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 MIDDLESEX-LONDON  
HEALTH UNIT

# 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

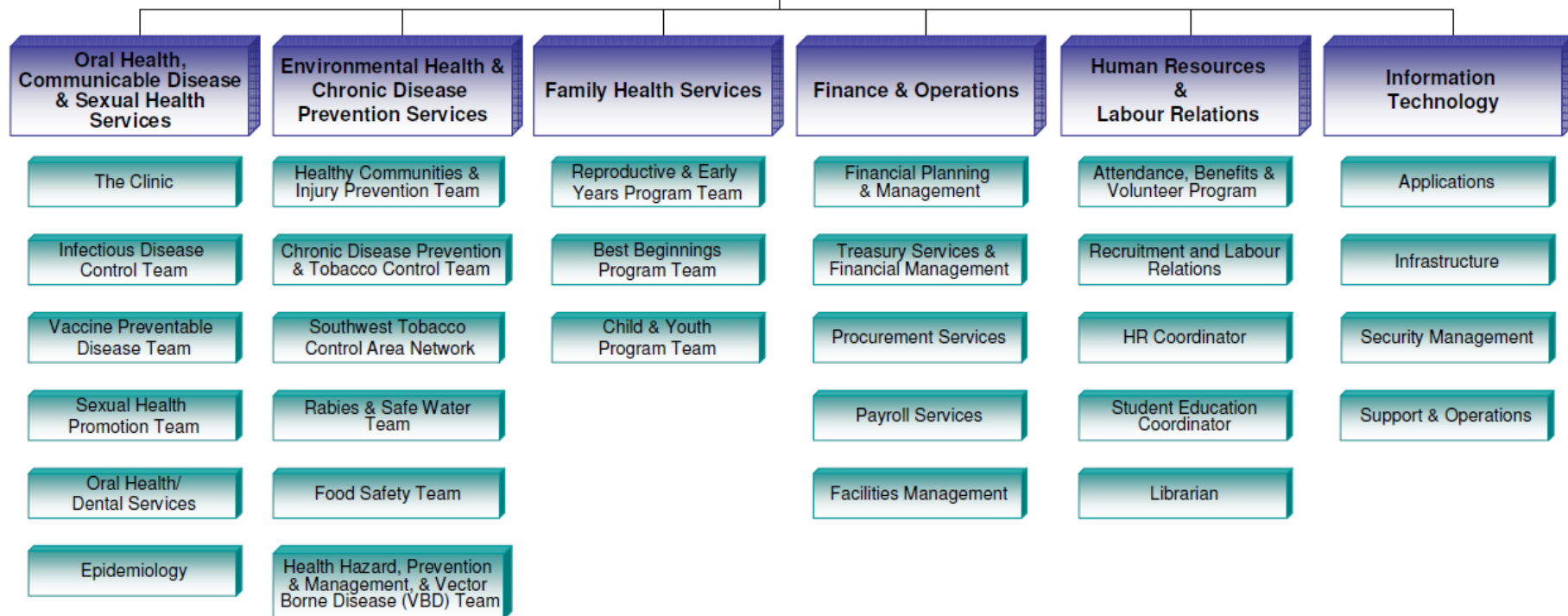
- Board report addresses:
  - Communications
  - Emergency Preparedness
  - Occupational Health and Safety Program
  - Privacy Program
  - Special Projects
- Does not address:
  - Medical Officer of Health / CEO and Executive Assistants
  - Travel Clinic

**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



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**

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# Budget for 9.8 FTEs

**Includes 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%
<b>Total Expenditures</b>	<b>1,311,110</b>	<b>100%</b>
Less: 100% MOHLTC	(207,017)	
<b>Total Cost-Shared Expenditures (Net)</b>	<b>\$ 1,104,093</b>	

# 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 Preparedness Staffing

- 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

# Acknowledgements

- Dan Flaherty
  - Manager, Communications
- Pat Simone
  - Manager, Emergency Preparedness
- Vanessa Bell
  - Manager, Privacy and Occupational Health and Safety
- Ross Graham
  - Manager, Special Projects