

Medical Director Orientation Checklist (Sept 24, 2019)

MALPH Cross Jurisdictional Sharing Project

Date Completed	Initials of Person completing	Activity
		Administrative
		Review job description with health officer Review checklists, MDHHS agreement and schedules with Coordinator and health officer
		Media Expectations – LHD process and procedures
		Medical director back-up coverage relationships, if established
		On call expectations
		Establish mentor for new medical director ✓ Frequently done in collaboration with MDHHS and MAPPP
		Scope of Practice: Review legal basis for RNs, NPs, CNAs, PAs, DIS, and other staff involved in clinical activities. Review clinical activities conducted by same at the LHD.
		Standing Orders: Review procedure for development, editing, approval, and supervision of activities relating to standing orders. Review Accreditation requirements regarding standing orders.
		Delegation: Review “Chain of Command”, specifically for medical supervision by the medical director.
		Review other Medical Director responsibilities: Animal Control, Refugee Health, CMH, CD, Medical Examiner, etc.
		Review procedures for the use of Telehealth; review clinical procedures requiring the medical director to be physically onsite.
		Review personal and professional liability for all the above responsibilities; review clinical and administrative malpractice policies and applicable coverage.
		Local Health Department
		Health department, county, and other pertinent organizational charts and administrative contacts
		Basic information on public health & LPHD programs/services
		Political <ul style="list-style-type: none"> ✓ Board of Health / Board of Commission Relationships ✓ Attendance Expectations ✓ Reporting – Frequency, Written or Oral Report
		Health Record – Electronic Health Record access
		Local Technology – email access/resources

		<p>Communicable Disease Reporting & Rules:</p> <ul style="list-style-type: none"> ✓ 2019 Reportable Disease in Michigan by Condition - A guide for Physicians, Health Care Providers and Laboratories – MDHHS website <p>https://www.michigan.gov/documents/mdch/Reportable_Diseases_Michigan_by_Condition_478488_7.pdf</p>
		<p>Michigan Local Public Health Accreditation Program & National Public Health Accreditation Board (PHAB) Accreditation</p> <p>https://accreditation.localhealth.net/</p>
		<p>LPHD Plans / Documents</p> <ul style="list-style-type: none"> ✓ Community Health Assessment ✓ Health Improvement Plan ✓ Workforce Development ✓ Employee Handbook ✓ Recent Annual Report

		<p>Emergency Preparedness Plans</p> <ul style="list-style-type: none"> ✓ Local -- County Plans / LPHD Plans ✓ Crisis Communication Plan ✓ Role / Expectations of Medical Director in Emergency Preparedness ✓ NIMS Training Requirements <p>https://training.fema.gov/nims/</p>
		Local Resources
		<p>Health Systems in Health Jurisdiction –contacts</p> <p>Explore privileges at local hospitals</p>
		FQHC & Other safety net health care providers – contact information
		Community Coalitions / Groups where medical director participation is expected
		Medical Society Contacts
		Local provider contact list with emails
		Regional Resources

		Any LPH regional groups which the medical director should be involved with & expectations of the group
		Regional Epidemiologist https://www.michigan.gov/documents/mdhhs/trifold_version_8.0_6_655637_7.pdf
		Key contacts from neighboring LPHDs
		State Resources
		MAPPP Organization - Monthly Call 4 th Thursday at 8:00 am – 9:00 am ✓ List of LPHD Medical Directors https://www.malph.org/resources/directory
		Michigan Department of Health and Human Services (MDHHS) – <ul style="list-style-type: none"> ✓ Regional Epidemiologist - Name, Phone number, & e-mail https://www.michigan.gov/documents/mdhhs/trifold_version_8.0_6_655637_7.pdf ✓ MDHHS Organizational Chart – Key Public Health Contacts https://www.michigan.gov/mdhhs/0,5885,7-339-84171---,00.html ✓ Michigan Disease Surveillance System (MDSS) https://michiganhealthit.org/public-health/mdss/ ✓ Michigan Care Improvement Registry (MCIR) https://michiganhealthit.org/public-health/mdss/ ✓ Michigan Health Alert Network (MIHAN) https://michiganhan.org/ ✓ MDHHS/MDARD/EGLE Websites and contacts https://www.michigan.gov/mdhhs https://www.michigan.gov/mdard/ https://www.michigan.gov/egle/
		Michigan Association for Local Public Health www.malph.org
		National:
		National Association of City and County Health Officials www.naccho.org <ul style="list-style-type: none"> ✓ Is the local health department a member? ✓ If so, provide log-in information.

	<p>Center for Disease Control - www.cdc.gov Morbidity and Mortality Weekly Report (MMWR) www.cdc.gov/mmwr also has on-line CEU National Notifiable Diseases Surveillance System (NNDSS) https://wwwn.cdc.gov/nndss/ Epi-X – participation requires pre-approval: Most health departments have assigned participants. https://emergency.cdc.gov/epix/index.asp</p>
	<p>Public Health Law - Governing Laws & Ordinances</p>
	<p>Public Health Code – PA 368 of 1978 – Part 24 (in particular, local health department and health officer authority) http://www.legislature.mi.gov/documents/mcl/pdf/mcl-act-368-of-1978.pdf</p>
	<p>Local Authority</p> <ul style="list-style-type: none"> ✓ LHD Sanitary Code ✓ Other local ordinances related to public health
	<p>Training & Self-Study Requirements</p>
	<p>Immunization 6 hours required annually per Immunization Minimum Performance Standards</p> <ul style="list-style-type: none"> ✓ MDHHS Annual Immunization Conference provides 5.5 CMEs ✓ Other online trainings accepted as long as there is documentation
	<p>MPR 8.5.4 states family planning programs must provide medical services under the supervision of a physician with special training or experience in family planning (42 CFR59.5Fa (b)(6)). There is no specific language about what constitutes “special training or experience”. Newly hired medical directors overseeing family planning programs should reach out to their MDHHS Family Planning Consultant and explore the https://www.hhs.gov/opa/title-x-family-planning/training-and-resources/national-training-centers/index.html</p>
	<p>Recommended general public health CME training</p> <ul style="list-style-type: none"> ✓ Pink Book Course: Epidemiology and Prevention of Vaccine Preventable Diseases – CDC <p>https://www.cdc.gov/vaccines/ed/webinar-epv/</p>
	<p>Current CDC Guidelines on rabies prevention, TB evaluation, LTBI Management, TB management, evaluation of foodborne illness</p> <p>Rabies</p>

		<p>https://www.cdc.gov/rabies/resources/training/index.html</p> <p>Provide for TB Training</p> <p>https://www.cdc.gov/tb/education/default.htm</p> <p>Provide for Incident Command Systems (ICS) Training</p> <p>https://training.fema.gov/emiweb/is/icsresource/</p>
		<p>Redbook, APHA Control of Communicable Disease Manual</p> <p>https://redbook.solutions.aap.org/book.aspx?bookid=2205</p>
		<p>VPD guidelines (http://www.michigan.gov/mdhhs/0,5885,7-339-73971_4911_4914_6385-141609--,00.html)</p>
		<p>Topics & Resources</p>
		<p>Healthy People 2020</p> <p>https://www.healthypeople.gov/</p>
		<p>Ten Essential Services of Public Health</p> <p>https://www.cdc.gov/publichealthgateway/publichealthservices/essentialhealthservices.html</p>

Original October 2016, revision Sept 24, 2019