

Public Health Leader and Orientation Resource Guide

The Orientation and Resource Guide is a joint effort of the Local Public Health Association of Minnesota (LPHA) and the Minnesota Department of Health (MDH) Center for Public Health Practice. The guide was initially developed in 2004; this is the second revision. The guide identifies a number of subject/topic areas that are critical for public health leaders to have a basic understanding of and includes a compendium of related resources. The orientation plan incorporates a variety of methodologies and experiences utilizing the expertise of resource people at both the local and state level as well as self-study.

For more information, contact your MDH Public Health Nurse Consultant.

Statement of Purpose

Leaders of local public health departments and community health service agencies work in a complex system. Responsibilities include: the assessment of community health needs, planning and responding to public health issues in their community, providing community and department leadership in the development of policies and programs that improve the health of the community and positively impact the public health system across the state, the development and management of department budgets, and the supervision of staff, all while being accountable to elected officials and the public.

A strong and vibrant state and local public health system requires strong and vibrant leadership at the local level as well as at the state level. The Guide includes an orientation process and resource information that can serve as tools to help the new public health leader get off to a good start through the provision of support and mentorship and easy access of needed resources and information.

Guide Goals

- 1. Promote the development of newly hired staff in leadership positions in local health departments.
- 2. Assure a competent work force of public health staff at the local level.
- 3. Provide up to date public health resources for local public health leaders on topics pertinent to their work.

Objectives

By participating in an orientation process new staff in leadership positions can expect to:

- Understand the foundations of public health in Minnesota, including such concepts as the public health principles, ten essential services, populationbased practice, and Minn. Stat. § 145A (also known as the Local Public Health Act),
- 2. Explore and understand the knowledge base and skill set needed to effectively direct a public health department (the politics of public health, business, leadership and management), and
- 3. Know where to get and how to use information, support, and technical assistance in order to address job challenges.

Suggested Orientation Process

MDH public health nurse consultants will initiate the orientation process with the new public health leader. However, all LPHA members and MDH Center for Public Health Practice staff share responsibility in providing a welcoming, mentoring and learning environment for new leaders.

The orientation process occurs over a period of one year. It is individualized to meet the needs of each leader. The difference in the orientation for specific positions such as public health director, community health service administrator, environmental health director, is one of emphasis and priorities. Similar knowledge is important for each type of position, but the depth of understanding required may

vary. Also, geography and health department structure will affect priorities and the emphasis of each content area in the orientation process.

The public health nurse consultant will work in partnership with the new leader to design an orientation process that meets his or her needs. Work with the public health nurse consultant will emphasize the theory related to the topic areas. If desired, a representative from LPHA's Membership Committee will help identify a mentor. Attendance at and engagement with LPHA regional, statewide and standing committee meetings also provide valuable networking opportunities and a chance to connect with peers about current public health issues. Other potential mentoring opportunities for the new leader may be explored through work within a multi-county community health board (if appropriate) and/or cross jurisdictional initiatives where the focus will be on program management, program development and systems (state and local partnership) issues.

The public health nurse consultant will meet with the new leader and introduce a self-assessment tool. The self-assessment tool helps identify priority topics and plays an important part in determining the sequencing of the various topics covered throughout the orientation process. In addition, there may be issues that arise during the orientation process that demands more immediate attention and support.

A variety of methodologies will be used throughout the orientation process. These may include such activities as one to one meetings with the regional public health nurse consultant, utilizing travel time with neighboring directors for discussion and networking, individual study and participating in other opportunities as they arise. New leaders also are encouraged to attend quarterly meetings of the State Community Health Services Advisory Committee (SCHSAC) and annual Community Health Services Conference.

Groups of new leaders may meet regionally for discussion and orientation purposes. This will depend on proximity to each other. Other options may include having MDH or LPHA host monthly conference calls, webinars, or interactive television with participation by experienced public health leaders. The topics for the calls, webinars or ITV would be chosen by the new leaders themselves.

Document Review

MDH public health nurse consultants, in conjunction with the LPHA Membership Committee, will be responsible for the review and update of this document on a biennial basis. The next review will be con-ducted in the fall of 2019; MDH public health nurse consultants may make minor revisions at their discretion.

