

LEEDS, GRENVILLE AND LANARK DISTRICT HEALTH UNIT	
BOARD OF HEALTH / WORK INSTRUCTION	
Title: Medical Officer of Health (MOH)/CEO Evaluation Work Instruction	
Department: Board of Health	Original Date: July 12, 2018
Number:	Revision Date: June 18, 2020
Approved by: Original Signed	Reviewed Date: June 18, 2020

Purpose: The purpose of the MOH/CEO Evaluation Work Instruction is to document a consistent process for the Board Evaluation Committee (Board Chair, Governance and Quality Assurance Committee Chair and Board 2nd Vice Chair) to follow when conducting the evaluation of the MOH/CEO.

Scope: This process involves MOH/CEO Direct Reports, Partners, and the Board of Health.

Activities:

Development of the Evaluation Framework

- The Evaluation Framework is based on the OHA Guide to Good Governance (Board's role in CEO Evaluation). It includes CEO Performance Expectations and Key Result Areas, and an overall Assessment based on those expectations and results.
- The Governance and Quality Assurance Committee works with the MOH/CEO to develop the Performance Expectations to be used in the evaluation for the next year.
- The MOH/CEO and Governance and Quality Assurance Committee identify which Expectations will be assessed through feedback from Direct Reports, Partners and the Board.

MOH/CEO

- Prior to the evaluation meeting with the Governance and Quality Assurance Committee, the MOH/CEO fills in the MOH/CEO Performance Review Form documenting the actual work completed to meet the expectations in the previous year.

Direct Reports:

- All Direct Reports are included in the evaluation with separate questionnaires for the Executive Assistant to the MOH (EA to the MOH) and the Finance and Property Manager.
- An email is sent to MOH/CEO Direct Reports (SLT members, EA to the MOH and Finance and Property Manager) from the MOH/CEO advising them that the Governance and Quality Assurance Committee will be conducting an evaluation of the MOH/CEO and that the Board Evaluation Committee will meet with each of them to review their completed assessment form.
- The EA to the MOH will email each Direct Report a copy of the assessment form for completion which is to be printed, dated, signed and returned in a sealed envelope addressed to the Board Evaluation Committee to the EA to the MOH within two weeks.
- The EA to the MOH will set up individual interviews with Direct Reports and the Board Evaluation Committee.
- The Board Evaluation Committee will review MOH Appraisal Forms completed by Direct Reports, along with the MOH/CEO Performance Review Form completed by the MOH/CEO.

Partners:

- The EA to the MOH will send an email to Partners on behalf of the Board Chair advising that the Leeds, Grenville and Lanark District Health Unit Board of Health is conducting an annual performance appraisal of its Medical Officer of Health/CEO. Their input into this process would assist the Board to identify what is going well and what could be improved to enhance the functioning of Health Unit programs and services. Responses will be confidential and summarized for feedback with the MOH. A deadline will be given to complete the survey (Partner Appraisal Form).
- Once the deadline has been reached for completion the Board Evaluation Committee will retrieve/summarize the information from the survey.

Board of Health:

- The EA to the MOH will send an email to Board members on behalf of the Board Chair advising that the Governance and Quality Assurance Committee is conducting an annual performance appraisal of the MOH/CEO. Their input into this process would assist the Governance and Quality Assurance Committee to identify what is going well and what could be improved to enhance the functioning of Health Unit programs and services, and the work of the Board itself. Responses will be confidential and summarized for feedback with the MOH/CEO. A deadline will be given to complete the survey (Board Appraisal Form).
- Once the deadline has been reached for completion the Board Evaluation Committee will retrieve/summarize the information from the survey.

Meeting with the MOH/CEO to Complete the Evaluation:

- Once all interviews have been completed with Direct Reports and surveys have been summarized with Partners and the Board of Health a meeting will be arranged by the EA to the MOH with the Board Evaluation Committee to review the results.
- The Board Evaluation Committee will prepare a summary to be taken to the Governance and Quality Assurance Committee for furtherance to the Board of Health.

Related Internal References: Medical Officer of Health (MOH)/CEO Evaluation Guideline

Related External References: [If applicable, list external documents particular to this guideline.]

Revision History: [Enter a statement summarizing the changes to the previous version in the description; do not list each and every amendment.]

Date	Description of changes	Requested By
July 12, 2018	MOH Evaluation Work Instruction	Governance and Quality Assurance Committee
June 1, 2020	Added Board Evaluation Committee and separate questionnaires for EA to MOH and Finance and Property Manager	Governance and Quality Assurance Committee