


Simcoe Muskoka District Health Unit, **POSITION DESCRIPTION (Senior Management)**
POSITION TITLE - Medical Officer of Health and Chief Executive Officer

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POSITION TITLE: Medical Officer of Health and Chief Executive Officer	POSITION NUMBER:	
SERVICE AREA: Medical Officer of Health	PROGRAM AREA:	
REPORTS TO: Board of Health	REVIEW DATE: December 20, 2024	
PURPOSE OF POSITION: In keeping with the Health Protection and Promotion Act (HPPA), reporting directly to the autonomous Board of Health, the Medical Officer of Health (MOH) and Chief Executive Officer (CEO) assumes the executive leadership at Simcoe Muskoka District Health Unit (SMDHU). The MOH/CEO is responsible for the strategic leadership of the health unit, the management of all operations and public health programs and services for the populations of the cities of Barrie and Orillia, the County of Simcoe, and the District of Muskoka as described within the HPPA, its regulations and the Ontario Public Health Standards. The MOH/CEO establishes the priorities of the agency and works with the senior leadership team and community to maximize efficiency, effectiveness and other parameters to ensure best possible services for the people of the area.		
POSITION SKILLS & COMPETENCIES REQUIRED:		
Education & Experience:		
In keeping with Section 64 of the HPPA the MOH must be a physician appointed by the Board of Health and the Minister of Health, and by Regulation 566 of the HPPA is required to have the following credentials:		
<ul style="list-style-type: none"> a) a fellowship in public health and preventative medicine from The Royal College of Physicians and Surgeons of Canada (preferred), or; b) a certificate, diploma or degree from a university in Canada that is granted after not less than one academic year of full time post graduate studies or its equivalent in public health comprising, <ul style="list-style-type: none"> (i) epidemiology, (ii) quantitative methods, (iii) management and administration, and (iv) disease prevention and health promotion; <p style="text-align: center;">or</p> <ul style="list-style-type: none"> c) a qualification from a university outside Canada that is considered by the Minister to be equivalent to the qualifications set out in clause (b). R.R.O. 1990, Reg. 566, s. 1 (1). 		
The MOH position also requires senior management experience in public health.		
Specific knowledge, skills, abilities:		
The MOH requires sufficient knowledge, skills and abilities to fulfil the purpose and key responsibilities of the position. This requires the ability to determine the health needs of the population served by the Board of Health and to lead the health unit to optimally provide for these public health needs. To this end visionary leadership skills are required, including the ability to engage board members, staff and stakeholders to achieve the alignment of goals, actions and resources with needs, and to communicate effectively as a means of achieving change. A willingness and ability to meet and work with people throughout the health unit area and elsewhere in the province in the engagement process is required.		

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The MOH/CEO requires sufficient knowledge, skills and abilities to fulfil the purpose and key responsibilities of the position. This requires:

- Advanced knowledge of all public health areas of practice identified in the Ontario Public Health Standards.
- Advanced leadership skills, including the ability to engage board members, staff and stakeholders to achieve the alignment of goals, actions and resources with needs, and to communicate effectively as a means of achieving change.
- Advanced knowledge of relevant Federal and Provincial legislation and municipal by-laws.
- Advanced knowledge and skills in public health administration, human resource management, and financial management.
- Advanced communication, facilitation, negotiation and public relations skills.
- Advanced leadership skills necessary to develop inter-departmental programming and plans.
- Advanced leadership, team building and human relations skills in order to direct, develop, motivate and support multidisciplinary staff.
- Advanced communication skills for development of letters, reports and proposals for the Board of Health.
- Advanced priority setting ability that considers a wide range of variables within a dynamic situation.
- Advanced ability to present issues, discuss, consider and recommend services and agency priorities in light of the political environment and resource constraints within Executive Committee and with the Board of Health.
- Possess a valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit area.

KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY):

The MOH/CEO functions as a public health medical leader accountable to the Board of Health for the achievement of the mandate of the health unit to protect and promote the health of the population and to prevent disease. These two principal roles are described below.

Public Health Medical Leadership

As a public health medical leader, the MOH has specific powers within the HPPA related to the control of communicable diseases (Section 22) and the response to health hazards (Section 13).

