

PETERBOROUGH PUBLIC HEALTH

Board of Health

POLICY AND PROCEDURE

Section: Board of Health	Number: 2-340	Title: Medical Officer of Health Performance Appraisal
Approved by: Board of Health		Original Approved by Board of Health On (YYYY-MM-DD): 2009-02-11
Signature: <i>Original signed by Board Chair</i>		Author: Medical Officer of Health
Date (YYYY-MM-DD): 2018-09-12		
Reference:		
Forms: Medical Officer of Health Performance Appraisal Form (available upon request) Medical Officer of Health Performance Planner (available upon request) Medical Officer of Health Position Description (available upon request)		

NOTE: This is a **CONTROLLED** document for internal use only, any document appearing in a paper form should **ALWAYS** be checked against the online version prior to use.

POLICY

The Board of Health (BOH) facilitates performance by creating an environment where the Medical Officer of Health (MOH) and all employees of Peterborough Public Health (PPH) achieve their best. A written appraisal system will be used to provide an objective and uniform way to evaluate employees on the job. It is a constructive process to build on strengths, correct weaknesses, and maximize performance.

1. The MOH's performance is to be appraised before the end of the probationary period, in order to recommend to the BOH appointment to regular appointment status, extension of probationary period, or termination of employment.
2. At the beginning and end of each year, the Board Chair will meet with the MOH to set and review an annual work plan which includes professional development goals.
3. The MOH's appraisal will be conducted by a committee of the BOH chaired by the Chair of the BOH every two (2) years.
4. This review is to be conducted by the current Chair, Vice Chair, and a past Chair of the Board, when possible.
5. The Board will incorporate feedback from internal stakeholders such as board of health members and staff as part of the 360° component every four (4) years. If relevant, the MOH may incorporate any such processes from their professional college into this appraisal process.
6. External stakeholders will be approached for feedback by the Board at least every six (6) years and where appropriate.

7. As part of the performance appraisal, the MOH is responsible for completing a self-appraisal.
8. Formal performance appraisals do not take the place of ongoing evaluation and feedback. If the MOH's work is not adequate, the matter is to be dealt with while details and facts are fresh and will not wait for the formal review. The MOH's performance must return to the required standard within a specified time period or further action may be taken by the Board.

PROCEDURE

The Chair of the BOH will:

1. Meet with the MOH at the beginning and end of the Chair's term to review the annual work plan, which includes the setting of professional development goals.
2. Schedule the performance appraisal before the end of the probationary period and then at least every two (2) years, preferably around the MOH's anniversary date.
3. Convene a meeting with the immediate past Chair and the Vice Chair to review the required materials, confirm the process, and develop the timeline. This sub-committee can consult with any other persons they feel could provide relevant input to the performance appraisal, review the job description, operational plans, significant events and any other pertinent items from the period under review.
4. Work with the Secretary of the Board to organize the 360° component of the appraisal. This would begin with a request to the MOH for a list of staff and external stakeholders, when warranted, who could be approached for potential feedback.
5. Conduct the interview. This part may require more than one meeting. Begin the process with the MOH's self-appraisal. Use the information collected from the various sources to grade each factor on the appraisal form, using the definitions included in the performance appraisal form and support the decision with comments and examples wherever possible. When weighing all of the feedback, genuinely consider the MOH's input and make changes/additions to the factor comments, examples and even grading where warranted.
6. Complete the Performance Appraisal Form. The appraisal should also include an assessment of performance relative to any learning or performance objectives set in the previous performance appraisal. In the Board's comments, clearly indicate whether the overall performance is satisfactory or not. For probationary MOHs indicate if probation has been completed satisfactorily.
7. Sign and date the Performance Appraisal Form and have the MOH do the same. The MOH's signature means that they have read and understood the review. Ensure that a signed version of the Confidentiality Agreement is received.
8. Provide the MOH a full copy of the completed Performance Appraisal Form. The Director of Operations is to retain the original including the self-appraisal in the MOH's personnel file.

Review/Revisions

On (YYYY-MM-DD): 2010-10-27 (By-Laws, Policies and Procedures Committee)

On (YYYY-MM-DD): 2010-11-10 (Board)

On (YYYY-MM-DD): 2012-11-26 (Governance)

On (YYYY-MM-DD): 2012-12-12 (Board)

On (YYYY-MM-DD): 2015-12-09 (Board; combined with procedure 2-341)

On (YYYY-MM-DD): 2016-04-13 (Board)

On (YYYY-MM-DD): 2018-09-12 (Board)