

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 quiet 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 night, 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.

Date Completed	Intern & Supervisor Initials	Activity
		Read the instructions for the orientation checklist above.
		Distance learning courses: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Learn about policies and procedures • Review EPI kit with EPI team nurse or EHS who does food sampling.
		Review office policy & procedures: <ul style="list-style-type: none"> • 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
		<ul style="list-style-type: none"> • Discuss policy on accepting gifts from regulated parties.
		<ul style="list-style-type: none"> • 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 county--hurricane, 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).
		<p>Any county employment requirements: • OSHA • TB test, drug test, etc.</p>

CIT ADMINISTRATIVE CHECKLIST IS COMPLETE