

LEWIS COUNTY HEALTH OFFICER REQUEST FOR QUALIFICATIONS (RFQ)

PURPOSE OF REQUEST

Lewis County Board of Health is requesting qualifications for a Health Officer to serve Lewis County. Services will commence on June 15, 2022 and will be ongoing, with renewals annually. All detailed information needs are outlined in the following Request for Qualifications (RFQ).

INSTRUCTIONS

- All proposals should be submitted via email to boh@lewiscountywa.gov by 5:00 PM on Friday, April 22, 2022.
- Please submit all questions to boh@lewiscountywa.gov by 5:00 pm April 19, 2022.
- All questions will be answered as received and published at <https://lewiscountywa.gov/departments/public-health/blog/>

TIMELINE

Dates could be modified as needed by the Board of Health or LCPHSS Director.

Submit RFQs applications by **5:00 PM on Friday, April 22, 2022**

April 25 to May 6, 2022 - Input provided from the Lewis County Public Health & Social Services Advisory Board to the Board of Health

May 9 to May 20, 2022 – Board of Health review and decision

May 23, 2022 – Board of Health action, initiate contracting or employment process

June 15, 2022 Services start

SELECTION CRITERIA

- Qualifications
- Experience
- Desirable knowledge, skills and abilities

SCOPE OF SERVICES

Summary of Work

Under the direction of the Lewis County Board of Health or designee, the Health Officer serves as the entity set forth in RCW 70.05.070 and RCW 70.58A.050 through 70.05.055 for the Lewis County and as its chief medical officer. Under direction from the local Board of Health and in partnership with the Public Health & Social Services (PHSS) Director, the Health Officer is responsible for, and empowered to enforce, state and local laws, rules, regulations, codes, and ordinances with respect to public health. These powers and duties include, but are not limited to, taking such actions as are necessary to promote and protect the public's health and sanitation, to prevent and control the transmission of communicable diseases, and to ensure a sanitary and hygienic environment for human health. Duties also include provision of policy guidance and recommendations to the Board of Health, participation in other

executive leadership activities in support of the PHSS Director, and collaboration with a wide range of strategic partners and stakeholders to address public health issues.

The Health Officer is expected to apply to varied and complex work situations, a thorough and complete knowledge of, and experience with, epidemiology, disease control, and clinical aspects of conditions of public health importance, in addition to a working knowledge of public health programs, policies, laws and regulations. The incumbent provides medically accurate, evidence-based advice, guidance, or direction (as appropriate) to the Board of Health, PHSS Director and staff, the local healthcare community, internal and/or external advisory council(s), local, state, tribal and federal public health partners, the media, and the public. The Health Officer's work may be reviewed for fulfillment of provisions set forth under state law for local health officers, quality of oversight of departmental clinical activities, and meeting organizational and policy objectives, effectiveness, and contribution to addressing public health priorities in the community.

Examples of Work Performed

- Together with the PHSS Director, advises the Board of Health and Board committees on matters of public health importance in the community and makes recommendations to the Board on policies and programs. Ensures the provision of expert public health advice and leadership to support and inform an evidence-based approach to planning, developing, and delivering public health services and programs.
- Serves as the managing physician for patients of the Tuberculosis Control Program and serves as the Tuberculosis Control Officer as set forth in WAC 246-170-021.
- Provides medical direction, oversight, and quality assurance to all patient-facing departmental clinical activities. Writes, reviews, and/or revises standing orders and protocols and provides guidance and direction to departmental staff providing clinical services. Conducts or supervises delegated clinical evaluation and management for patients served by departmental clinical services. Certifies phlebotomy training and skill of disease investigators.
- Provides oversight, guidance, and direction to staff in the surveillance, investigation, and control of reported or suspected cases of notifiable conditions and other relevant conditions of public health importance, doing so in harmony with prevailing guidance and recommendations of the Washington State Department of Health and the Centers for Disease Control and Prevention.
- Assists in identifying priorities and emerging trends, communicates health data and information in a variety of settings, and assists with planning for and response to public health emergencies.
- Works closely and communicates regularly with executive leadership counterparts in the local healthcare community to foster collaboration and coordination of public health activities.
- Works with advisory groups appointed by the Board of Health and other staff to provide two-way communication.
- Ensures isolation, quarantine, and other control measures are implemented in accordance with relevant state guidance, laws, and regulations. When necessary, develops and issues time-sensitive Health Officer Orders and enforces public health statutes, rules, and regulations of the State Board of Health and State Department of Health and local health rules, regulations, and ordinances, with an emphasis on communicable disease control and environmental health.
- Provides guidance or direction (as indicated) to clinicians in the community regarding prevention, screening, evaluation, management and reporting of notifiable conditions and other conditions of public health importance.
- Develops and issues public health advisories and clinical guidance to healthcare providers, hospitals, community agencies, and the public.

