategic planning processes on an office/program basis; implements effectiveness and efficiency methods for ongoing quality improvement and participates in Health Unit review processes.
- Performs other related duties as required.

SCOPE & DECISION MAKING:

The AMOH is in a position to positively impact on the health of the populations served by the Board of Health by providing public health medical leadership and medical direction within the health unit to help identify and address fundamental health needs. The AMOH works with the Medical Office of Health, Vice Presidents, and health unit staff on development of both a long-range strategic plan for the Board to achieve this end and to work in the short and medium term to address more immediate issues and needs.

CONTACTS & COMMUNICATION:

Internal:

The AMOH is in constant communication with members of staff during that AMOH's standard working hours, and is available to staff on an emergency basis while scheduled on call. In particular the AMOH works closely with the MOH, Vice Presidents, managers, supervisors, MOH office administrative support staff, and may provide consultation and medical direction in keeping with the HPPA to staff within their respective programs of focus. The AMOH is available to the Board of Health as required, and in support of the MOH role.

External:

The AMOH is available to communicate with stakeholders as appropriate to the AMOH's designated area of program responsibility within SMDHU. These stakeholders may include the Chief Medical Officer of Health and other provincial government personnel, personnel from other health units, municipalities served by the Board of Health and partner agencies. The AMOH also maintains a profile with the overall population served through ongoing media communication platforms.

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RESPONSIBILITY FOR RESOURCES:

Staff:

The AMOH within their programmatic area provides public health medical leadership and direction in keeping with the HPPA to staff in the delivery of public health programs and support for their professional development.

Financial:

The AMOH within their programmatic area has shared accountability with the MOH and Vice Presidents for the proper use of resources of the health unit to fulfill its legal responsibilities and mandate; and for providing the Board of Health with information on the financial needs for the health unit for the purpose of fulfilling the health unit's legal responsibilities and mandate.

Annual Operating Budget:

The MOH creates the budget for the consideration of the Board of Health, in consultation with senior staff including the AMOH.

Scope of Programs:

The AMOH within their programmatic area provides public health medical leadership and direction in keeping with the HPPA for programs and services offered by the Board of Health under the leadership of the MOH/CEO,

Information:

The AMOH reports to the MOH, who in turn reports to the Board of Health on the management of programs and the overall operations of the health unit. The AMOH within their programmatic area has shared accountability with the MOH and the Vice Presidents for all information from the health unit provided to partner agencies and to the community, to ensure that it serves the mandate of the Board of Health to protect and promote health and prevent disease.

EFFORT REQUIRED:

Mental:

- Required to review, monitor, comprehend and synthesize information from a wide range of sources in society; determine relevance and application to public health – determine strategic direction required for public health intervention re: specific situation/health hazards; but also for broad agency overall strategic direction and annual planning.
- Need to prioritize areas of focus and delegate effectively, drawing upon the expertise and leadership of others.
- Need to exercise public health and preventive medicine specialty skill base effectively to provide leadership and direction to staff, and advice to the Board of Health.
- To identify community health needs using available information sources and providing direction to staff to gather information when needed to address significant information gaps.
- Use information to develop health intelligence – to be applied in decision making for public health programs, and advocacy for healthy public policy.
- Work with fellow public health physicians to identify and provide for educational needs and supports.
- Multiple demands/priorities from community, government, and Board of Health, including deadlines – time management/crises as priority, long-range view, and planning. Operational issues, including change management, require ongoing attention and consultation. Required to provide timely response and resolution of issues.

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- Concentration and analytical requirements – reviewing, reading, analyzing, and interpreting government and public health related documents and matters related to the health unit’s regulatory responsibilities.
- Support MOH in achievement of key health unit objectives and projects – leading decisions and strategies involving major resources to the health unit.

Physical:

- Work after hours required at times
- Significant travel, time away overnight
- Potential for prolonged periods of prolonged working hours (such as public health emergencies)

WORKING CONDITIONS SPECIFIC TO POSITION:

Most work in office settings; at times working in other community settings.

I have read the Position Description and understand the duties and responsibilities as assigned.

EMPLOYEE’S SIGNATURE: _____

DATE: _____

MOH/CEO Signature: _____

DATE: _____

POSITION HISTORY: Original version, Oct 15/08 by Board of Health. April 14, 2025, minor revisions made to position description.

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Appendix A

The MOH and AMOHs provide public health medical leadership and direction to staff (and where indicated, provide executive leadership) in the following health unit program areas:

MOH / AMOH	Department	Program
Dr. Gardner	Environmental Health	<ul style="list-style-type: none"> • Safe Water • Food Safety and SFOA Enforcement • Healthy Environments and Vector-Borne Disease • Emergency Management and Rabies
Dr. Lee	Environmental Health Clinical Service	<ul style="list-style-type: none"> • Infection Prevention and Control • Infectious Disease • Immunization • Sexual Health
Dr. Simon	Clinical Service Community and Family Health Office of the Medical Officer of Health – Senior Management Responsibilities	<ul style="list-style-type: none"> • Oral Health • Comprehensive Health Promotion – Chronic Disease Prevention • Comprehensive Health Promotion – School Health • Comprehensive Health Promotion – Healthy Growth and Development • Healthy Babies Healthy Children Reproductive Health • Substance Use Prevention and Harm Reduction • Communications, Health Assessment, Surveillance, and Equity
Note: Although each MOH/AMOH has an area of focus, coverage is provided for all areas when required.		
On Call Coverage – Provided by Dr. Gardner, Dr. Simon & Dr. Lee per scheduled rotation.		