

241 CMR: BOARD OF CERTIFICATION OF HEALTH OFFICERS

241 CMR 2.00: GENERAL PROVISIONS

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2.01: Purpose

The purpose of 241 CMR 2.00 is to establish professional standards for certification of health officers.

2.02: Authority

241 CMR 2.00 is adopted under the authority of M.G.L. c. 13, § 71 and M.G.L. c. 112, §§ 87WWW through 87ZZZ.

2.03: Definitions

Board means the Board of Certification of Health Officers as defined by M.G.L. c. 13, § 71.

Certificate means a certificate of competency issued by the Board stating that the health officer has met the statutory and regulatory requirements for certification and is qualified to carry out public health administrative duties and enforce the laws in the field of public health.

Contact Hour means the unit of measurement of organized learning experience lasting 50 consecutive minutes.

Continuing Education consists of planned, organized learning experiences designed to augment the knowledge, skills, and attitudes of a Certified Health Officer, to the end of improving the health of the public.

Documentary Evidence means official documentation to substantiate experience, college academic record, and graduation or college attendance verified officially by the designated institution.

Evaluation means the process of determining whether objectives have been met.

Health Officer means a person with a broad basic education and experience in the physical, biological, and social sciences supplemented by specialization in the field of health administration and who is qualified to carry out public health administrative duties and enforce the laws in the field of public health.

Objective means a statement that delineates a desired, specific attainable and/or measurable change in learner behavior.

Program means seminars, educational courses, lectures, conferences, and workshops offered by providers.

Provider shall mean professional organizations and educational institutions recognized by the Board and shall include colleges, universities, municipal, state and federal agencies, public health organizations, and other professional associations and organizations offering continuing education.

Year of Experience shall mean one year of actual performance of work in a state department of public health or a local public health agency under the supervision of a Certified Health Officer or other person(s) approved by the Board.

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2.04: Gender of Pronouns

Pronouns having gender refer to persons of both sexes.

2.05: Health Officer Duties and Responsibilities

The Health Officer is expected to provide leadership in the field of public health at the state or local level. In addition to being an administrative officer of a health department or board of health, he is responsible for evaluating health needs, planning appropriate activities to meet health problems, developing necessary budget procedures to cover these activities, and directing the department staff so as to carry out the activities efficiently and economically. Such activities include the recognized public health activities which meet the minimum standards of performance for state or local health departments or boards of health in Massachusetts.

2.06: Board of Certification of Health Officers

(1) Organization. For the purpose of 241 CMR 2.00, the Board of Certification of Health Officers shall be known as "the Board". The Board shall hold its annual meeting in the month of December at such time and place as it shall determine and shall organize and vote to elect a Chairman, a Vice-Chairman, and a Secretary who shall hold their respective offices until the next annual meeting.

(2) Meetings. The Chairman shall call meetings at such times as he deems advisable or necessary. The Vice-Chairman shall exercise the functions and perform the duties of the Chairman in his absence.

Upon request in writing of not less than three Board members, the Chairman or Vice-Chairman shall call a special meeting of the Board within a period of two weeks.

Notices of all meetings shall be sent to members one week prior to the date of the meeting. Such notice shall contain the hour, date and place of meeting. When necessity so dictates, such members may be called by phone, but in all instances written notices shall be sent.

(3) Establishment of a Quorum. At least five members must be present in order to constitute a quorum. In order that any motion may be carried, there shall be a majority vote.

(4) Special Committees. The Chairman may appoint any member or members of the Board to act as a special committee in order to carry out directives as assigned.

(5) Vacancies. In the event that a vacancy occurs on the Board, the Chairman or, in his absence the Vice-Chairman, shall notify the Director of the Division of Registration and the Executive Office of Consumer Affairs of such vacancy.

REGULATORY AUTHORITY

241 CMR 2.00: M.G.L. c. 13, § 71; c. 112, §§ 87WWW through 87YYY.