The MOH is responsible for keeping informed of the health needs of the population served by the Board of Health as well as the most effective and appropriate means of meeting these needs. This requires that the MOH maintain an awareness of the most useful information sources to these ends, monitors them, interprets, and synthesizes the information in order to determine changes required in health unit programming or actions for healthy public policy advocacy. The MOH must work effectively in collaboration and leadership in these tasks with the Board of Health, health unit staff, partner agencies, the community and the broader public health community. The MOH is very much a position of leadership on population health matters and as such takes and creates opportunities to speak out and be noted on an ongoing basis. To do this the MOH must draw upon the information knowledge base, and the analytical and communication skill base incumbent on the position.

The MOH is to ensure optimally functioning systems are in place for population health surveillance and assessment, and program operational planning, program monitoring, evaluation, implementation of improvements based on evaluation findings, and program delivery.

Beyond program delivery and policy advocacy, the MOH must work effectively with others, including provincially with fellow MOHs, Associate Medical Officers of Health (AMOH) and personnel in provincial government to safeguard and enhance the public health system.

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The MOH maintains effective relations and communications with the Ontario Chief Medical Officer of Health (CMOH) and other personnel within the Ministry of Health and other provincial institutions, and reports information required by the Province. As part of this relationship, the MOH seeks consultation with the CMOH and provides input and information into matters of mutual interest to the Board of Health and the Province. The MOH defers to the authority of the CMOH as required by Sections 81 and 82 of the HPPA.

The role of the MOH is supported by the Associate Medical Officers of Health (AMOHs) who share with the MOH in the provision of after hours on-call service (with the support of other staff).

Chief Executive Officer

As CEO the MOH has a range of roles that complements the public health medical leadership roles. The MOH/CEO is accountable to the Board of Health for the management of the public health programs of the health unit.

The MOH/CEO is to ensure systems for resource management. These include the management of financial resources as well as human resources. The MOH/CEO, in collaboration with senior staff, develops the annual budget for the consideration, modification and approval of the Board, and ensures that systems are in place to fulfill the budget for program delivery. The MOH/CEO is responsible for ensuring that the Board is informed of the financial and human resource needs for the health unit to fulfill its mandate.

The MOH/CEO ensures that systems are in place to determine human resource needs and to provide supports in these areas as appropriate. These include staff training based on core competencies and supports for health and safety.

The MOH/CEO is accountable to the Board of Health for the compliance of the health unit with legislative requirements. These include legislation related to the fulfillment of the public health mandate (e.g. the HPPA, Immunization of School Pupils Act (ISPA), Day Nursery Act, Environmental Protection Act, Smoke Free Ontario Act, Education Act, Child Youth and Family Services Act), the management of personal information (e.g. the Personal Health Information Protection Act), and working conditions (e.g. the Employment Standards Act, the Labour Relations Act).

The MOH/CEO is accountable for maintaining a positive public image for the health unit, and positive and effective working relations with partner agencies. To this end the MOH/CEO ensures optimal systems for the management of media communications and for effective partnership collaboration.

The MOH/CEO is responsible for ensuring the structures and systems are present and functioning within the health unit.

SCOPE & DECISION MAKING:

The MOH/CEO positively impacts the health of the populations served by the Board of Health by ensuring that the health unit effectively identifies and addresses fundamental health needs. The MOH/CEO must ensure the development of both a long-range strategic plan for the Board to achieve this end and to work in the short and medium term to address more immediate issues and needs. The MOH/CEO is accountable for all aspects, functions, and operations of the health unit.

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CONTACTS & COMMUNICATION:

Internal:

The MOH/CEO is in frequent contact with the Board of Health and its members, and will initiate contact with them immediately for urgent matters. The nature of the communication with the Board is both formal (through Board meetings) and informal (through individual communications) and can touch on matters of short term and immediate need, or long-range goals and plans.

The MOH/CEO is in constant communication with members of staff during standard working hours, and is available to staff on an emergency basis at all times, except where prior arrangements have been made, in which case MOH/CEO role coverage will be communicated clearly to staff. In particular the MOH/CEO works closely with senior management, the AMOHs, and with the administrative support staff.

External:

The MOH/CEO communicates with stakeholders as appropriate. This includes the Ontario Chief Medical Officer of Health (CMOH) and other provincial government personnel, or personnel from other health units. The MOH/CEO maintains effective ongoing communication with the municipalities served by the Board of Health, as well as with partner agencies. The MOH/CEO also maintains a profile with the overall population served through ongoing media communication platforms.

