

IREDELL COUNTY HEALTH DEPARTMENT
318 Turnersburg Highway, Statesville, NC 28625

Policy Title:	ICHD BOH Orientation and On-going Training Policy	Anticipated Annual Review Period	Once Annually
Division of Origin:	Public Health Development and Promotion	Non-intent Change Revision Date(s):	November 1, 2018, September 30, 2019
		Intent Change Revision Date(s):	
Prepared By:	Norma K. Rife	Effective Date for Intent Change Revision(s):	
Managed By:	Norma K. Rife		
Original Created Date:	October 3, 2017	BOH Approval	November 2, 2017 (Original)
Original Effective Date:	November 30, 2017		October 10, 2019
Location(s) of Policy:	Intranet Policy & Procedure Files Board of Health Handbook Link	Affected Programs:	All Divisions (Executive Leadership Team Directors & PIOs)

I. PURPOSE STATEMENT:

- A.** This Iredell County Health Department (ICHD) Board of Health Orientation and On-going Training Policy is required by NC Local Public Health Accreditation, since members come from a variety of community groups and backgrounds and may have little knowledge of public health prior to their appointment. Therefore, orientation, initial and on-going training are necessary for Board of Health (BOH) members. Properly oriented and trained BOH members can better serve the Local Health Department (LHD) and the community.

II. DEFINITIONS: N/A

III. POLICY

- A.** The ICHD assures the Local Board of Health (LBOH) members begin their oriented soon after their appointment and receive quality on-going training and reference materials.
- B.** The ICHD assures orientation is completed within the first year after appointment.
- C.** The ICHD assures the BOH receives orientation and on-going training on the authorities and responsibilities of the LBOH.
- D.** The ICHD comprehensively updates the BOH Training Manual (BOH Handbook) at least once annually.
- E.** The ICHD continuously updates materials in the BOH Handbook soon after they become available.
- F.** For accreditation audits, documentation of orientation training is provided for all BOH members appointed since the last re-accreditation site visit and for those currently serving on the board.

V. PROCEDURES:

A. BOH ORIENTATION TRAINING:

1. The local health department provides the BOH members, upon appointment, access to the electronic BOH Handbook. Hard copies are provided where preferred.
2. Access to this electronic BOH Handbook is provided to BOH members during their first orientation meeting.
3. The BOH Handbook is continuously updated and new or new versions of information is available.
4. This BOH Handbook is comprehensively assessed once annually (every 12 months) and changes are communicated and provided to BOH members.

V. PROCEDURES:

A. BOH ORIENTATION TRAINING: (Continued)

5. The content of this BOH Handbook serves as a tool for the new BOH member orientation and a solid reference point for answers to questions related to their authorities and responsibilities of the LBOH. This BOH Handbook also contains key documents related to the ICHD and the community.
6. Each appointed BOH member has one year to complete the self-guided training; however, BOH members often commit to completing the training within a shorter timeframe, since some members are making significant public health related decisions soon after placement on the BOH and have little knowledge about this specialty field.
7. The ICHD BOH members are encouraged to have conversations with the health director or an appropriate ICHD executive leadership team member to gain information needed during the orientation phase, where needed.
8. Board of Health members can request a program or facility tour at any time during their appointment.
9. This self-guided training requires each board member to document their completion dates, on a training log, as they move through each component. A completion log is turned in to ICHD for assurance purposes.
10. The content of the BOH Handbook includes but is not limited to the most recent version of BOH specific information, ICHD specific information, public health information and education as well as important resource links. **The below mimics the order in which the content appears in the electronic BOH Orientation and Training Handbook.**

Board of Health Content and Links

1. ICHD BOH orientation and Ongoing Training Policy
2. BOH Meeting Schedule
3. BOH By Laws and Operating Procedures
4. ICHD BOH Contact List
5. Advocacy Outreach Log for BOH
6. Roberts Rule of Order Link
7. NC General Assembly NC General Statutes Link
8. BOH Access to Legal Counsel

Iredell County Health Department

1. ICHD Mission Vision and Core Values
2. Iredell County Public Health Pillars
3. Standard of Excellence in Behavior Policy
4. Executive Division Organizational Chart
5. Administration Division Organizational Chart
6. Clinical Services Division Organizational Chart
7. Public Health Development & Promotion Division Organizational Chart
8. Environmental Health Division Organizational Chart

V. PROCEDURES (Continued)

Business Documents and Information

1. BOH Agendas and Minutes
2. Financial Document
3. Strategic Plan and Updates
4. Workforce Development Plan and Updates
5. Iredell County Community Health Assessment or CHA
6. Iredell County State of the County Health Report or SOTCH
7. Accreditation of Local Health Departments GS 130A 341

General Public Health

1. Public Health Mission and Essential Services GS 130A 1 1
2. Questions and Answers About NC County Health Departments Link
3. Public Health Across NC
4. Public Health Core Functions and 10 Essential Services
5. Healthy NC 2020 A Better State of Health
6. Ten Great Public Health Achievements for the 20th Century Section 1
7. Understanding the Work of the BOH Core Functions of Public Health Section 2 Part 1
8. Understanding the Work of the BOH Ten Essential Services of Public Health Section 2 Part 2
9. HIPAA and Public Health Link
10. CDC Health Disparities and Inequalities Report
11. Serving Immigrant Clients Frequently Asked Questions
12. Health Law Biological Threats

