



BOARD OF HEALTH

SECTION:	Human Resources	APPROVED BY:	Board of Health
NUMBER:	BOH-HR-040	REVISED:	June 2024
DATE:	May 1, 2018		

Delegation of Duties: CEO & MOH

PURPOSE:

To outline the delegation of duties requirements and responsibilities for the positions of CEO and MOH.

POLICY:

The Board of Health recognizes that the duties of the Medical Officer of Health and the Chief Executive Officer are required to be carried out, even in the case of vacation and short leaves.

The Board of Health shall ensure that the Medical Officer of Health and Chief Executive Officer shall have coverage for his/her positions while away from the office on vacations and leaves. Such coverage is required when the Medical Officer of Health or Chief Executive Officer cannot be reached for consultation or to attend to a matter in person.

PROCEDURE:

MOH Coverage:

The CEO and MOH will ensure that, in accordance with the Health Protection and Promotion Act, Southwestern Public Health enter into Mutual Aide Agreements between neighbouring public health units which include the provision of Acting Medical Officer of Health when the Medical Officer of Health is absent or unable to act and there is no Associate Medical Officer of Health appointed. Therefore, the parties agree that any party may request Acting Medical Officer of Health coverage from any of the other parties.

Further, in addition to the Mutual Aid Agreement established, Southwestern Public Health may also arrange for coverage from other neighbouring Medical Officers of Health from time to time.

CEO Coverage:

The CEO will arrange for coverage from available Directors within the organization. If required, remuneration for coverage will be paid to the person(s) acting in accordance with the non-union policy covering such.

COMPLIANCE:

Non-compliance with this policy and any associated procedures may result in appropriate disciplinary measures.

REVISION DATES:

September 2022

June 2024 (addition of compliance and revision dates)