intern Supervision assigned t	•	()
Supervisor/Health Director	County	Phone
 Intern Name	Date	

LOCAL HEALTH DEPARTMENT ADMINISTRATION ORIENTATION CHECKLIST

Preparing Environmental Health Specialist Interns for Initial Internship Training

INSTRUCTIONS

Before attending the Centralized Intern Training, each Environmental Health Specialist Intern must complete the following administrative orientation checklist at their local health department.

- 1) It is ultimately the supervisor's responsibility to see that the initial orientation checklists are completed.
- 2) The supervisor should review the checklist immediately and call if you identify areas of concern.
- 3) Three, track specific initial orientation checklist exist for interns to complete before attending the tracks in CIT: an FPF checklist, an OSWP checklist, and an Administration checklist. The administrative checklist must be completed before the intern begins the General CIT module. In addition to the administrative checklist, the intern is responsible for completing the track specific checklist for whichever track they are attending in full. Once the first track is completed, if the intern will be attending the other track in full they will need to begin working to complete the appropriate checklist for the next CIT track. The intern should be given a minimum of two weeks to complete each checklist prior to attending each CIT track.

Note: All of the required checklist items must be completed before admission to CIT is granted. The intern can e-mail, fax, mail, or hand deliver their checklist on or prior to the first day of each track. Without a completed checklist, interns will not be permitted to participate in CIT.

- 4) The supervisor (or health director) and the intern must initial and date each activity as it is completed.
- 5) Maintain a copy of all checklists in your office and submit the original to Education and Training office.

Environmental Health Section, 1632 Mail Service Center, Raleigh, NC 27699-1632 919/707-5858 or 707-5857 FAX 919/845-3972

General Comments

The goal of the local orientation is to prepare the interns for training. During this orientation, the interns will develop a broad understanding of the laws and rules enforced by the environmental health specialist in North Carolina. By completing the checklist items, when the interns participate in training, they will have some exposure to the laws and rules discussed within the training program.

Distance Learning Courses: A few courses from each module will be presented through distance learning. It is important to establish a quite place for your interns to study. When they arrive in Raleigh to begin their in-class training, a short test will be administered to the individuals. A passing score of 70 is required before he or she can continue with the in-class training. Please note that the intern will be granted a second attempt should they not score a 70 on their initial attempt. Also, interns are encouraged to bring notes, handouts, or other materials used from their distance learning courses to use during the preliminary test.

Reading Assignments: Reading assignments are to be done throughout the week and as necessary at home, at nights, and on the weekends. The reading should be divided up throughout the week and not done all in one sitting.

Activities for the Environmental Health Specialist Intern: During the field trips, the supervising environmental health staff should discuss with the intern the rules, equipment, and procedures being observed. Some activities the intern may complete on his/her own, e.g. observe installation of a septic system. The supervisor should review the procedures to be observed with the intern prior to these activities but does not need to accompany the intern for the entire period.

Not all counties will have examples of all the inspection sites listed below. For this reason, as you and your Intern are working through the initial orientation checklists, you should look for three distinct categories of tasks. The first is the optional tasks. If you see the word "optional" associated with a task, you may elect to do this task if time permits, but it is not required. The second item is the highly recommended tasks. These items can be identified by the following "if available" phrase at the end of the task. These tasks are highly encouraged, but will not keep the intern from attending CIT if not completed. Finally, those tasks not identified by the words "optional" or "if available" are required items. These items must be completed in order for the intern to be eligible to attend CIT.

Supervision: If your county does not have an environmental health specialist supervisor, the health director should coordinate the orientation or make arrangements for such with another county.

ADMINISTRATIVE ORIENTATION CHECKLIST

You are only responsible for completing the Administrative Checklist once per intern.

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Date Completed	Intern & Supervisor Initials	Activity	
		Read the instructions for the orientation checklist above.	
		Distance learning courses:	
		 Computer and/or Internet access is made available to the learner. A Pre-test will be administered on the first day regarding the topics provided in on-line materials Intern register with FDA-ORAU, if an intern is registered for FPF. Complete the distance learning. 	
		Read Policy and Procedure Manual for Intern Training.	
		Review Organization Charts:	
		 Review your health department organization chart, if available Review the Environment Section organization chart, if available Discuss county implementation of state laws and rules; Commission for Health Services promulgation of the state rules. 	
		Meet All Department Supervisors:	
		 Learn about services offered through the LHD, Environmental Health department Meet animal control staff and/or other auxiliary services within Environmental Health but not stationed at the Environmental Health office. 	
		Meet Department EPI Team:	
		 Learn about policies and procedures Review EPI kit with EPI team nurse or EHS who does food sampling. 	
		Review office policy & procedures:	
		 Discuss dress, phones, travel, reimbursement and personnel policies Discuss daily/monthly record keeping Vehicle responsibility, assignment, parking Discuss teamwork and ethics. 	

Date Completed	Intern & Supervisor Initials	Activity	
		Discuss policy on accepting gifts from regulated parties.	
		 Review & discuss role of county organizations; Board of Health: who, expertise, length of service, responsibilities; County Commissioners: who, how elected, responsibilities, meetings; Emergency Management Team: health department responsibilities; kinds of disasters in your countyhurricane, tornado, flash flood, chemical/oil spill, nuclear alarm, others; Professional organizations: continuing education needs, membership, conferences. (National Environmental Health Association, NC Public Health Association, Environmental Health Section, Regional Districts, CAMFES & others); Explain that EHS & interns must obtain 15 hours continuing education each year by Dec. 31, and that CIT counts toward their 15 hours; 	
		 Visit agencies involved in cooperative activities and introduce intern to key people. Examples: Soil Conservation Service, Cooperative Extension Service, county attorney, building inspectors, courthouse (magistrate's office, Registrar of Deeds, tax office), sewage treatment plant (supervisor and lab staff) school administration office, maintenance and Child Nutrition staff (cafeteria manager). 	
		Any county employment requirements: • OSHA • TB test, drug test, etc.	

CIT ADMINISTRATIVE CHECKLIST IS COMPLETE