Work of the Health Director and the Board of Health

1. Power and Duties of the Local Health Director GS 130A 4
2. Powers and Duties of the Local Board of Health GS 130 A 39
3. County Board of Health Appointments and Terms GS 130A 35
4. Principle of the Ethical Practice of Public Health Brochure
5. What is a BOH Rule Section 1
6. Rule Making Authority of NC Boards of Health Section 2
7. Procedural Requirements for Rulemaking Section 3
8. Legal Responsibilities and Authorities Structure Section 3 Part 1
9. Legal Responsibilities and Authorities Roles and Responsibilities Section 3 Part 2
10. Guidelines and Expectations of Board Members Section 4

Local Rules and Ordinances

1. Mosquito Rule
2. Rabies Control Rule BOH Approved

V. PROCEDURES (Continued)

ICHD Programs and Services

1. Iredell County Health Department Brochure
2. Child Health Program Brochure
3. Dental Clinic Brochure
4. Family Planning Clinic
5. Environmental Health Brochure
6. Immunization Program Brochure
7. Maternal Health Program Brochure
8. Women Infants and Children Program or WIC Brochure
9. Walk in Services
10. Iredell County Health Department Website

Public Health Information and Education

1. Colon Cancer Information Notecard
2. Rabies
3. Tick Borne Illness Prevention
4. Mosquito Borne Illness Info-graphic Reduce Standing Water
5. Mosquito Borne Illness Info-graphic Prevent Bites

Resource Links

1. Association of North Carolina Boards of Health Link
2. North Carolina Public Health Association Link
3. American Public Health Association Link
4. North Carolina Public Health Offices and Contacts Link
5. North Carolina Institute for Public Health Link
6. Center for Disease Control and Prevention Link
7. North Carolina State Center for Health Statistics Link

B. BOH ON-GOING TRAINING:

1. On-going BOH training occurs regarding the authorities and responsibilities of the LBOH.
2. The ICHD Handbook contains the core training documents and materials regarding authorities and responsibilities of LBOH.
3. Most of the on-going BOH training is conducted as a group in BOH meetings by various team members based on the relevant and/or emerging public health topic.
4. Trainings highlights/includes the BOH rule-making or other authority as it relates to that topic.
5. Training topics are noted on the BOH meeting agendas and captured in BOH meeting minutes.
6. Materials are provided to BOH members either in their BOH meeting packet, during meetings or via e-mail. At times, ICHD team members and/or specialty speaker(s) prepare and provide BOH members with documents or PowerPoint slides in addition to a verbal presentation. Discussion during any on-going training is encouraged.

VI. INTERNAL & EXTERNAL

RESEARCH /RESOURCES

- A.** Senate Bill 804 Local Public Health Accreditation
- B.** NC Local Public Health Accreditation Benchmark and Activities:
 - 36.1:** BOH members are provided with a board handbook developed or updated within the past 12 months.
 - 36.2:** BOH members receive training and reference materials on the authorities and responsibilities of LBOH within the first year after appointment to the board. This activity requires a policy and/or procedure for BOH training and evidence of materials used for training.
 - 36.3:** ICHD assures on-going training for BOH members related to the authorities and responsibilities of the LBOH. This activity requires a policy and/or procedure for BOH training and evidence of materials used for training.

VII. RESOURCES NEEDED:

- A. PERSONNEL:** Health Director, Executive Leadership Team Members, BOH Training Lead, and specialty experts where needed.
- B. EQUIPMENT/SUPPLIES:** Projector, projection screen, computer, monitor, keyboard, copier, printer, ink, paper, binders, folders, staplers, staples, writing utensils, and similar items.
- C. OTHER RESOURCES (FUNDING):** Printing services, specialty professionals/speakers, training and travel, In-county travel, and similar resources.

VIII. COST/BENEFIT

IMPACT, IF APPLICABLE

- A.** Data collection is central to Return on Investment (ROI) process and is the starting point of the ROI assessment and many factors influence performance data after training. We do know quality training adds value to the learner, to the team and to the organization successes as long as those who are trained are retained or grow within an organization. Board of Health orientation and on-going trainings are both critical to transfer the broad scoped knowledge to members in an expedient manner so they can make informed and sound decisions to better serve the LHD and the community. Making sound decisions can result in policies, process, and/or environmental changes that reduce health risks and improve quality and length of life.

IX. LEGAL AUTHORITY:

- A.** Senate Bill 804 Local Public Health Accreditation
- B.** NC Local Public Health Accreditation Benchmark and Activities: 36.1, 36.2 and 36.3.

X. RELATED POLICIES & PROCEDURES, WITH SIMILAR CONTENT:

- A.** ICHD BOH By-Laws and Operating Procedures

XI. APPROVAL & SUPPORT SIGNATURES:

Name & Position of Person/Group Approving/Supporting Policy	Date	Name & Position of Person/Group Approving/Supporting Policy	Date
Jane Hinson, Health Director			
Norma K. Rife, Director of Public Health Development & Promotion			
Susan Johnson, Director of Nursing and Clinical Services			
Jessica Ridgway, Finance & Operations Director			
Brady Freeman, Environmental Health Director			
Renee Holland, Executive Officer			

Special Notes: