



Public Health

Policy Name:	Durham County Board of Health Policy/Procedure Introduction, Implementation and Review
Policy Number:	BOH-001
Effective Date:	01/13/2011

Purpose:

The purpose of this policy is to:

- Establish guidelines for implementation and maintenance of Durham County Board of Health (BOH) general policies and procedures.
- Provide a framework for consistency in methods of practice, personnel, fiscal operations, management, public health programs and rule making.
- Establish guidelines in accordance with state statutes and applicable rules and regulations.

Scope:

The scope of this document applies to all members of the BOH and Durham County Department of Public Health (DCoDPH) workforce. The workforce of the DCoDPH shall be all those persons or disciplines that are listed below whose conduct - in the performance of work for the DCoDPH - is under the direct control of the DCoDPH and must abide by its policies and procedures while performing their duties.

Board of Health: Those persons appointed by the Durham County Board of Commissioners, in accordance with NC GS 130A.

Workforce: DCoDPH Employees (full-time, part-time, temporary and contract)
DCoDPH Volunteers
Students/Interns assigned to DCoDPH

Policy:

BOH Policy and Procedures shall become effective as of the date on each policy/procedure. If any policy or procedure of this manual is held invalid, the remaining policies and procedures of this manual will not be affected. Any employee violating any of the provisions of this manual may be subject to disciplinary action up to and including dismissal.

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Procedure:

New Policy Development

1. Define the issue, problem or task, need for a policy or procedure, or need for policy or procedure revision.
2. New policies or procedures may be recommended by Board members or the Public Health Director through the Public Health Director's office.
3. The medical director and/or program specific medical specialists will be involved when developing policies, standing orders and procedures related to clinical and community health services as appropriate.
4. Appropriate rules, regulations and/or standards of practice will be referred to as needed. Legal review by the county attorney may also be requested by the Public Health Director or Board of Health.
5. The Public Health Director or designee will draft the new policy or procedure and forward to the BOH for review and approval.
6. Policies and procedures may be reviewed and discussed at Board meetings prior to sending to the Public Health Director's office or County Attorney's office if additional clarification is necessary.
7. The draft policy or procedure will be forwarded to Board members via e-mail attachment. A period of ten (10) days is allowed for returning comments to the Board Chair and Public Health Director.
8. Feedback is reviewed by the Board Chair and Public Health Director, where appropriate changes are made for final policy/procedure approval at the next Board meeting.
9. Approved policies/procedures will be available on the "L" drive and DCoDPH intranet.
10. A hard copy will be maintained by the Public Health Director and Board members. The Public Health Director's Administrative Assistant will update the hard copies.
11. The Public Health Director will verify that each Board member has read and understands the policy or procedure via signature sheets provided to them by the Public Health Director's Administrative Assistant.
12. Completed signature sheets will be returned to the Public Health Director's Administrative Assistant.
13. New DCoDPH Policies will be brought before the BOH for discussion and comment without the need for BOH approval. This will serve as a means for the DCoDPH to make the BOH aware of the Policies that the department has determined it needs for policy and operational procedure consistency.

Policy Reviews and Updates

1. All BOH policies and procedures will be reviewed annually by the Board and signed off by the Board Chair and Public Health Director during the first quarter (July – September) of each fiscal year.
2. Policy and procedure reviews, updates, and changes will be tracked on the individual policy change history.
3. The Public Health Director's Administrative Assistant will track all reviews on the Policy & Procedure Index list. (L drive)

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4. Policies and procedures can be reviewed and/or revised more often, as required by changing technology, rule or law changes, change in standard of practice, etc.
5. Significant policy and procedure updates or revisions will be processed for feedback in the same manner as new policies, to allow for Board input.
6. Revisions shall be documented as such and distributed to all individuals who are impacted by the policy/procedure.
7. BOH members shall sign off on all completed policies annually after the policy review period.
8. End dated policies and procedures shall be kept in an “archive folder” on the local server (L drive).
9. DCoDPH policies will be presented to the BOH for review, comment and suggestions. Only Policies that require substantive changes after review will be brought back to the BOH for their review, comment and suggestions. Changes in policies with regard to grammar, punctuation and formatting will be corrected, and the BOH made aware of these changes at their next regular meeting.

C. Assess Internal and External Resources for New and Updated Policies (Accreditation Activity 15.4 Assess Internal and External Resources for Policy Development.

1. A comprehensive and appropriate system of internal and external assessment of resources shall be used in the development of and/or updating of all policies for the BOH. The BOH will ensure that:
 - resources are adequate and efficiently and effectively utilized
 - risks are identified and realistically managed
 - operational impacts are considered and planned for
 - compliance with applicable legislation, regulations, policies and prevailing evidence-based practice is in place
 - consideration of strategic plan goals and objectives is given
 - reporting information is accurate and reliable to facilitate sound decision making
2. Assessment Tools to be utilized shall include and not be limited to the following:
 - Cost Benefit Analysis Report
 - Impact Report
 - Budgetary projections for the new or updated policy
 - Presentation to and discussion with the BOH

References:

Durham County Human Resources Policy Manual

NC General Statute 130A

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CHANGE HISTORY:

Version	Date	Comments
A	01/13/2011	Original document.
B	12/13/2012	Logo changed, DCHD changed to DCoDPH, Health Department changed to Durham County Department of Public Health (DCoDPH), Health Director changed to Public Health Director, annual review date added. Changed DCBOH to BOH.
C	3/11/2013	Added section on Internal Controls to the document.
D	3/14/2013	Add section on BOH review of DCoDPH Policies and Procedures without approval needed.
	12/11/2013	Reviewed and approved by the BOH
	12/11/2014	Reviewed and Approved by the BOH
	12/12/2015	Reviewed and Approved by the BOH
E	8/10/2017	Revised to add annual review of BOH policies will occur during the first quarter (July – September) of each new fiscal year.
Annual Review Due Dates		12/13/2012; 12/11/2013; 12/11/2014; 12/12/2015; 8/10/2017; 10/2/2018; 08/30/2019

<p>Approved By:</p> <p>_____</p> <p>Chair, Board of Health</p> <p>_____</p> <p>Interim Health Director</p>	<p>Program Area(s) Affected:</p> <p>Durham County Board of Health</p> <p>Durham County Department of Public Health</p>
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