

Board of Health Manual Public Health Sudbury & Districts

Procedure

Category

Board of Health Administration

Section

Orientation

Subject

Orientation of Board Members

Number

I-III-10

Approved By

Board of Health

Original Date

May 23, 1991

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June 21, 2018

Review Date

June 21, 2018

Process

1. When Board members are appointed, they are given access to the Board of Health Policy and Procedure Manual that provides information necessary to their orientation. The following information will also be shared with newly appointed Board members:
 - a) Introduction to Public Health
 - b) Provincial Government structures and roles in public health
 - c) History of Public Health Units of Ontario
 - d) History of Public Health Sudbury & Districts
 - e) Mission vision and strategic priorities
 - f) [Health Protection and Promotion Act](#), 1990
 - g) Community demographics overview
 - h) Guidelines for Board of Health and Medical Officers of Health
 - i) Roles and Responsibilities and Senior Staff
 - j) Current Budget (including funding streams)

- k) Most recent Audited Financial Statement
- l) Current Annual Report
- m) *Public Health Sudbury & Districts General Administrative Manual
- n) Ontario Public Health Standards Ministry of Health and Long-Term Care - Introduction
- o) Association of Local Public Health Agencies – ALPHA - Introduction
- p) *Current O.N.A. Agreement
- q) *Current C.U.P.E. Agreement
- r) **Board of Health Minutes and motions for past 3 years
- s) *Board Orientation Power Point Presentation
- t) Duties and responsibilities of Board members
- u) Orientation to the Baby-Friendly Organizational Policy
- v) Emergency Response Training

* Available for viewing in office of Board Secretary

** Available for viewing on the Health Unit website

2. A “year-in review” regarding program and services activities and an orientation overview will be provided on an annual basis to the Board of Health at a regular Board of Health meeting.
3. Board members are encouraged to completed the Board of Health E-Learning Module on the Public Health section of the e-Health Ontario portal
<https://www.ehealthontario.ca/portal/server.pt?open=512&objID=3241&PageID=0&mode=2>
4. Meetings with key agency personnel may be arranged upon request to the Secretary:
 - a) with the Chair to discuss roles and responsibilities of Board members;
 - b) with the Secretary to the Board for review of committee procedures and administrative arrangements;
 - c) with the Medical Officer of Health/Chief Executive Officer and senior staff for a general orientation to programs.
5. An orientation will be offered to newly appointed Board Chairs regarding their roles and responsibilities.