

Policy	Medical Officer of Health/Chief Executive Officer Performance Appraisal
Section	Board of Health
Number	02-11
Policy Lead	Board of Health
Approval Level	Board of Health
Original Approval	2025-SEP-11
Reviewed/Revised	
Next Review	2027-SEP-11
Associated HKNP Procedures and Forms	Procedure – Medical Officer of Health/Chief Executive Officer Performance Appraisal Form – Medical Officer of Health/Chief Executive Officer Annual Work Plan (available upon request) Form – Medical Officer of Health/Chief Executive Officer Performance Appraisal (available upon request)

POLICY

PURPOSE

The purpose of this policy is to establish a structured and transparent framework for evaluating the performance of the Medical Officer of Health (MOH)/Chief Executive Officer (CEO) for the Haliburton Kawartha Northumberland Peterborough Health Unit (HKNPHU). Through regular, objective, and constructive appraisals, the Board of Health (BOH) aims to foster a supportive environment that promotes professional growth, accountability, and excellence in leadership.

This policy ensures that performance evaluations are conducted consistently and fairly, incorporating feedback from relevant stakeholders and aligning with organizational goals and professional standards.

POLICY DETAILS

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

1. At the beginning and end of each year, the Board Chair will meet with the MOH/CEO to set and review an annual work plan which includes professional development goals.

3. The MOH/CEO's appraisal will be conducted by a committee of the BOH chaired by the Chair of the BOH every two (2) years. The sub-committee consists of the current Chair, Vice Chair, and a past Chair of the Board and/or another current board member.
4. The Board will incorporate feedback from internal stakeholders such as BOH members, staff and key external stakeholders, as part of the 360° component every four (4) years. If relevant, the MOH/CEO may incorporate any such processes from their professional college into this appraisal process.
5. As part of the performance appraisal, the MOH/CEO is responsible for completing a self-appraisal.
6. 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/CEO's performance must return to the required standard within a specified time period or further action may be taken by the BOH.
7. For a newly hired MOH/CEO, performance is to be appraised before the end of the probationary period in order to recommend to the BOH approval to regular appointment status, extension of probationary period, or termination of employment.

PROCEDURE – MEDICAL OFFICER OF HEALTH PERFORMANCE APPRAISAL

PROCEDURE DETAIL

The Chair of the BOH will:

1. Meet with the MOH/CEO 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/CEO's anniversary date.
3. Convene a meeting with the immediate sub-committee to review the required materials, confirm the process, and develop the interview questions. 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, strategic plan/reporting, significant events and any other pertinent items from the period under review.
4. Work with the Executive Assistant to the Board to organize the 360° component of the appraisal when required. 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/CEO'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 a probationary MOH/CEO, indicate if probation has been completed satisfactorily.
7. Sign and date the Performance Appraisal Form and have the MOH/CEO do the same. The MOH/CEO'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/CEO a full copy of the completed Performance Appraisal Form. The Director responsible for Human Resources is to retain the original including the self-appraisal in the MOH/CEO's personnel file.
9. Report back to the BOH, in closed session, regarding completion and provide a summary of results of the performance appraisal.

ADDITIONAL INFORMATION

VERSION HISTORY

DATE	LEAD	DESCRIPTION
Sept. 11, 2025	A. Gorizzan	Original