- Serves as the Local Registrar for registering births and deaths in Lewis County, with delegation of execution to the Deputy Registrar and other departmental staff.
- Designs, performs, and/or oversees studies of potential threats to public health and presents findings and recommendations to the Board of Health.
- Supports departmental staff in defining employee health guidance, requirements, and enforcement (but does not provide medical evaluation or management to staff).
- Participates in administrative appeals regarding environmental health permit denials or, when applicable and necessary, delegates to appropriate departmental staff.
- Provides oversight and direction in the management of public health emergencies; makes reasonable efforts to ensure that the public is protected from communicable diseases in that context.

QUALIFICATIONS

Education: Doctor of Medicine (MD) or Doctor of Osteopathy (OD) degree and Master's Degree in Public Health or its equivalent (in accordance with RCW 70.05.051).

OR

Doctor of Medicine (MD) or Doctor of Osteopathy (OD) and have previously qualified by virtue of completing three years of service as a provisionally qualified health officer,

OR

Doctor of Medicine (MD) or Doctor of Osteopathy (OD) and eligible to be provisionally qualified in accordance with the standards prescribed in RCW 70.05.051 through 70.05.055.

Experience: Five years' experience as a licensed practicing medical provider and increasingly responsible experience in public health, epidemiology, infectious disease, preventive medicine, or a related area.

Licenses, Certifications and Other:

- Board certification or board eligibility in one of the following areas: internal medicine, pediatrics, family medicine, or general preventive medicine.
- Current licensure to practice medicine in the State of Washington that is in good standing, or ability to obtain such license within 30 days.
- Registration with the Drug Enforcement Agency for prescription of controlled substances or ability to obtain such registration within 60 days.
- Valid Washington State driver's license or ability to obtain one within 30 days of hire and a driving record which meets the requirements of Lewis County's insurance carrier.
- Successful completion of a background check pursuant to RCW 43.43.830.
- Not have any history of disciplinary actions or under investigation regarding medical license.
- No history of controlled substance actions toward medical license.
- Experience with tuberculosis patient care, *preferred*.
- Resident of Lewis County, *preferred*.

Desirable knowledge, skills, and abilities

- Ability to use tact, discretion, and courtesy to gain cooperation of others.

- Ability to establish and maintain positive, effective working relationships and rapport with healthcare providers, elected officials, attorneys, staff, representatives of other agencies and businesses, and diverse members of the public.
- Skilled in consensus building, policy analyses, informed debate, and interaction.
- Knowledge of pertinent federal, state, and local laws, rules, regulations, and policies governing public health.
- Knowledge of epidemiology, general principles of medicine, infectious diseases of public health importance, zoonotic disease, and environmental health inspection, enforcement, and regulations.
- Ability to read, understand, interpret, and apply appropriate terminology, instructions, policies, procedures, legal requirements, and regulations pertinent to public health law and legislation.
- Ability to understand nuances of the interface between public health and healthcare, the cultural landscape, and the views of the general public.
- Ability to identify, coordinate, and reconcile a wide variety of interests in the development of public health policy.
- Ability to adapt to new technologies, keeping professional and technical skills up to date.
- Ability to effectively communicate clearly and concisely, both orally and in writing.
- Ability to support Lewis County Public Health & Social Services' mission, vision, and organizational goals.
- Ability to demonstrate cultural competency, interacting sensitively, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages.
- Knowledge of operational characteristics, services, and activities of public health.
- Knowledge of modern and complex principles and practices of public health.
- Ability to demonstrate a commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Ability to fulfill commitment of providing outstanding and effective customer service.

SUPERVISION

Works in cooperation with the PHSS Director and reports directly to the Lewis County Board of Health to appoint and to remove for cause during the term of appointment.

WORK REQUIREMENTS

The in-person schedule of the Health Officer will be determined in collaboration with the LCPHSS Director and the Board of Health. Historically, 8 hours per week has been sufficient to address local public health policy and medical direction tasks of the Health Officer. Additional time (4-12 hours) may be necessary for Health Officers intending to participate on regional or state level workgroups or to attend additional training, conduct research, etc. When not on site, the Health Officer must be available to take calls for consultation as needed by department staff, local healthcare providers, and governmental partners.

PROPOSAL REQUIREMENTS

The proposal shall contain a description of the individual including:

- Education and training.
- Healthcare experience.

- Knowledge of communicable diseases, epidemiology, environmental health, community engagement, maternal and child health, emergency preparedness, and other areas of public health, as well as policy development.
- Public health related work experience including additional education and training that would assist in carrying out the examples of work described above.
- Experience working collaboratively with community partners and organizations.
- Knowledge of the principles and practice of public health and desire to support the programs offered by Lewis County Public Health & Social Services.
- Ability to work collaboratively with local health care systems and community health stakeholders.
- Estimated number of hours per week to accomplish the duties listed above, and an hourly or annual rate of pay.