

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-OTED and complete the following courses:</p> <ul style="list-style-type: none"> ○ Public Health Principles: General (FDA36) ○ Basics of Inspections: Beginning an Inspection (FDA38) ○ Basics of Inspections: Issues and Observations (FDA39) ○ Overview of Microbiology (MIC01) ○ Overview of HACCP (FDA16)
		<p><u>Review:</u></p> <ul style="list-style-type: none"> • Food Service Establishment Rules • Lodging Rules • Institution Rules • Visual Inspection of an On-site Wastewater System (Powerpoint) • Day Care Rules • School Rules • Lead Rules • Public, Private, and Religious School Rules • Private Water Supply Rules • .1700 Rules • Public Swimming Pool Rules • Tattooing Rules

Date Completed	Intern & Supervisor Initials	Activity
		<p><u>View Presentations and Complete Learning Guide:</u></p> <ul style="list-style-type: none"> • NC General Statutes 130A-248 through 130A-250 • Local Confinement Rules • Residential Care Rules • Adult Day Care Rules • Summer Camp Rules • Primitive Experience Camp Rules • Resident Camp Rules • .1700 Rules • Foodborne Illnesses (PDF) • Migrant Housing Rules • Mass Gathering Rules (PDF) • Status Codes (PDF) • Introduction to Risk-based Inspections (PDF)
		<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 meat market and 2 food service facilities.</p> <ul style="list-style-type: none"> • Discuss rules, equipment and procedures • Reinforce the need for verification 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>Transitional Permit</u></p> <ul style="list-style-type: none"> • Accompany EHS during 1 transitional permit
		<p><u>Accompany an EHS to inspect (if time allows):</u></p> <ul style="list-style-type: none"> • 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 • 1 local confinement • 1 lodging establishment • 1 adult day care • 1 summer camp, resident camp, primitive experience camp • 1 adult day care

Date Completed	Intern & Supervisor Initials	Activity
		<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 • Complaint investigations procedural manual for conducting illness outbreaks • Review food safety course materials, if available
		<p><u>Optional:</u></p> <p>Other :</p> <ul style="list-style-type: none"> • Attend food safety course • Meet the staff and review local insect and vector control program, if available
		<p><u>Accompany an EHS to inspect:</u></p> <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>