Community Health Services Administration Handbook

The <u>Community Health Services (CHS) Administration Handbook</u> was published 1999, updated in 2000, 2005, and 2009, and revised in 2014. It is intended to provide context for issues frequently encountered by CHS administrators in Minnesota. This document is an excellent resource for all public health leaders.

Questions and More Information

Minnesota Department of Health Center for Public Health Practice PO Box 64975 St. Paul, MN 55164-0975 651-201-3880 health.ophp@state.mn.us www.health.state.mn.us/divs/opi

Self-Assessment

Every person accepting a leadership position in a local public health department or community health service agency faces multiple opportunities and challenges. In addition each person will have a varied background and level of knowledge regarding a range of topics important to their new leadership role.

This self-assessment tool will help identify priority areas to discuss with the MDH public health nurse consultant and/or the LPHA mentor during the orientation process. Complete this self-assessment, identifying specific questions you have about particular topic areas. Please consider sharing the completed self-assessment with your public health nurse consultant and mentor.

Section	Understanding/Comprehension			Notes	
I. Public Health Introduction					
A. Public Health History	☐ Good	\square Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
B. Public Health Basics	☐ Good	☐ Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
C. Public Health Nursing Cornerstones	☐ Good	☐ Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
D. Public Health Ethics	☐ Good	☐ Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
II. Public Health System					
A. At the Federal Level	☐ Good	☐ Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
B. At the Tribal Level	☐ Good	☐ Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
C. Minnesota State Government	☐ Good	☐ Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
D. Minnesota Department of Health	☐ Good	☐ Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
E. Minnesota's Public Health System/State-Local Partnership	☐ Good	☐ Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
F. Local Public Health Act	☐ Good	☐ Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
G. 10 Essential Public Health Services	☐ Good	☐ Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
H. Areas of Public Health Responsibility	☐ Good	☐ Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
I. Blueprint for Successful Health Departments	☐ Good	☐ Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
J. Healthy People 2020 Objectives	☐ Good	\square Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
K. Local Public Health Authorities and Mandates	☐ Good	☐ Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
L. State Health Improvement Framework	☐ Good	☐ Enough to get by	☐ A little	☐ None	Click or tap here to enter text.

Section	Understanding/Comprehension	Notes
M. Local Public Health System Development	\square Good \square Enough to get by \square A little \square None	Click or tap here to enter text.
N. State Contacts and Maps	\square Good \square Enough to get by \square A little \square None	Click or tap here to enter text.
III. Legislative Process		
A. Politics of Public Health	\square Good \square Enough to get by \square A little \square None	Click or tap here to enter text.
B. Legislative Process	\square Good \square Enough to get by \square A little \square None	Click or tap here to enter text.
C. Legislative Initiatives	\square Good \square Enough to get by \square A little \square None	Click or tap here to enter text.
D. State Legislators	\square Good \square Enough to get by \square A little \square None	Click or tap here to enter text.
E. Public Employees and Lobbying	\square Good \square Enough to get by \square A little \square None	Click or tap here to enter text.
F. Open Meeting Law	\square Good \square Enough to get by \square A little \square None	Click or tap here to enter text.
IV. Statutes/Ordinances		
A. Local Public Health Act	\square Good \square Enough to get by \square A little \square None	Click or tap here to enter text.
B. Communicable Disease Reporting	\square Good \square Enough to get by \square A little \square None	Click or tap here to enter text.
C. Data Practices and HIPAA	\square Good \square Enough to get by \square A little \square None	Click or tap here to enter text.
D. Records Retention	\square Good \square Enough to get by \square A little \square None	Click or tap here to enter text.
E. Nurse Practice Act	\square Good \square Enough to get by \square A little \square None	Click or tap here to enter text.
F. Job Safety	\square Good \square Enough to get by \square A little \square None	Click or tap here to enter text.
G. Public Health Nuisances	\square Good \square Enough to get by \square A little \square None	Click or tap here to enter text.
H. Clean Indoor Air Act	\square Good \square Enough to get by \square A little \square None	Click or tap here to enter text.
I. Clandestine Drug Labs	\square Good \square Enough to get by \square A little \square None	Click or tap here to enter text.
J. Naloxone Access	\square Good \square Enough to get by \square A little \square None	Click or tap here to enter text.
K. Local Ordinances	\square Good \square Enough to get by \square A little \square None	Click or tap here to enter text.
L. Local Ordinance Development	\square Good \square Enough to get by \square A little \square None	Click or tap here to enter text.
M. Public Health Law	☐ Good ☐ Enough to get by ☐ A little ☐ None	Click or tap here to enter text.
V. Management and Budgets		

Section	Understanding/Comprehension		Notes
A. County-Specific Budgeting and Auditing	☐ Good ☐ Enough to get by	☐ A little ☐ None	Click or tap here to enter text.
B. Fiscal Management	☐ Good ☐ Enough to get by	☐ A little ☐ None	Click or tap here to enter text.
C. Billing	\square Good \square Enough to get by	☐ A little ☐ None	Click or tap here to enter text.
D. Working with Grants	☐ Good ☐ Enough to get by	☐ A little ☐ None	Click or tap here to enter text.
E. Budget and Expenditure Reporting	\square Good \square Enough to get by	☐ A little ☐ None	Click or tap here to enter text.
F. Federal Poverty Guidelines	\square Good \square Enough to get by	☐ A little ☐ None	Click or tap here to enter text.
VI. Human Resources			
A. Staff Management	☐ Good ☐ Enough to get by	☐ A little ☐ None	Click or tap here to enter text.
B. Protected Groups	☐ Good ☐ Enough to get by	☐ A little ☐ None	Click or tap here to enter text.
C. Employee Assistance Program	☐ Good ☐ Enough to get by	☐ A little ☐ None	Click or tap here to enter text.
D. Labor Negotiation and Contracts	☐ Good ☐ Enough to get by	☐ A little ☐ None	Click or tap here to enter text.
E. Personnel Policies	☐ Good ☐ Enough to get by	☐ A little ☐ None	Click or tap here to enter text.
F. Personnel Safety	\square Good \square Enough to get by	☐ A little ☐ None	Click or tap here to enter text.
G. Benefit Management	\square Good \square Enough to get by	☐ A little ☐ None	Click or tap here to enter text.
H. Volunteer Management	\square Good \square Enough to get by	☐ A little ☐ None	Click or tap here to enter text.
VII. Core Public Health Functions			
Local Assessment and Planning			
A. Community Health Assessment Models	\square Good \square Enough to get by	☐ A little ☐ None	Click or tap here to enter text.
B. Public Health Data	☐ Good ☐ Enough to get by	☐ A little ☐ None	Click or tap here to enter text.
C. Strategic Planning	\square Good \square Enough to get by	☐ A little ☐ None	Click or tap here to enter text.
D. Community Health Improvement Planning	\square Good \square Enough to get by	☐ A little ☐ None	Click or tap here to enter text.
E. Performance Management / Quality Improvement	☐ Good ☐ Enough to get by	☐ A little ☐ None	Click or tap here to enter text.
F. Evidence-Based Practice	☐ Good ☐ Enough to get by	☐ A little ☐ None	Click or tap here to enter text.
G. Public Health Intervention Wheel	☐ Good ☐ Enough to get by	☐ A little ☐ None	Click or tap here to enter text.

Section	Understanding/Comprehension			Notes	
H. Public Health Accreditation	☐ Good	\square Enough to get by	☐ A little	\square None	Click or tap here to enter text.
Statewide Assessment and Planning					
A. Minnesota Statewide Health Assessment	☐ Good	\square Enough to get by	☐ A little	\square None	Click or tap here to enter text.
B. Minnesota Statewide Health Improvement Framework	☐ Good	\square Enough to get by	\square A little	\square None	Click or tap here to enter text.
VIII. Health Equity					
A. Health Equity / Health Disparities	☐ Good	\square Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
B. Social Determinants of Health	☐ Good	\square Enough to get by	\square A little	\square None	Click or tap here to enter text.
IX. Community Engagement					
A. Importance of Community Engagement	☐ Good	\square Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
B. Networks, Partnerships, Coalitions	☐ Good	\square Enough to get by	☐ A little	\square None	Click or tap here to enter text.
C. Meeting Facilitation	☐ Good	\square Enough to get by	\square A little	\square None	Click or tap here to enter text.
D. Robert's Rules of Orders	☐ Good	\square Enough to get by	☐ A little	\square None	Click or tap here to enter text.
X. Leadership Skill Development					
A. Leadership Style Assessment	☐ Good	\square Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
B. Collaborative Leadership	☐ Good	\square Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
C. Leadership Resources	☐ Good	\square Enough to get by	☐ A little	\square None	Click or tap here to enter text.
D. Self-Care for Leaders	☐ Good	\square Enough to get by	☐ A little	\square None	Click or tap here to enter text.
E. Working with Boards	☐ Good	\square Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
XI. Organizational Workforce Development					
A. Mission, Vision, Values	☐ Good	\square Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
B. How are We Doing?	☐ Good	\square Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
C. Workforce Development / Public Health Core Competencies	☐ Good	\square Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
D. Intercultural Development	□ Good	☐ Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
E. Staff Communication	☐ Good	\square Enough to get by	☐ A little	☐ None	Click or tap here to enter text.

Section	Understanding/Comprehension			Notes	
F. Team Building	☐ Good	\square Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
G. Coaching and Supervision	☐ Good	\square Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
H. Generational Differences in the Workplace	☐ Good	\square Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
XII. Increasing the Visibility of Public Health					
A. Branding / Using a Public Health Logo	☐ Good	\square Enough to get by	☐ A little	\square None	Click or tap here to enter text.
B. Building and Maintaining Public Trust	☐ Good	\square Enough to get by	\square A little	\square None	Click or tap here to enter text.
C. Orientation to Public Health for Newly Elected Officials	☐ Good	\square Enough to get by	☐ A little	\square None	Click or tap here to enter text.
D. Media Relations	☐ Good	\square Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
E. Social Marketing	☐ Good	\square Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
F. Risk Communication	☐ Good	\square Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
G. Storytelling	☐ Good	\square Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
XIII. Environmental Health					
A. Delegation Agreements	☐ Good	\square Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
B. Drinking Water Protection	☐ Good	\square Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
C. Licensing Jurisdictions	☐ Good	\square Enough to get by	\square A little	\square None	Click or tap here to enter text.
D. Food, Pools, and Lodging Program	☐ Good	\square Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
E. Food Safety Partnership	☐ Good	☐ Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
F. Local Partner Resources	☐ Good	☐ Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
G. Manufactured Home Parks, Recreational Camping Areas, Youth Camps	☐ Good	\square Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
H. MDH Environmental Health Contacts	☐ Good	☐ Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
I. MDH Partnership and Workforce Development Unit	☐ Good	☐ Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
J. Environmental Health Topics	☐ Good	☐ Enough to get by	☐ A little	☐ None	Click or tap here to enter text.
K. Climate Change	☐ Good	☐ Enough to get by	☐ A little	☐ None	Click or tap here to enter text.

Section	Understanding/Comprehension		Notes		
XIV. Health Care Reform					
A. At the State Level	\square Good \square Enough to get by	☐ A little ☐ None	Click or tap here to enter text.		
B. At the Federal Level	☐ Good ☐ Enough to get by	☐ A little ☐ None	Click or tap here to enter text.		
XV. Health Informatics					
A. eHealth	\square Good \square Enough to get by	\square A little \square None	Click or tap here to enter text.		
B. The Omaha System	☐ Good ☐ Enough to get by	☐ A little ☐ None	Click or tap here to enter text.		
XVI. Public Health 3.0					
A. Health Impact Assessment	\square Good \square Enough to get by	☐ A little ☐ None	Click or tap here to enter text.		
B. Cross-Jurisdictional Sharing	☐ Good ☐ Enough to get by	☐ A little ☐ None	Click or tap here to enter text.		
C. Comprehensive Planning	☐ Good ☐ Enough to get by	☐ A little ☐ None	Click or tap here to enter text.		
D. Health in All Policies	☐ Good ☐ Enough to get by	☐ A little ☐ None	Click or tap here to enter text.		
E. Public Health as Chief Health Care Strategist	☐ Good ☐ Enough to get by	☐ A little ☐ None	Click or tap here to enter text.		
XVII. Evolving and Emerging Issues					
A. Promotion of Mental Health Continuum	☐ Good ☐ Enough to get by	☐ A little ☐ None	Click or tap here to enter text.		
B. Adverse Childhood Experiences	☐ Good ☐ Enough to get by	☐ A little ☐ None	Click or tap here to enter text.		
C. Violence (Including Gun Violence)	☐ Good ☐ Enough to get by	☐ A little ☐ None	Click or tap here to enter text.		