



Office of the Medical Officer of Health

March 21, 2013

Report No. 035-13





Office of the Medical Officer of Health

- The Medical Officer of Health and Chief Executive Officer
- Communications
- Emergency Preparedness
- Privacy and Occupational Health and Safety
- Special Projects
- Administrative support



Scope of Report

- Board report addresses:
 - Communications
 - Emergency Preparedness
 - Occupational Health and Safety Program
 - Privacy Program
 - Special Projects
- Does not address:
 - Medical Officer of Health / CEO and Executive Assistants
 - Travel Clinic



AGENCY ORGANIZATIONAL CHART

MOH/CEO+

Executive Assistants

MIDDLESEX-LONDON BOARD OF HEALTH

5 representatives from the Province of Ontario. 3 representatives from the Corporation of the City of London, 3 representatives from the County of Middlesex, Governing Body

MEDICAL OFFICER OF HEALTH and CHIEF EXECUTIVE OFFICER

Administrative Head and Public Health Physician for Middlesex-London

COMMUNICATIONS **EMERGENCY PREPAREDNESS** PRIVACY, OCCUPATIONAL **HEALTH & SAFETY** SPECIAL PROJECTS

TRAVEL CLINIC

Oral Health. Communicable Disease & Sexual Health Services

Environmental Health & Chronic Disease **Prevention Services**

Family Health Services

Finance & Operations

Human Resources Labour Relations

Information Technology

The Clinic

Healthy Communities & Injury Prevention Team Reproductive & Early Years Program Team Financial Planning & Management

Attendance, Benefits & Volunteer Program

Applications

Infectious Disease Control Team

Chronic Disease Prevention & Tobacco Control Team

Best Beginnings Program Team

Treasury Services & Financial Management Recruitment and Labour Relations

Infrastructure

Vaccine Preventable Disease Team

Southwest Tobacco Control Area Network Child & Youth Program Team

Procurement Services

HR Coordinator

Security Management

Sexual Health Promotion Team Rabies & Safe Water Team

Payroll Services

Student Education Coordinator

Support & Operations

Oral Health/ **Dental Services**

Food Safety Team

Facilities Management

Librarian

Epidemiology

Health Hazard, Prevention & Management, & Vector Borne Disease (VBD) Team



Board of Health

Medical Officer of Health

Office of the MOH



Service Areas



Programs

Implementation Date: November 1990

Review Date(s)

April 14, 2004, October 2008, March 2009

Revision Date(s)

Feb. 20 1995, May 4 1995, Feb 5 1997, June 15 2000, June 17, 2004. April 2005, April 2006, October 2008, July 2010, May 2011, March 2012

Board Chair's Signature



Budget for 9.8 FTEsIncludes MOH and Executive Assistant, not Travel

Expenditure Category	Amount	% of Budget
Personnel Costs	1,142,796	87.16%
Administrative Expenses	44,900	3.42%
Purchased Services	72,966	5.57%
Materials & Supplies	22,570	1.72%
Furniture & Equipment	263	0.02%
Other Expenses	27,615	2.11%
Total Expenditures	1,311,110	100%
Less: 100% MOHLTC	(207,017)	
Total Cost-Shared Expenditures (Net)	\$ 1,104,093	



Communications





Communications Staffing

- 3.0 full-time equivalents
 - 1.0 Manager
 - 1.0 On-Line Communications Coordinator
 - 1.0 Communications Assistant



Communication's Roles

- Media
 - Releases, responses, events, relationships
- Marketing campaigns
 - To promote public health messages, programs
- Design work
 - Posters, brochures, displays, advertisements
- Video productions
 - Supporting public health messages



Communication's Roles

- Web site
 - Maintenance and re-development
- Social media
 - Twitter, YouTube, Facebook
- Staff support
 - Training, speeches, crisis communication
- Annual report



Emergency Preparedness





Emergency PreparednessStaffing

- 1.5 full-time equivalents
 - 1.0 Manager
 - 0.5 Administrative Assistant



Emergency Preparedness' Roles

- Ontario Public Health Standard
 - Identify hazards;
 - Emergency response plan;
 - Business continuity plan;
 - 24/7 communication plan;
 - Public awareness;
 - Staff training and awareness.



Emergency Preparedness' Roles

- Emergency Preparedness / Business Continuity Plan
- Presentations / workshops for community and staff
- Materials regarding emergency preparedness
- Emergency planning exercise at Health Unit and participate in municipal exercises
- Community Emergency Response Volunteers (CERV)
- Test fan out twice yearly
- Fit-testing of masks
- Strong relations with emergency planners / first responders



Occupational Health and Safety Program





Occupational Health and Safety Staffing

- 1.05 full-time equivalents
 - 0.5 Manager
 - 0.25 Administrative Assistant
 - 0.3 Staff Immunization Nurse



Occupational Health and Safety's Roles

- Legislative Requirements:
 - Occupational Health and Safety Act
 - Fire code
 - First Aid
 - Health Care regulation
 - Industrial regulation
 - Workplace Hazardous Material Information System (WHMIS)
 - Bill 160 and 168



Occupational Health and Safety's Roles

- Incident and Risk Management
 - Respond to incidents
 - Assessment and control of hazards Joint Occupational Health and Safety Committee
- Consultation, Education and Training
 - Policy development, Committees
- Monitoring, Enforcement and Reporting
 - Staff immunizations, worksite inspections



Privacy Program





Privacy Program Staffing

- 0.75 full-time equivalents
 - 0.5 Manager
 - 0.25 Administrative Assistant



Privacy Program

- Legislation
 - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
 - Personal Health Information and Protection Act (PHIPA)
 - Translated into three policies
 - Confidentiality, access to information
- Incident and risk management
 - Investigates incidents and prepares responses



Privacy Program

Consultation, Education and Training

Monitoring, Enforcement and Reporting



Special Projects





Special Projects Staffing

- 1.0 full-time equivalent
 - 1.0 Manager
 - Contract Administrative Assistant



Special Project Roles

- Continuous quality improvement (CQI)
 - 14 Accountability Agreement Indicators
 - Accreditation
- Records management
 - Filing, storage, retrieval, disposal
- Administrative policy review
 - Reviewing administrative and Board policies



Special Projects

- Achieving the strategic directions
 - Supporting the six Strategic Achievement Groups
- Special projects
 - Eg. Child and Youth Network, Board of Health Code of Conduct



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