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
		Complete the FPF specific distance learning requirements prior to attending CIT
		Review: • Food Service Establishment Rules • Institution Rules • Day Care Rules • School Rules • Lead Rules • Public, Private, and Religious School Rules

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Date Completed	Intern & Supervisor Initials	Activity
		View Presentations and Complete Learning Guide:
		• NC General Statutes 130A-248 through 130A-250 • Lodging Rules
		 Local Confinement Rules Residential Care Rules
		Adult Day Care Rules Summer Camp Rules Description Francisco Carron Bules
		 Primitive Experience Camp Rules Resident Camp Rules .1700 Rules
		• Migrant Housing Rules • Foodborne Illnesses (PDF)
		• Mass Gathering Rules (PDF) • Status Codes (PDF)
		Equipment: Assemble assigned equipment for module as directed in the Equipment section of the Centralized Intern Training Policy and Procedure manual.
		Food and Institutions:
		Accompany an EHS to inspect 1 meat market and 2 food service facilities. • 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
		Transitional Permit
		Accompany EHS during 1 transitional permit
		Accompany an EHS to inspect (if time allows): • 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 confinement1 lodging establishment
		 1 adult day care 1 summer camp, resident camp, primitive experience camp 1 adult day care

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Date Completed	Intern & Supervisor Initials	Activity
		 Review: 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
		Optional: Other: • Attend food safety course • Meet the staff and review local insect and vector control program, if available
		Accompany an EHS to inspect: Lead Investigation: Discuss with EHS the investigation and abatement process for lead. Interview supervisor of Child Health Program about testing for blood lead levels
		Child Care: Accompany EHS to inspect 1 childcare facilities. Review the childcare process for licensing

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