

ADMINISTRATION MANUAL

SUBJECT: Organizational Structure
SECTION: Governance

POLICY NUMBER: 1-050
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IMPLEMENTATION: November 1, 1990
SPONSOR: Medical Officer of Health
REVIEWED BY: Senior Leadership Team

APPROVAL SIGNATURE: Medical Officer of Health / CEO
DATE: December 10, 2015

PURPOSE

To describe the Health Unit's organizational structure, as well as the reporting relationships and responsibilities for Health Unit operations.

POLICY

The Middlesex-London Health Unit is led by the Medical Officer of Health and Chief Executive Officer, as defined by the Health Protection and Promotion Act, who is accountable to the Middlesex-London Board of Health for the management of public health programs and services and for the direction of employees and persons whose services are engaged by the Health Unit. In the absence of the Medical Officer of Health, the Associate Medical Officer of Health shall act as the Medical Officer of Health and assume the corresponding responsibilities.

When the Office of the Medical Officer of Health is vacant or unable to act, and there is no Associate Medical Officer of Health, the Board of Health may appoint a physician as the Acting Medical Officer of Health.

The Health Unit is organized by Divisions, with the Director of each Division reporting directly to the Medical Officer of Health or his/her designate. Directors are responsible for the administration and delivery of all aspects of the programs and services within their Divisions.

PROCEDURE

The agency-level organizational structure of the Middlesex-London Health Unit with reporting structures for the Medical Officer of Health, the Associate Medical Officer of Health and Directors are outlined with this policy.

Programs and services are organized into the Divisions as outlined in the agency-level organizational structure. These programs and services are planned and coordinated by the Division Directors in consultation with the Medical Officer of Health and approved in the Middlesex-London Health Unit budget that is submitted annually to the Board of Health.

The Medical Officer of Health and Chief Executive Officer will keep the Board of Health informed of any changes to the organizational structure of the Health Unit.

The Divisions and organization of programs and services at the Middlesex-London Health Unit are prepared and made available to staff on the HUB.

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APPLICABLE LEGISLATION

Health Protection and Promotion Act. R.S.O. 1990, Chapter H.7.

Ontario Public Health Organizational Standards

RELATED POLICIES

REVISION DATES (* = major revision): February 20 1995; May 4 1995; February 5 1997; June 15 2000; *September 10 2003; June 17 2004; *April 01 2009; * June 23 2010, *December 10 2015.