

POLICY AND PROCEDURES
CENTRALIZED TRAINING
ENVIRONMENTAL HEALTH SPECIALIST INTERN

Environmental Health Section
Office of Education & Training
NC Department of Health and Human Services
Revised October 2014

Statement of Purpose
Centralized Training for
Environmental Health Specialist Interns
Environmental Health Section, Department of Health and Human Services

Centralized Training for Environmental Health Specialist Interns is required for all new environmental health specialist interns (**15A NCAC 10 .0102**).

The mission of centralized intern training is to support the goals of the Environmental Health Section, to protect the health of the public, and to preserve the environment by providing:

- **Training based on scientific knowledge of public and environmental health principles and regulations;**
- **Competency-based instruction leading to authorization to serve as an agent of the state;**
- **Training to promote consistent rule interpretation and enforcement;**
- **Skills for improving public education and communication; and**
- **Orientation to people and program resources to improve camaraderie and professionalism.**

This training program is designed to develop professionals dedicated to the mission of protecting the public health. This broad perspective requires interns to develop a basic understanding of all the topics covered in this program.

GENERAL INFORMATION

DATES: See Annual Schedule

TRAINING SITE: Raleigh, North Carolina

DRESS: Professional attire is expected. Shirts and slacks/skirts. NO flip-flops. NO jeans, or T-shirts, except on On-site Wastewater field trips. Outdoor wear is necessary for field trips - boots or waterproof shoes, jackets, hats, etc.

INTERN REGISTRATION REQUIREMENTS

Environmental Health Section:

Complete and Return Registration Form to the Centralized Intern Training & Authorizations Programs. See posted [Registration Form](#).

REGISTRATION AS RS INTERN

North Carolina Board of Sanitarian Examiners:

Prior to training, an application for registration as a Sanitarian Intern should be submitted to the Board of Sanitarian Examiners. For more information, please contact the REHS Board, Administrative Assistant at:

PO Box 238
Efland, NC 27243

Phone: 910-304-1168 Fax: 910-304-1165
Email (new): rehs.board@dhhs.nc.gov

TRAINING PROGRAM CURRICULUM

The curriculum covers six basic topics designed to provide an overview of public health and an introduction to professional skills needed for this position. In keeping with the mission for Centralized Training the main focus of the curriculum is twelve technical topics, with the greatest number of hours in those areas where the intern will be enforcing state laws and rules.

BASIC CURRICULUM TOPICS:

Overview of Public Health Mission	Regulatory Law	Ethics
Principles of Prevention	Interpersonal Skills	Program Administration

TECHNICAL TOPICS:

Each technical topic is taught using the following guidelines:

1. What public health laws apply to each technical area;
2. How to interpret the rules (primary focus);
3. How to apply the rules in each technical area;
4. How to handle technical aspects of "authorization requests for service and complaints";
5. How to correctly use forms for each technical area;
6. How public health labs relate to the technical area, if at all;
7. Who to contact (person or agency) for assistance;
8. How to plan for disasters or emergency response;
9. Specific homework and tests are given for each technical area;
10. Post test is administered to students after each section.

CLASS FORMAT

DAILY SCHEDULE: (Generally)

Mondays	8:00 a.m. - 5:00 p.m.
Tuesdays - Thursdays	8:00 a.m. - 5:00 p.m.
Fridays or the last day of the week	8:00 a.m. - 3:00 p.m.

CLASS ATTENDANCE:

Attendance is mandatory for all classroom lectures and field experiences. The Education & Training Coordinator must approve all absences. Any missed classes are to be made up during the next training program at the expense of the health department!!! The intern must inform the training staff of all absences or intended late arrivals. If 20% of contact hours or more are missed in any one area authorizations will not be granted in that area.

HOMEWORK:

The training will require homework and self-study. This preparation will be necessary to successfully complete exams and to obtain sufficient knowledge to perform career oriented tasks.

DISCIPLINARY ACTION: Environmental Health Specialist Interns are professionals and represent their county government during the training program and during their stay in Raleigh. Interns are expected to attend class, having prepared for class the night before. Any disciplinary action will be taken as follows:

1st occurrence: Informal meeting with the intern to discuss the issues and a verbal warning will be given.

2nd occurrence: Written warning, with a telephone call to the interns' supervisor

3rd occurrence: Dismissal from training program

BREAKS: Are worked into the daily agenda.

PHONE: Interns need to bring their own cell phone.

EMERGENCIES: In case of emergencies, a message can be left for the intern with the office of Education & Training at 919/707-5858 or 919/707-5857

SMOKING: Smoking breaks must be taken in designated smoking areas.

PARKING: Parking is available at the training site.

TRAINING MANUALS:

You will receive speaker notes as needed during the training. **The only manuals that you will need to reference are the *On-Site Wastewater Management: Guidance Manual*, Control of Communicable Diseases in Man, and the *Food Code*, if completing the FPF Track. Interns need a copy of all current rules from their supervisors. Read the rules before class.**

Always bring your copy of the rules being discussed to class with you!

HOUSEKEEPING:

Everyone is asked to contribute to the upkeep of the room. Keep your area clean!

EXAMS

UNIT TESTS: Interns will be required to take a minimum of two unit exams. Both Track FPF & Track OSWP have a Pre & Post-tests. Each one of the post test will also include material from the General Module. All of the training tests are open book/note. The passing grade for either Pre-test is 70% and is 80% for the Post-tests. If an intern does not pass one or more unit exams, he or she will be eligible to sit for the exam for a second time by appointment. If the Pre-test(s) are not passed on the second attempt with a 70% or better then the intern will receive a non-satisfactory grade and will have to return to the next offering of the module after they have successfully completed all of the related on-line materials for the Track they plan on attending. If the Post-test(s) are not passed on the second attempt with an 80% or better then the intern will receive a non-satisfactory grade and will have to repeat that unit of training at the counties expense. Supervisors will receive intern grades for each unit upon request.

