

Policy

Title: Medical Officer of Health Performance Appraisal

Reference number: 2015 - 0001

Approved by: Ottawa Board of Health

Approval Date: March 2, 2015

Effective Date: Upon approval

Policy Statement

The Ottawa Board of Health is committed to encouraging continuous learning, professional development and accountability as a means of maintaining a competent workforce which provides a high standard of service to the public.

Legislative Reference/Authority

Under Section 6.14 of the *Ontario Public Health Organizational Standards* the Board is responsible for having written policies and procedures concerning staff performance and evaluation.

Introduction

The Ottawa Board of Health recognizes that reviewing the performance of the Medical Officer of Health (MOH) is an important governance responsibility outlined in the *Ontario Public Health Organizational Standards*, and is essential to good management of Ottawa Public Health (OPH).

Consequently, the Board is committed to establishing and participating in a performance appraisal of the MOH that promotes accountability, transparency and increases mutual understanding. The periodic evaluation will be conducted bi-annually, at a minimum. This formal assessment aims to maintain open communication and provide a formal opportunity to assess the results achieved by the MOH.

General Principles

2.1 The performance appraisal is an annual requirement intended to support and reinforce the achievement of the strategic priorities, goals and objectives of OPH.

2.2 The process shall provide for ongoing opportunities for the Board and MOH to discuss interim progress on the annual objectives and for the Board Chair, along with Board members as deemed useful, to provide feedback and coaching, as may be appropriate.

2.3 The performance appraisal system, adopted by the Board, is based on the Association of Local Public Health Agencies (alPHA) *MOH Performance and Development Appraisal* guidelines and template, which has been used by other health units. The questions included in the template reflect the roles and responsibilities of a MOH, as outlined in the *Health Protection and Promotion Act (1990)*.

2.4 The management of compensation for the MOH is guided by the Management and Professional Exempt (MPE) merit pay guidelines, which is aligned with the policies used for managers at the City of Ottawa and the Ministry of Health and Long-Term Care's MOH/AMOH Compensation Initiative under the 2012 Physician Services Agreement, and is implemented as determined by the Board.

Process

3.1 The policy for the MOH performance appraisal involves an initial survey to assess performance factors, performance measures, key deliverables and leadership competencies. A modified version of the alPHA *MOH Performance Appraisal* is used as the survey. The survey aligns with the processes and tools used by the City of Ottawa. The survey **will be updated annually as follows:** ~~is reviewed and approved by the Chair of the Board of Health, as needed.~~

3.1 (a) The Chair reviews the previous year's evaluation form and may adjust the present year's form to include assessment of special projects, assigned issues and/or key deliverables that may arise from time to time.

3.1 (b) The Chair provides the MOH with a copy of the proposed present year's evaluation form and requests whether the MOH has any questions or concerns.

3.1 (c) The Chair requests that the MOH provide a submission as relates to her/his achievements and successes over the past year.

3.2 The Chair of the Board of Health sends the **updated evaluation** survey **and the Medical Officer of Health's submission** to Board members to complete **survey**. Once Board members have completed the survey, a third party consultant collates the responses and summarizes broad themes into an Individual Contribution Agreement for the MOH.

3.3 The Chair then meets with the MOH to review themes and implications for the future, before presenting the final assessment to the Board for approval.

3.4 Once the Board has approved the Chair signs the Individual Contribution Agreement for the MOH, which is then submitted to the City of Ottawa's Human Resources Department and kept on file in the MOH's personnel file.

Administration

4.1 The Board Secretary may assist with the administration of this process in a confidential manner upon request from the Chair. Examples of administration may include, but not be limited to, providing, finalizing / formatting the evaluation survey, coordinating third party consultant support, confidentially receiving responses received from Board Members, supporting the preparation of a confidential Board report and administering meetings relating to the performance review process.

Confidentiality

5.1 All Board Members and staff involved in the performance review process are required to hold in strict confidence all confidential information concerning the process. Staff must abide by confidentiality provisions of the *Municipal Freedom of Information and Protection of Privacy Policy* (MFIPPA), the Employee Code of Conduct and applicable contract provisions relating to confidential and/or personal information. Board Members are also subject to MFIPPA, as well as provisions of the Code of Conduct for Members of the Board of Health relating to confidentiality.