

Intern Supervision assigned to:

Supervisor/Health Director _____ **County** (____)_____
Phone

Intern Name _____
Date

The intern, prior to beginning the Food Protection & Facilities Track within the Centralized Intern Training program, must turn in an initialed, completed copy of this checklist. The intern can bring the checklist and turn it in on the first day of training. Keep a copy in the intern's county personnel file.

LOCAL HEALTH DEPARTMENT FOOD PROTECTION & FACILITIES ORIENTATION CHECKLIST

Date Completed	Intern & Supervisor Initials	Activity
		<p>Complete the FPF specific distance learning requirements prior to attending CIT</p> <p>Register with FDA-ORAU and complete the following courses:</p> <ul style="list-style-type: none"> ○ Basics of HACCP ○ Basics of HACCP: Prerequisite Programs and Preliminary Steps ○ Basics of HACCP: The Principles ○ An Introduction to Food Security Awareness
		<p><u>Review:</u></p> <ul style="list-style-type: none"> • Food Service Establishment Rules • Lodging Rules • Institution Rules • Residential Care Rules • Local Confinement Rules • Summer Camp Rules • Bed and Breakfast Inn Rules • Bed and Breakfast Homes Rules • Mass Gathering Rules • Adult Day Care Rules • Primitive Experience Camp Rules • Public, Private, and Religious School Rules

Date Completed	Intern & Supervisor Initials	Activity
		<ul style="list-style-type: none"> • Private Water Supply Rules • G.S. 130A 248-250 • Day Care Rules • Tattooing Rules • Lead Rules • Swimming Pool Rules
		<p><u>Equipment:</u> Assemble assigned equipment for module as directed in the Equipment section of the Centralized Intern Training Policy and Procedure manual.</p>
		<p><u>Food and Institutions:</u></p> <p>Accompany an EHS to inspect 1 food stand and 2 restaurants.</p> <ul style="list-style-type: none"> • Discuss rules, equipment and procedures • Reinforce the need for follow-up visits to ensure corrections are made • Review permit suspension and revocation procedures • Review Food/Institution Authorization Procedure • Introduce concept of Plan Review, scale used, who does it and where to get more information. Counties with a Plan Review Program may use some of the time from week 1 for this activity. Intern should spend several hours with someone reviewing a set of plans for a new restaurant and inspect the progress of the new restaurant • Familiarize with policies and correspondence from EH Section
		<p><u>Accompany an EHS to inspect:</u></p> <ul style="list-style-type: none"> • 1 meat market • 1 motel/lodging • 1 institution: hospital, rest home or nursing home, if available (A small hospital can be done or if there is only a large hospital inspect a nursing home.) • 1 school cafeteria and school building, if available • 1 local confinement, if available • 1 bed & breakfast home or inn, if available • 1 adult day care, if available • 1 summer camp or primitive experience camp, if available
		<p><u>Review:</u></p> <ul style="list-style-type: none"> • Past report of a suspected foodborne illness that was investigated by a county EHS staff person, if available • Procedural manual for foodborne illness, if available

Date Completed	Intern & Supervisor Initials	Activity
		<ul style="list-style-type: none"> • Complaint investigations procedural manual for conducting illness outbreaks • Review food safety course materials, if available
		<p><u>Transitional Permit</u></p> <ul style="list-style-type: none"> • Accompany EHS during 1 transitional permit, if available
		<p><u>Optional:</u></p> <p>Other :</p> <ul style="list-style-type: none"> • Milk Sanitation: Visit 1 dairy farm and/or milk plant. • Attend food safety course • Meet the staff and review local insect and vector control program, if available
		<p><u>Tattoo:</u></p> <ul style="list-style-type: none"> • Visit a tattoo parlor, if available • Discuss with EHS staff Tattooing in your county
		<p><u>Lead Investigation:</u></p> <ul style="list-style-type: none"> • Discuss with EHS the investigation and abatement process for lead. • Interview supervisor of Child Health Program about testing for blood lead levels
		<p><u>Swimming Pools:</u></p> <ul style="list-style-type: none"> • Accompany EHS to inspect at least 1 swimming pool, spa, and wading pool, if available. If none are operating in the winter, discuss the procedures. Spend time reading or add additional time to other activities. • Review safety rules and inspection procedures.
		<p><u>Child Care:</u></p> <p>Accompany EHS to inspect 1 child care facilities Review the child care process for licensing</p>

Food Protection & Facilities Orientation Checklist Complete