

## Organizational Planning – B-G-024

### Board of Health Policy

#### 1.0 Policy Statement

Boards of health are accountable for the delivery of public health programs and services and achieving program outcomes in accordance with Ministry of Health and Long-Term Care (Ministry) published standards, protocols, and guidelines (*Ontario Public Health Standards: Requirements for Programs, Services, and Accountability* [Standards], 2018).

As outlined in the *Public Health Practice Domain* and the *Effective Public Health Practice Foundational Standard*, the board of health shall develop and implement an annual service plan and budget submission which:

- Demonstrates use of a systematic process to plan public health programs and services to address the needs of the community.
- Describes the public health programs and services planned for implementation and the information which informed it.

In order to ensure organizational Standards compliance and planning consistency across the organization, it is expected that the North Bay Parry Sound District Health Unit (Health Unit) management and staff use the Organizational Operational Document (OOD) and associated planning tools and guidelines for annual planning and reporting purposes.

#### 2.0 Purpose

This policy outlines the Health Unit organizational planning process including identification of strategies to address priority populations and health inequities within the region when planning for and developing programs and services. This process is based on the 2018 Standards *Framework for Public Health Programs and Services* taking into consideration the social determinants of health which influence and shape programs' and services' planning approaches to achieve desired outcomes. Operational planning may span multiple years with each program and service developing a corresponding OOD for the current organizationally identified timeline (e.g., 2019; 2020-2024).

#### 3.0 Scope / Responsibility

This policy applies to all personnel of the Health Unit involved in planning programs and services.

The Board of Health through the Medical Officer of Health/Executive Officer ensures that this policy is implemented.

##### 3.1 Executive Directors:

It is the responsibility of the Health Unit's Executive Directors to:

- Ensure that annual program planning and reporting is completed annually.

- Ensure managers have the competencies to lead annual program planning.
- Review annual program plans and budgets with managers to ensure quality, consistency, and alignment of activities with organizational priorities.
- Review year-end reports for the purposes of accountability and awareness of activity outcomes.

### 3.2 Managers:

It is the responsibility of the Health Unit's Managers to:

- Conduct annual program planning.
- Utilize the OOD and associated tools and guidelines for the purpose of developing evidence-based program plans and budgets that meet the requirements of the Standards, and address the needs of the community.
- Ensure program staff have the competencies and resources required to participate in annual program planning.
- Review and update annual program plans throughout the year as appropriate.
- Provide a year-end report on planned activity outcomes and measures of success.

### 3.3 Planning and Evaluation:

It is the responsibility of Planning and Evaluation to:

- Review and provide up-to-date program planning tools and guidelines to the organization in time for annual planning activities.
- Provide education on the OOD and associated tools and guidelines for the purpose of developing evidence-based program plans and budgets that meet the requirements of the Standards, and address the needs of the community.

## 4.0 Procedure

In undertaking operational planning, all programs and services utilize the *Organizational Planning Guidance Document* and associated tools.

## 5.0 Records Retention

All records relating to this Policy are retained in accordance with the Records Retention and Management work instruction ([WI-HU-108](#)).

## 6.0 References

### Internal References

- a) North Bay Parry Sound District Health Unit, [Board of Health Bylaws](#).
- b) [Quality Assurance Manual](#) (1999).
- c) North Bay Parry Sound District Health Unit, [Organizational Planning Guidance Document and associated tools](#).

d) Records Retention and Management – [WI-HU-108](#)

## External References

- a) *Health Protection and Promotion Act*, R.S.O., 1990, c H.7. [Ontario E-Laws Website](#)
- b) *Municipal Act*, 2001, S.O. 2001, c. 25. [Ontario E-Laws Website](#)
- c) *Ontario Public Health Standards: Requirements for Programs, Services, and 2018*. [Ministry Website](#)

## 7.0 Summary of Revisions

2018-11-13 – Revised policy for organizational planning according to revised Standards (2018).

## 8.0 Board Policy Development Details

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