

POSITION TITLE: VICE PRESIDENT – CLINICAL SERVICE DEPARTMENT	POSITION NO.:
DEPARTMENT: Clinical Service	PROGRAM AREA:
REPORTS TO: Medical Officer of Health	REVIEW DATE: August 10, 2011
PURPOSE OF POSITION: Reporting to the CEO/MOH the VP Clinical Services is responsible for the strategic direction, leadership, management and overall performance of the Clinical Services Department in accordance with the Health Unit's mission and strategic plan. The VP is responsible for the management, direction, planning, delivery, monitoring, and evaluation of department programs, congruent with professional standards, labour relations requirements, relevant legislation including the Health Protection and Promotion Act, prescribed Regulations and the Ontario Public Health Standards for the following programs: Oral Health, Infectious Disease, Vision Screening, Sexual Health and Immunization. The Vice-President participates as a member of the Executive Committee in the formulation and implementation of policy and strategic priorities for the Health Unit; represents the Health Unit with peers and community groups, agencies, institutions, and professional bodies: and assumes a leadership role in emergency response.	
POSITION SKILLS & COMPETENCIES REQUIRED: <p>Education: Master's Degree in Public Health, Health Care, or related field as determined by the Medical Officer of Health. Baccalaureate Degree (4 year) with preparation in public health, Nursing or equivalent as determined by the Medical Officer of Health is preferred and an asset. If a member of a regulated health profession he/she is expected to maintain their professional designation, license or registration.</p> <p>Related Experience: Minimum of 10 years of progressive management experience with at least of two of these years working in a public, not for profit or broader public sector agency. Management experience in Public Health is preferred and considered an asset.</p> <p>Specific knowledge, skills, abilities:</p> <ul style="list-style-type: none"> • Advanced knowledge and skills in public health administration, human resource management, financial management, leadership ability and evidence of initiatives contributing to the development of public health. • Advanced knowledge of theories and principles of public health, including epidemiology, community health planning, health promotion and education and program evaluation • Advanced knowledge in the specialized areas within the department including Immunization, Infectious Diseases, Sexual Health, Vision Screening, Oral Health including both the child screening and preventative programs as well as publicly funded dental services for children, adults and seniors. • Advanced knowledge of relevant Federal and Provincial legislation, municipal by-laws • Knowledge of professional standards of practice for all public health disciplines represented in the department. • Advanced communication, facilitation, negotiation and public relations skills. • Advanced leadership skills necessary to develop inter-departmental programming and plans. • Advanced leadership, team building and human relations skills in order to direct, develop, motivate and support multidisciplinary staff. • Advanced ability to prepare and supervise the preparation of reports and letters on behalf of the Medical Officer of Health and the Board of Health. Write and supervise the drafting of reports, policy and procedure manuals, proposals, support for projects, memos, letters and other documents, for release to staff, community groups and individuals. • Advanced ability to present issues, discuss, consider and recommend services and agency priorities in light of the political environment and resource constraints within Executive Committee and with the Board of Health. • Advanced ability to oversee extensive literature reviews, monitor legislation, news media and journals and make personal enquiries on many diverse topics to obtain current information. • Advanced priority setting ability that considers a wide range of variables within a dynamic situation • Advanced knowledge and skilled in the direction of program development strategies including the following: risk assessment and management, enforcement, research and development, policy development and advocacy, social marketing, community development, screening, assessment and counselling, health education, support groups and collaborative programs with multiple community partners. 	

- Posses a valid driver's licence and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit area.
- Must be legally entitled to work in Canada.

KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY):

Agency:

- Participates in strategic planning, policy development and decisions, re: efficient operations of the health unit, as a member of the Health Unit's Executive Committee.
- 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 Office, the CFO and the VP of HRI to support health unit legal proceedings including responsibility for drafting legal documents.
- The VP provides ongoing support to department managers 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 other Vice-Presidents to mutually support interdisciplinary program delivery and coordination.
- Reviews public health needs and program delivery issues.
- Liaises with municipal councils as required.
- Ensures orientation, staff development and continuing education activities are available and appropriate for Program personnel.
- Communicates regularly with the Medical Officer of Health and/or Associate 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 and/or Associate 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.
- Contributes to the development of public health practice by facilitating student education, participating in research and participating in the activities of professional associations.
- 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.
- Assume roles for key areas related to the emergency as Infectious Disease and Surveillance Section Chief and provides decisive, efficient action to direct and manage that section of the emergency. Directs and implements various corporate effectiveness and strategic planning processes on a service basis; implements effectiveness and efficiency methods and participates in Health Unit review processes.
- Participates in union contract negotiations representing employer position and directives.
- Performs other related duties as required.