RESPONSIBILITY FOR RESOURCES:

Staff:

The MOH/CEO is accountable to the Board of Health for the performance of staff in delivery of public health programs, for their professional development, for the supports that they require and for their work-related wellbeing. The MOH/CEO directly supervises the Associate Medical Officers of Health, the Executive Assistant, Administrative Assistant, and the Vice Presidents.

Financial:

The MOH/CEO is accountable for the proper use of resources of the health unit to fulfill its legal responsibilities and mandate; and for providing the Board of Health with information on the financial needs for the health unit for the purpose of fulfilling the health unit's legal responsibilities and mandate.

Annual Operating Budget:

The MOH/CEO ensures the creation of the budget for the consideration of the Board of Health, working with senior staff.

Scope of Programs:

The MOH/CEO is accountable to the Board of Health for all programs and services offered by the agency, with the MOH/CEO reporting to the Board of Health, and health unit senior staff reporting to the MOH/CEO regarding program delivery.

Information:

The MOH/CEO reports to the Board of Health on the management of programs and the overall operations of the health unit. The MOH/CEO is accountable for all information from the health unit provided to partner agencies and to the community, to ensure that it serves the mandate of the Board of Health to protect and promote health and prevent disease.

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EFFORT REQUIRED:

Mental:

- Required to review, monitor, comprehend and synthesize information from a wide range of sources in society – determine relevance and application to public health – determine strategic direction required for public health intervention re specific situation/health hazards, but also for broad agency overall strategic direction.
- Need to prioritize areas of focus and delegate effectively, drawing upon the expertise and leadership of others.
- Need to exercise community medicine specialty skill base effectively to provide leadership and direction to staff, and advice to the Board of Health.
- To identify community health needs using available information sources and providing direction to staff to gather information when needed to address significant information gaps.
- Use information to develop health intelligence – to be applied in decision making for public health programs, and advocacy for healthy public policy.
- Work with fellow MOHs and AMOHs to identify and provide for educational needs and supports.
- Multiple demands/priorities from community, government, and Board of Health, including deadlines– time management/crises as priority, long-range view, and planning. Operational issues, including change management, requires ongoing attention and consultation. Required to provide timely response and resolution of issues.
- Concentration and analytical requirements – reviewing, reading, analyzing, and interpreting government and public health related materials and matters related to the health unit’s regulatory responsibilities.
- Achievement of key health unit objectives and projects – leading decisions and strategies involving major resources to the health unit.

Physical:

- Work after hours required at times.
- Moderate travel, time away, some overnight.
- Potential for prolonged periods of prolonged working hours (such as public health emergencies).

WORKING CONDITIONS SPECIFIC TO POSITION:

Most work in office settings; at times working in other community settings.

I have read the Position Description and understand the duties and responsibilities as assigned.

EMPLOYEE’S SIGNATURE: _____ **DATE:** _____

CHAIR, BOARD OF HEALTH SIGNATURE: _____ **DATE:** _____

Position Approvals:

MOH: _____ **Date:** _____ **Board Chair:** _____ **Date:** _____

POSITION HISTORY: January 6, 2025, reviewed by the Board of Health

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Appendix A

The Medical Officer of Health (MOH) and Associate Medical Officer of Health (AMOH) provide public health medical leadership and direction to staff (and where indicated, provide senior leadership) in the following health unit program areas:

MOH / AMOH	Department	Program
Dr. Charles Gardner	Environmental Health	<ul style="list-style-type: none"> • Safe Water • Food Safety and SFOA Enforcement • Healthy Environments and Vector-Borne Disease • Emergency Management and Rabies
Dr. Colin Lee	Environmental Health	<ul style="list-style-type: none"> • Infection Prevention and Control
	Clinical Service	<ul style="list-style-type: none"> • Infectious Disease • Immunization • Sexual Health
Dr. Lisa Simon	Clinical Service	<ul style="list-style-type: none"> • Oral Health
	Community and Family Health	<ul style="list-style-type: none"> • Comprehensive Health Promotion – Chronic Disease and Injury Prevention • Comprehensive Health Promotion – School Health • Comprehensive Health Promotion – Healthy Growth and Development • Healthy Babies Healthy Children Reproductive Health • Substance Use Prevention and Harm Reduction
	Office of the Medical Officer of Health – Senior Leadership	<ul style="list-style-type: none"> • Health Equity, Population Health Assessment and Communications
Note: Although each MOH/AMOH has an area of focus, coverage is provided for all areas when required.		
On Call Coverage – Provided by MOH and AMOHs per scheduled rotation.		

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