



COUNTY OF LAKE
Health Services Department
Administration Division
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Promoting an Optimal State of Wellness in Lake County

Exhibit A Scope of Work

- I. Each county in California is required by State law to appoint a physician as its local Health Officer. The Health Officer is appointed by the Board of Supervisors, and by state statute has responsibility for enforcing local health orders and ordinances, regulations prescribed by the California Department of Public Health (CDPH), and state statutes relating to public health. Applicable statutes and regulations include, but are not limited to the public health statutes listed in the California Health and Safety Code and California Code of Regulations (CCR). All legally appointed Health Officers are members of the California Conference of Local Health Officers (CCLHO), which reviews and approves some of the regulations that CDPH promulgates. Regulations enacted by the CDPH prescribe minimum standards for local health departments to observe. Those standards are set forth in Title 17 CCR §1276. In addition to the duties established by State statutes, the Health Officer is also responsible for providing public health leadership for the community, for informing the Board of Supervisors on community health, and acting as the point of contact for community leaders to provide expert advice and opinion on medical and public health issues. He/she is responsible for: assessing the community's health status, directing the local government's mandated public health protection function, and for providing public health policy leadership. The Health Officer must also legally respond to public health emergencies. The outlined tasks of the Lake County Health Officer require consistent and timely availability for professional consultation, policy formulation, and knowledgeable decision making. The Contractor will provide local Health Officer duties for the County of Lake.
- II. In performance of all local Health Officer duties, the Contractor will report to the Health Services Director.
- III. Contractor will be on-site at the Lake County Public Health Department, located at: 922 Bevins Court Lakeport, CA 95353 an average of two-three days per week although certain functions may require travel to various locations within and outside the County.
- IV. The Contractor will provide administrative and non-administrative local Health Officer services. The duties in section "V" are identified as important to public health in general, but expectations of the contractor during the term of this agreement are limited to priorities identified by the Health Services Director and supported by resources.
- V. In the event of Public Health Emergency Contractor will make all reasonable attempts to be onsite. It is understood that Contractor may have other obligations that prevent them from being onsite at that time. In this event, Contractor will be available remotely.

VI. Primary duties fall into the following administrative and non-administrative functions and/or tasks including but not limited to:

1. Overall direction and oversight of Communicable Disease investigations and legal authorities for disease control measures, includes detection, assessments and consultations
2. Immunizations require a licensed physician to write the standing order for Public Health nurses to vaccinate. The Health Officer, or qualified designee, is the "Provider of Record" for the Immunization Assistance Program (IAP)
3. Has a role specified in law for the Medical Health Operational Area Coordinator (MHOAC) functions, which can be delegated
4. Sign off on permits for non-diagnostic test permits
5. The Health Officer must approve discharges of suspect or known active tuberculosis cases from hospitals and county jail. ("Gotch" form)
6. Official registrar for Vital Records (Birth/Death/Fetal Death)
7. Has authority to declare a Local Public Health Emergency
8. Provides medical authority and direction for local public health screening functions
9. Epidemiological investigations, monitoring and assessments
10. The Health Officer works in close cooperation with the Environmental Health Director as necessary to address environmental health hazards
11. After-hours on-call response for public health related emergencies and reportable communicable disease cases
12. Direct Supervision of the Deputy Health Officer, medical direction of nursing staff in the provision of clinical services
13. Consultation/Collaboration with other Lake County Community agencies (e.g. Animal Control, Vector Control, Air Quality, local hospitals/clinics, health facilities fire districts and law enforcement) regarding medical and public health matters
14. Participation in administrative and community meetings, as requested by the Health Services Director
15. Serves as a primary spokesperson on behalf of Health Services Department for public health and medical matters
16. Coordination of public health messages with the county public information officer
17. Provision of consultation and/or leadership for public health oriented grant projects
18. Time study activities as required by department policy and/or state and federal grant programs
19. Public Health Emergency Preparedness protocol development, application and exercise participation
20. Assist with oversight of Lake County Jail Medical Services contract, including participation in scheduled quality assurance meetings
21. Assures that annual health officer inspections of local detention facilities are conducted utilizing Title 15 minimum standards and California Board of State and Community Corrections checklists. Title 15 inspections could be contracted with the Institute for Medical Quality (IMQ)
22. Participates in local, regional and state Health Officer activities
23. Provision of consultation and assistance with local regulation development as necessary related to public health
24. Provides direction and support to educational programs for the public schools regarding health issues
25. Representation of the Public Health Department at various local health oriented activities, meetings, work groups, coalitions and commissions