

New Public Health Administrator Check-list

WELCOME!

As the new Public Health Administrator for your local health department there are quite a few state and local policies and procedures to check and update for your health department. The list below is not an exhaustive list but is meant to be a starting point for your local conversations. Many of the items on this check-list are part of the Oregon Public Health Division's Triennial review, are required by the State Board of Nursing, or are just good policy.

BOARD OF HEALTH/ BOARD OF COUNTY COMMISSIONERS:

- ☐ Make sure the Board of County Commissioners, acting as the Board of Health, has appointed you, in a public meeting, as the public health administrator as required by ORS 431.418.
- ☐ Determine which County Commissioner/ Board of Health member is assigned a liaison to the public health department.
- ☐ Be aware of your County's budget process and timeline
- ☐ Add the Board of County Commissioners meeting schedule to your calendar

REVIEW PUBLIC HEALTH ADMINISTRATOR RESPONSIBILITIES:

- ☐ Financial Assistance Agreement between LPHA and Oregon Public Health Division
- ☐ Review Program Elements for each funding stream to understand state requirements
- ☐ Oregon Revised Statute 431
- ☐ Review other grants and contracts
- ☐ Work with your Emergency Preparedness Coordinator to sign up for the Health Alert Network (HAN) and delete the past public health administrator.

REVIEW LOCAL HEALTH DEPARTMENT POLICIES:

- ☐ Update standing orders and make sure they are signed by the current Health Officer
- ☐ Check to make sure your nurses are licensed with Board of Nursing
- ☐ Nurse scope of practice is supported by current, signed policies, procedures, and standing orders
- ☐ Check to make sure your policy and procedures are up to date with the most current HIPAA requirements
- ☐ Visit <http://sos.oregon.gov/archives/Pages/recordsmgmt.aspx> to familiarize yourself with records management requirements and retention schedules

OTHER TOPICS OF INTEREST

This is not an exhaustive list but includes meetings that would be good for you to attend.

- ☐ Review the Public Health Modernization Manual
- ☐ Monthly Coalition of Local Health Officials meetings – connect with Sarah Lochner (sarah@oregonclho.org)
- ☐ Coalition of Local Health Officials Leadership Development Program — connect with Laura Daily (laura@oregonclho.org)
- ☐ The Public Health Division Partners Orientation is open to new LPHA staff and is offered twice a year – contact Danna Drum to get more information about the next offering (danna.k.drum@state.or.us)