TEST EXEMPTIONS: There are no exam exemptions.

ADMINISTRATION: All Pre-test will be sent in a link on-line for the intern to complete. All post-test are administered on the last day of the Track.

ORIENTATION PRIOR TO TRAINING

To prepare for the training program, the intern is to complete a Local Health Department Orientation Checklist at his/her local health department. The checklist is to be completed during the two weeks prior to training with the Environmental Health Supervisor's review. The intern and the supervisor are to initial and date each activity completed. The Checklist is to be turned in on the first day of training to the Education and Training Specialist. Intern training is not completed until the checklist activities are complete and the training staff has received the paperwork. In addition to the Orientation checklist there is a checklist for each module that needs to be completed before each module, and on-line training materials that will be tested on the first day of each training module.

EQUIPMENT

Interns will need the following equipment/materials during the training program. **If the intern does not have necessary equipment, participation in the activity will be denied.** The make-up work must be completed during the next training class session. The training schedule will list, when items are needed for the various sections of the training. This will be provided to you approximately one week prior to the beginning of training.

Put health department name on all equipment!

Books & Materials needed include:

Required books are determined by which Track is being taken.

The Food Code

Control of Communicable Diseases in Man

On-Site Wastewater Management: Guidance Manual

____ Laws/rules from interns' supervisor

FOOD, LODGING AND INSTITUTIONAL SANITATION:

(Needed for Tier 4 Regional Field training only)

____ Thermometer 0-220° F Dial top w/ metal stem

____ Thermolabels or meltstick or maximum registry thermometer

____ Test kit or strips for chlorine (iodine and quaternary ammonium if available)

____ Flashlight

____ 12' measuring tape

PUBLIC SWIMMING POOLS (Needed for Tier 4 Regional Field training only)

____ A pool test kit if available

ON-SITE WASTEWATER PROGRAM:

(Needed for the In-Class portion & the Regional Field training)

____ Auger - Mudhead

____ Munsell Color Chart

____ Knife/rock hammer or pick

____ Water bottle for wetting soil samples

____ 100' measuring tape (fiberglass)

____ 12' measuring tape

____ Engineer scale

____ 2" Ring Binder

____ Engineers level/tripod and measuring rod will be needed:

Please bring if available. We need about 8 total to do our field exercise.

PERSONAL EQUIPMENT

____ Clipboard, metal with cover

____ Calculator

____ Rain gear (if needed)

MEAL AND MILEAGE REIMBURSEMENTS

1. The local Health Department will be reimbursed once at the completion of the general module and one full track. If the intern is going to attend both tracks consecutively, reimbursement will be processed after the completion of the entire training period. The counties will need to submit a standard DHHS form #4125 to the EH Section, DPH, DHHS. The reimbursement check will then be issued to the Health Department, if funds are available. Interns will not receive any payments directly from the EH Section.
2. It's the Health Departments' responsibility to provide monetary advance and/or reimbursement to their employees. Interns are encouraged to speak with their supervisors regarding reimbursement issues prior to training.
3. A local Health Department with an intern who does not complete training will be reimbursed for only those days that the intern was in attendance. The check will be issued as soon as possible after the course has ended.
4. Should an intern change county of employment during training, it is the responsibility of the hiring Health Department to notify the Environmental Health Section of the date of transfer. The Section will prorate payments so that each Health Department will receive an appropriate portion of the reimbursement.
5. Health Departments with interns staying in hotels will be reimbursed for lunch and dinner for only the days the intern attended. This will account for their meals for Monday through Thursday, provided that the course starts before noon. We do not pay for lunch or dinner on the last day of training during a week, or if the course starts after the noon hour; unless the last day of the weeks' training concludes after 1PM. The lodging facility will provide breakfast. The Section will pay for dinner on Sunday night if the local Health Department is more than 150 miles from the training site, if the course starts before noon.
6. Mileage for one roundtrip from the local Health Department will be included in the reimbursement for interns who stay in Raleigh in a hotel.
7. Commuters do not get reimbursed for meals or mileage.
8. Interns who are employed in a Health Department that is more than 35 miles away but choose to commute will be reimbursed for only one roundtrip mileage from the local Health Department to Raleigh.

Please know it is best to contact the Centralized Intern Training & Authorization Programs for the latest reimbursement allowances, and or refer to the annual consolidated agreement.

HOUSING

Interns whose duty station is 35 miles or more from the training site will be eligible for lodging paid for by the Environmental Health Section.

Interns whose duty station is more than 100 miles away from the training site will be eligible to arrive the night prior to the training, if the course starts before noon.

Intern will be responsible for paying for his/her own room, and any difference in the current reimbursement rate and actual charges.

The Environmental Health Section will not pay for unoccupied rooms. The hotel requires 24-hour notice for cancellation of the room. If the intern fails to notify the hotel, the local Health Department will be expected to pay costs for nights missed.

ROOM REGISTRATION:

Each intern must register individually when checking in on Monday (or Sunday).

Incidental Hotel Room Charges:

Each intern is responsible for paying his or her own phone bills, movies, etc. All incidental charges must be paid before 9:00 P.M. on Thursdays. Interns are encouraged to have a credit card and make all calls on the credit card.

WEEKENDS:

The Environmental Health Section is not responsible for lodging on Friday and Saturday nights.