Department:

- The VP CS is responsible for the individual program areas of: Oral Health (including two Dental Clinics), Infectious Disease, Vision Screening, Sexual Health and Immunization.
- Directs and assures the efficiency and effectiveness of the overall department programs and their various initiatives and applicable staff through the direct Management reports of the: Program Manager Oral Health, Program Manager of Infectious Disease, Program Manager of Oral Health and Vision Screening, Program Manager of Sexual Health and Program Manager of Immunization.
- Directs and assures the efficiency and effectiveness of programs within the department through program evaluation and assessing staffing requirements.
- Conducts Performance Evaluation Reviews of Department managers.
- Problem solves high level issues with Dental Clinic Dentists
- Ensures the supervision and performance management, including Performance Evaluation Reviews of all staff within their Service, is complete according to policy and provides direction, guidance and mentorship to program

managers completing performance evaluations. Approves each performance review completed by Program Managers.

- Directly supervises management staff, consultant staff and executive support staff with full responsibility for hiring requirements, performance management, discipline and dismissal.
- Conducts regular meetings of the Department management team to ensure efficient, effective Department program operations.
- Directs and ensures that the type and scope of programs needed locally and/or required by law are developed and implemented within the mandate, mission, structure, policies and guiding values of the Health Unit.
- Directs investigations of major Department health issues. Prepares necessary reports and makes policy recommendations to promote and protect health for presentation to the Executive Committee, Medical Officer of Health and the Board of Health.
- Ensures evidence-informed decision-making across the department and in the creation of annual service plans.
- Provides expert current advice on health issues in the community and advocates for resources accordingly.
- Provides leadership and direction in the community, promoting the well-being of residents, by strategically developing innovative programs for Public Health service delivery.
- Anticipates and responds to changes in health recommendations, municipal bylaws and provincial agreements or legislation.
- Oversees the development of new programs and service delivery at office locations or in partnership with community agencies.
- Complex analysis and priority setting, developing, implementing and evaluating of department programming to adhere to the Ontario Public Health Standards and service agreements with the Ministry of Health including the Health Promotion and Prevention Policy and Programs Branch that oversees children, adults and dental services within the Ontario Seniors Dental Care Program (OSDCP).
- Develops and administers a complex operational budget for a large complement of multidisciplinary staff to support programs within the department providing justification to the CEO/Medical Officer of Health and Board of Health.
- Analyzes the impact of municipal, county, provincial and federal policies on the health of residents and recommends and develops appropriate actions in response.
- Authorizes policies and procedures for the Department and directs managers and supervisors on policy and program matters, ensuring consistency with Health Unit policies.
- Directs the development of advocacy and policy strategies to influence municipal, provincial and federal governments, with emphasis on issues within program mandate. Prepares advocacy letters for the MOH/AMOH and/or Board of Health.
- Represents the Health Unit on advisory or ministry planning committees. Provides technical expertise to committees and advises on programs and policies.
- Advises program managers and supervisors on project management and clinical/case management issues, and counsels accordingly on complex and difficult cases or situations.
- Ensures information systems are maintained as required for planning, budgeting, implementing and monitoring programs.
- Ensures observance of professional/discipline standards in compliance with colleges, the Regulated Health Professions Act and the Ontario Nurses Association (ONA) collective agreement.
- Provides oversight and direction on application of union contract within department.
- Responds formally to union contract grievances.

Material/Financial Resources:

- Coordinates and ensures the Department budget is prepared allocating fiscal and human resources to program delivery; identifies projected requirements of staff, resources and space based on program needs.
- Provides direction on effective and efficient budget allocations for the agency and specifically for the respective department.
- Collaborates with CFO on detailed accounting oversight of the complex Oral Health and OSDCP budget.
- Controls the allocated budget for the Department and authorizes purchases and procurement of services in accordance with agency policy.
- Ensures that policies and procedures are in place to manage Department programs and services.

