

Staff Qualifications

Reviewed Date		Number	<i>HR0203</i>
Revised Date	<i>December 14, 2007</i>	Approved Date	<i>September 25, 1996</i>

Introduction

Boards of health are required to employ the services of appropriately trained professionals to carry out the functions of the Board of Health. This should be consistent with any qualification requirements of the Health Protection and Promotion Act and Ontario Regulation 566, in respect of: Medical Officers of Health, Public Health Dentists, Dental Hygienists, Public Health Inspectors, Public Health Nurses and Public Health Nutritionists. Also, Boards of Health will employ staff with training in epidemiology, health promotion, speech pathology, toxicology and other backgrounds that are appropriate for interdisciplinary program planning and effective program delivery.

The services provided by Boards of Health are expected to be planned and delivered by staff with the required managerial, technical and professional skills as well as, skills in the following areas:

- Community needs assessment
- Program planning
- Program evaluation
- Data management
- Data analysis
- Negotiation and mediation
- Health promotion including community development, social marketing, mass communication and media, health education, adult education, peer education and behavior change education
- Case management
- Counseling
- Immunization practices
- Infection control
- Health hazard investigation and assessment
- Enforcement
- Emergency Planning
- Advocacy, risk assessment and communication
- Policy development/analysis

Purpose

The purpose of this policy is to define for the Board of Health, Health Unit management, students, volunteers, partners, collaborators and potential recruits the requirement for providing proof of qualifications as a condition of employment with the agency.

Legislative Authority

Health Protection and Promotion Act R.S.O. 1990 section 64, section 71

Ontario Regulation 566 – Qualifications of Boards of Health Staff

Regulated Health Professions Act R.S.O. 1991

Policy Definitions and Interpretation

N/A

Policy

In accordance with section 71(2) of the HPPA, the Board of Health shall not engage the services of any person in a professional, administrative or technical classification unless the person meets the qualifications and requirements prescribed by the regulations for the classification.

The minimum educational qualifications and certifications required to carry out the duties and responsibilities of each position will be defined and documented in the position description.

Proof of qualifications as outlined in the applicable position description will be a condition of employment. Foreign trained individuals must provide proof of equivalency to the qualifications required in the position description. An employee who fills a position considered to be a regulated health profession by the Regulated Health Professions Act, 1991, will maintain their professional registration.

An employee who fills a position requiring a specific certification will maintain the required certification as stipulated in Appendix A. Each employee is responsible for the cost of maintaining such registration/certification unless otherwise negotiated.

Proof of registration/certification renewal must be provided to the Service Area Director or designate by the end of the month in which the registration is due for renewal.

A regulated health professional who is employed in a position where his /her professional registration is not a requirement outlined in the position description is encouraged to, but is not required to, provide annual proof of registration. In the event that an employee is redeployed to a position that does require a valid professional registration to practice, he/she will be required to provide such proof before redeployment can commence.

An employee who has restrictions and/or conditions of practice on his/her registration and/or who is experiencing a problem with their annual registration process will notify their Service Area Director or designate immediately. An employee who does not provide the required

proof as outlined in this policy will be placed on unpaid leave of absence until such proof is provided. Failure to provide proof by the end of the month following the month the registration is due will result in termination.

Procedures

A. Employee Responsibilities:

1. An employee must provide original proof of qualifications or original proof of equivalency to the Service Area Director or designate as a condition of employment.
2. Proof of registration/certification must be provided to the Service Area Director or designate by the end of the month in which the registration is due for renewal.
3. An employee who has restrictions and/or conditions of practice on his/her registration and/or who is experiencing a problem with their annual registration process will notify their Service Area Director or designate immediately.
4. Proof of additional qualifications (original) earned after hire will be provided to the Service Area Director or designate.

B. Service Area Responsibilities:

New Hire

1. As a condition of hire, the Service Area Director or designate will request original proof of qualifications, valid registration and/or certification before a new employee commences employment.
2. The Service Area Director or designate will confirm registration through direct contact with the respective college where feasible.
3. The original documentation will be photocopied, initialed by the Service Area Director or designate and forwarded to Human Resources before the employee commences employment.

Registration Renewal

1. The Service Area Director or designate will receive and review the original registration/certification renewal.
2. The Service Area Director or designate will photocopy, initial and forward proof of registration/certification to Human Resources by the end of the month following the month the registration/certification is due for renewal.
3. The Service Area Director or designate will follow up with any employee who has failed to provide their valid registration/certification by the required deadline.
4. The Service Area Director will forward a copy of additional qualifications earned by an employee to Human Resources.

Human Resources Responsibilities:

1. December of each year Human Resources will provide a listing to the Service Area Director of staff who require proof of registration or certification in the next calendar year.
 2. Human Resources will record and file the qualifications/registration/certification in the HRIS system and file the copy in the employee's personnel file.

2. Human Resources will notify the Service Area Director of any outstanding proof of qualifications/registration/certification.

Related Policies

N/A

Related Forms

Final Approval Signature: _____

Review/Revision History:

Revised: December 14, 2007

September 2010 Policy re-numbered – previous number B3.020

Appendix A

Registration

The Simcoe Muskoka District Health Unit identifies the following positions as requiring registration with a regulated health profession:

- Medical Officer of Health – Medicine
- Associate Medical Officer of Health – Medicine
- Dental Consultant – Dentistry
- Clinic Physician – Medicine
- Public Health Nurse – Nursing
- Nurse Practitioner – Nursing
- Registered Nurse – Nursing
- Registered Practical Nurse – Nursing, Administration of Medications Certificate (graduating prior to 2002)
- Registered Dental Hygienist – Dental Hygiene
- Public Health Nutritionist – Dietetics
- Public Health Dietitian – Dietetics

Certification

The Simcoe Muskoka District Health Unit positions requiring certification:

CPHI: Certificate in Public Health Inspection.

Required for all Public Health Inspector positions as a condition of employment. Recertification not required.

CHRP: Certified as a Human Resource Professional.

Required for Human Resources Advisor position as a condition of employment. Recertification required every three years from date of certification.

CPR: Cardiopulmonary Resuscitation Certification.

Required for Nurse Practitioners, Public Health Nurses, Registered Nurses and Registered Practical Nurses working in the Sexual Health, Vaccine Preventable Disease and Communicable Disease Surveillance Unit programs, as a condition of employment. Recertification required annually.

Required for Registered Dental Hygienists, and Manager of Oral Health Program as a condition of employment. Recertification required annually.

Other

Additional qualifications and equivalency outlined for Medical Officers of Health; Public Health Dentists; Dental Hygienists; Public Health Inspectors; Public Health Nurses and Public Health Nutritionists in Ontario Regulation 566.