



POSITION DESCRIPTION

POSITION (TITLE):	Associate Medical Officer of Health	DIVISION:	Office of Medical Officer of Health
REPORTS TO:	Medical Officer of Health	UNION AFFILIATION:	Non-Union
REVIEWED: Direct Supervisor	Medical Officer of Health	DATE: (R) if revised	(R) June 2016
APPROVED: MOH/CEO, Director	Medical Officer of Health	DATE:	August 2016
ORIGINAL VERSION DATE:	April 2014	REVISION DATES:	

POSITION SUMMARY:

The *Health Protection and Promotion Act*, R.S.O.1990, Chapter H.7, Section 68, (HPPA) specifies that the Associate Medical Officer of Health (AMOH), under the direction of the Medical Officer of Health (MOH) of the Board, shall assist in the performance of the duties of the Medical Officer of Health, and for the purpose, has all the powers of the Medical Officer of Health.

As part of senior leadership of the Thunder Bay District Health Unit, the Associate Medical Officer of Health works closely with the Medical Officer of Health in providing direction and support for a broad array of public health programs and services including infectious diseases, environmental health, chronic disease and injury prevention, and child and family health, in accordance with the Ontario Public Health Standards (OPHS) and the Ontario Public Health Organizational Standards (OPHOS). With an understanding of a population health approach and community context, the AMOH supports the design and evaluation of programs and services to meet community and population need and recognizes and addresses issues of public health concern, including emerging issues, in the health unit area.

In their work, the AMOH takes on diverse roles including that of expert, bringing their knowledge and experience in public health and medicine to bear on population health issues. The AMOH uses their oral and written communication skills to effectively engage a variety of internal and external stakeholders including management and staff, the Board of Health, the public, and the media. The AMOH builds and facilitates partnerships and collaborations with health and non-health sector stakeholders to advance public health and address needs in the community. The AMOH also works to ensure effective and efficient use of public health resources including financial and human resources.

At the direction of the MOH, the AMOH may also take on specific work or projects, such as working on First Nations public health initiatives, participating on provincial committees, and being involved in programming at the Northern Ontario School Medicine (NOSM).

DUTIES AND RESPONSIBILITIES:

Expert

1. Strategically apply a population health approach to addressing public health issues and in assessing and planning programs and projects to achieve population health outcomes.
2. Incorporate an understanding of health equity in assessing and addressing public health issues and public health programs. Recognize, in particular, health disparities related to Indigenous populations and the underlying causes of such disparities and apply culturally safe approaches to assessing and addressing these disparities.
3. Provide medical and public health expertise and oversight to staff and management in the areas of communicable disease (e.g., case, contact, outbreak management) and environmental health as required and understand and fulfil the responsibilities of the HPPA including the issuance of orders when required.
4. Participate in epidemiological evaluation, health status assessments, investigations, and other special projects as directed by MOH.
5. Participate with the MOH in a 24 hour on-call system.
6. Respond to public health emergencies and other issues of concern, including emerging issues, and participate in the emergency response team.

Collaboration:

7. Establish and maintain effective relationships with various health and non-health sector partners as appropriate to better understand the community and public health issues, to advance the work of the public health unit, and to mobilize partnerships to address issues of public health significance.
8. Take on particular roles with community groups or with organizations such as the Northern Ontario School of Medicine as directed by the MOH.
9. Through collaboration and advocacy, support actions to improve and protect the health of the population, including reducing health inequities.
10. Participate in working groups and committees at the regional and provincial levels with the goal to contribute to the larger public health system and, as applicable, to bring forward issues related to TBDHU or the region.
11. Promote TBDHU as a teaching organization and participate in the supervision and teaching of medical students and residents as well as other students on placement at the Health Unit.

Communicator:

12. Communicate effectively as required to different audiences including internally to TBDHU staff, Management and the Board of Health, as well as externally to the public and to community, regional and provincial partners. Communication can be formal or informal and occur through various means including verbal and written, presentations, etc.
13. Respond to inquiries, requests, from the public, community partners and the media, on public health issues.

14. Communicate effectively with the public and community partners on urgent and emergent issues, including risk communication.
15. Advocate for public health and, as applicable, proactively communicate on particular public health issues through the news media, presentations, speaking engagements, and other forum.

Leadership/Management

16. As a part of the senior leadership of the organization, contribute to the identification of strategic issues and organizational priorities and advance the implementation strategies to address those priorities.
17. Participate in discussions and processes, including the annual planning and budget process, to ensure effective and efficient use of public health resources including financial and human resources to achieve desired goals.
18. Provide leadership and consultation to staff in planning, developing, implementing and evaluating programs in the assigned areas of responsibility. Direct supervision of staff and preparation and monitoring of budgets may be required at times.
19. Fulfil the role as the Medical Officer of Health in the absence of the MOH when delegated by the MOH and Board of Health.

Professionalism:

20. Meet ethical and legal requirements for practice.
21. Be self-aware and continually seek and acquire professional development in order to maintain and enhance professional competencies. Contribute to the learning of others as well as to team and organizational learning.
22. Support professional practice in the organization. As it relates to clinical programming, provide oversight for medical directives and delegated acts as required.
23. Provide other prescribed duties as assigned by the Medical Officer of Health.

QUALIFICATIONS / REQUIREMENTS:

Education:

1. Possession of a degree in medicine and with a current licence to practise medicine from the College of Physicians and Surgeons of Ontario (CPSO) and be in good standing with the CPSO.
2. Further training in public health, with a fellowship with the Royal College of Physicians and Surgeons of Canada, in Public Health and Preventive Medicine (community medicine), or a Master of Public Health degree or equivalent, from a recognized university, in accordance with the *Health Protection and Promotion Act*, and Ontario Regulation 566.
3. Candidate must be in good standing with the Royal College or College of Family Physicians of Canada or other professional body, as applicable.

Eligibility:

The candidate must meet the requirements of The Health Protection and Promotion Act (1990) (HPPA) S. 64 which states: "No person is eligible for appointment as a medical officer of health or an associate medical officer of health unless,

- (a) He or she is a physician;
- (b) He or she possesses the qualifications and requirements prescribed by the regulations for the position; and
- (c) The Minister approves the proposed appointment. R.S.O. 1990, c H. 7, s. 64."

Skills:

- Knowledge and experience in the population health approach and an understanding of the associated principles and methods including, but not limited to, population health assessment, determinants of health, healthy equity, epidemiology, evidence informed public health, program evaluation, healthy public policy, community and stakeholder engagement, etc.
- Ability to think strategically in developing and implementing a comprehensive approach to public health issues
- Demonstrated cultural competency and experience in applying a culturally safe approach to working with Indigenous people, organizations and populations.
- Excellent communication and interpersonal skills.
- Ability to work in a team environment, including demonstrated consensus building and conflict management skills.
- Leadership and management skills, i.e., ability to lead and engage others within an interdisciplinary team environment, change management skills.
- Strong relationship building skills at the local, regional and provincial levels with a commitment to developing effective partnerships and collaborations.

OCCUPATIONAL HEALTH AND SAFETY:

- Follows all policies and procedures to ensure personal safety and safety of others.
- Reports any equipment or safety problems to supervisor.