

**Board of Health Manual
Public Health Sudbury & Districts
Information Sheet**

Category

Board of Health Structure & Function

Section

Management

Subject

Management Philosophy & Organizational Structure

Number

C-III-10

Approved By

Board of Health

Original Date

January 16, 2003

Revised Date

June 15, 2017

Review Date

June 21, 2018

Information

Management Philosophy

The Board of Health should be committed to the effectiveness of its organization, its human resources and a good management process.

Its programs should be based on sound epidemiological principles and an effective program evaluation system needs to be developed to ensure cost efficiency, effectiveness and benefits.

In terms of human resources, this philosophy implies that the Board is committed to using the talents, initiative and creativity of each employee and is dedicated to fair treatment, growth and development of each individual.

The management process that reflects this philosophy should focus on:

- achieving results efficiently (primary target of every program, service and policy);
- requiring accountability on every level of management; and

- the systematic delegation of responsibility and authority to the lowest appropriate level in the organization.

Organizational Structure

The philosophy and objectives of good management requires that the health unit have a sound organization structure that reflects the responsibilities at each level of the organization.

The Board of Health is the governing body, the policymaker of the health unit. It monitors all operations within the unit and is accountable to the community and to the Ministry of Health and Long-Term Care.

The Medical Officer of Health and Chief Executive Officer reports directly to the Board of Health and provides policy guidance on issues relating to public health concerns and to public health programs and services. The Medical Officer of Health is responsible for management of the public health operations, programs and services and is accountable to the Board of Health.

The senior management team provides senior level leadership for the operational nucleus of the unit. It is created to provide a forum for formal planning processes, which relate budgeting to programs and provides a mechanism for monitoring of staff, programs, and organizational performance.

The membership of the senior management team consists of the Medical Officer of Health/Chief Executive Officer as Chair, the Associate Medical Officer of Health and the Directors.

Through this forum, senior staff contributes to overall management co-ordination of health unit programs, policy development and implementation.

Bringing senior staff together into a goal-oriented team creates an efficient network of communication among its members and provides a milieu conducive to effective planning and management.

The management team acts in a directly supportive role to the Medical Officer of Health/Chief Executive Officer and is accountable to him/her.