Supervision of Staff

- Directly supervises management staff, consultant staff and executive support staff with full responsibility for hiring requirements, professional development and performance management, discipline and dismissal.
- Ensures competent supervision and performance management by department management staff of all other staff in department.

Contributes to Executive Committee and Agency Effectiveness

- Works collaboratively as a member of the health unit Executive Committee.
- Is accountable for the effective functioning of the Department teams.
- Contributes to positive functioning of the Executive and Department Management teams.
- Meets with assigned staff for communication, consultation and reporting purposes.
- Identifies issues and actively works toward resolution.
- Oversees department and program areas in carrying out their program mandates.
- Demonstrates commitment to agency mission statement, vision, values and strategic directions.
- Participates in the identification of strategic priorities for the agency.
- Ensures the creation, approval and fulfillment of program operational plans for the Department.
- Respects and ensures confidentiality in all work performed on behalf of the agency.
- Adheres strictly to agency privacy policy including reporting and investigation of privacy breaches in collaboration with Privacy Officer.
- Demonstrates a strong customer service focus in dealing with both internal and external customers of the health unit.
- Understands the need to become redeployed and/or reassigned as part of the public health response and to take on roles as assigned in agency emergency plans.

CONTACTS & COMMUNICATION:

Internal: Department VP's, Program Managers, Agency staff, other departments, AMOHs/MOH, Board of Health.

External: Health care professionals, Hospitals, long term care homes (LTCH), Community Care Access Centers (CCAC), schools, school boards, the public, officials at other Agencies, Provincial officials: MOHLTC, MHP&S, MCSS, Public Health Ontario (PHO); other Ontario & local government agencies, health care coalitions, interest group organizations, municipal staff/officers, legal counsel, court staff, contractors.

RESPONSIBILITY FOR RESOURCES:

Staff: Direct and indirect supervision i.e.: varying numbers of professional & interdisciplinary staff dependant on Service & Program Area.

Financial: Coordinates and ensures the Department budget is prepared. Administers/monitors budget allocation for Program/Service including grant funding. Develops RFPs, oversees contract negotiations, provides input for contracts, and approves payments for program specific resources. Responsible for authorizing conference applications and program supply requisitions as per policy. Responsible for authorizing mileage expenses and timecards.

Information: Directly oversees staff responsible for collecting, storing, providing, generating information. Prepares formal reports/presentations/procedures involving detailed information and recommendations for action. Interprets Agency/Department/program policy and legislative requirements; approves Privacy Impact Assessments (PIA) for information systems and databases related to the Department. Approves data collection plans.

Materials: Approves purchasing of program materials. Approves newly developed resources for content and quality. Oversee storage & inventory. Responsible for purchase, storage, and dissemination of product in accordance with relevant legislation and regulation.

Equipment: Manages use, custody and maintenance of assigned technology.

EFFORT REQUIRED:

Mental: Considerable attention to Detail/Audio Concentration for a significant number of meetings/telephone conferences; Considerable attention to Detail/Visual Concentration for computer/keyboarding, reading/critiquing materials and data analysis. Extensive and considerable deadlines related to program requirements, timely responses. High volume of work and multiple interruptions. Constant analysis related to data, reports for program planning & evaluation purposes, interpretation of health status information. Priorities shift often due to juggling workload demands, need for planning & change requests from governing ministries. Considerable conflict and crisis management related to team functioning and collaborations with other agencies

Physical: Lift/move objects involving weight up to 20 pounds (limited). Confined sitting for computer and telephone work; manual dexterity for keyboarding (moderate).

WORKING CONDITIONS SPECIFIC TO POSITION:

Standard office environment applies to the position most of the time i.e., work in health unit offices and at other office locations including off-site locations. Position requires regular travel (moderate) and involves exposure to adverse conditions when traveling. Limited exposure to health or safety hazards. Work in isolation on a limited basis. Extra hours are required due to general workload demands and evening meeting commitments in the community (considerable).

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

Position Approvals:

VICE PRESIDENT'S SIGNATURE: _____ **DATE:** _____

MOH/CEO'S SIGNATURE: _____ **DATE:** _____

POSITION HISTORY:

August 10, 2011

July 27, 2022 - Executive approved revisions to all Vice President position descriptions to better reflect the specifics for each position.