

Environment and Public Health

2018 Field Training Manual For Trainees

RUTGERS

New Jersey Agricultural
Experiment Station

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I. INTRODUCTION

Field training provides a transition for each trainee to begin applying the knowledge, principles and theory gained in the **Environment and Public Health Course**. This 200-hour training period includes three days with the New Jersey Department of Health and the balance of time with a local, county or regional health department. Successful completion of the field training is a prerequisite to taking the New Jersey State Registered Environmental Health Specialist (REHS) exam.

The Health Officer or REHS at each field location will be responsible for field training, either directly or indirectly, by designating employees to assist as trainers or supervisors. To fulfill the objectives for field training, sponsoring departments are encouraged to introduce trainees to a variety of staff members, issues, projects, and investigations. Sponsors also are encouraged to work with other health departments to provide a wide range of field experiences.

This guide includes an outline of subject areas, duration, training activities, and instruction methods of training. One goal of this guide is to ensure that all trainees receive a complete field training experience. The procedures and subjects are presented in a suggested order to help trainees gain maximum advantage from their field training. At every opportunity, either on site or after leaving the premises, and most important, at the end of each day, discussion between staff and trainees is critical to maximizing the educational experience.

II. TRAINING OBJECTIVES

A. General

1. Define the functions and relationships of the training agency, the local governing body, Board of Health, and the various Departments within that local governing body including county Cooperative Extension Service, medical society, civic and fraternal organizations and service clubs.
2. Define the functions and the relationships of state and federal agencies to the local health department, i.e. Departments of Health, Agriculture, Education, Environmental protection, US Department of Health, CDC and FDA.

B. Community Related

1. Develop educational skills in association with standard operating procedures (i.e., the opportunity to educate food handlers during routine inspections).
2. Develop service-oriented skills for the community in the form of direct technical aid and advice on specific problems (e.g., Communicable disease information, disinfection procedures, disease prevention strategies, assistance with an environmental health review of site plans a floor plans).
3. Develop public relations skills to deal tactfully and effectively with the public during investigations and while interpreting problems.
4. Develop communication skills such as interview techniques, letter writing, report preparation, oral presentation, news articles, radio scripts, educational pamphlets, and exhibits.
5. Develop a knowledge of federal, state and local health laws, ordinances, and regulations and their application to health problems.

C. Administrative

1. Develop an understanding of the structure, goals, departments and functions of a local health department.
2. Learn to work as a member of the health department staff team.
3. Develop an understanding and appreciation of current social and economic problems related to public health.
4. Develop the ability to critically evaluate existing methods in meeting the changing community needs.
5. Develop skills in the collection, analysis, and interpretation of data.
6. Develop the ability to use records and statistics for determining progress and evaluating health status.

III. RESPONSIBILITIES OF TRAINEES

This is your training, so make the most of it. Review the topics listed in the Training Outline (Section IV) and work with your supervisor(s) to ensure that you receive maximum exposure to as many of the topics as possible. In many cases, that may require working with another health department for one or more days during your training period. The required training period is for 200 hours. That translates to 5 weeks for a 40-hour work week. You may complete that training over any schedule that meets your needs and is acceptable to your sponsoring department.

INSTRUCTIONS

Here is what you need to do, document, and submit to receive credit for completing the training component of the EPH program.

1. Complete 200 hours of supervised training with a municipal, county or regional health department and document activities with the forms included in this manual.
2. Maintain a log of weekly activities that include: activities completed, name of trainer/supervisor, date, and any special comments about the activity. (Appendix B, Page 7) Have your supervisor sign each weekly log to confirm its accuracy before you submit a copy to Rutgers University at the conclusion of your training.
3. Maintain a separate 1-page log for activities completed during your 3-days with a state inspector. Follow the same format for the weekly log (#2 above). However, this 1-page log is to be signed by the state inspector at the conclusion of the 3rd day. (Appendix C, Page 8)
4. Complete, sign and submit the two-page training confirmation form (pages 9-10) and the two-page trainee evaluation form (pages 11-12). These forms *do not* require your supervisor's review or signature.

IV. TRAINING OUTLINE

The following are topics that **MUST** be addressed during field training experience.

- **Local Health Department**
Demonstrate the organization and services offered by your agency and review the health problems of your community; include inter-agency relations, home health services, clinics and conferences, preventable disease control, vital statistics, rabies control, laboratory services, nursing, and the interaction among departments with fire, police, OEM, construction and other partners.
- **Retail Food Inspection**
Development of inspection and evaluation techniques appropriate to N.J.A.C. 8:24 (Note: N.J.A.C. 8:24 is colloquially known as Chapter 24 of the State Sanitary Code). Trainees must be instructed in risk-based food inspection techniques and application of HACCP principles. Recognition of specific problem areas related to food safety, including methods to determine levels of sanitizing agent used, approved plumbing arrangements, etc. Accurate, thorough, detailed reports should be demonstrated, then performed by the trainees. At the conclusion of inspection, a thorough review of the activity and the report should be conducted. Trainees are required to write a minimum of 5 reports.
- **Solid Waste**
Review solid waste storage, including the adequacy of containers at private and multiple refuse sites, with emphasis on the harborage, feeding, and breeding of insects and rodents. Review the same aspects associated with the collection of refuse by observing the vehicles and equipment used, and the timing and quality of the operation. Emphasize the association of proper refuse storage and collection with the prevention of insects and rodents. Review several different methods of refuse disposal, including a sanitary landfill, incineration, composting, recycling and reuse. Examine disposal problems such as infestations of insects, rodents and leachate (i.e., burrows, droppings, presence of larvae and eggs). *This should include a visit to a transfer station.*
- **On-site Sewage Disposal Systems**
Observe several percolation and permeability tests and test borings for a proposed installation. Conduct on-site inspections for installations of individual sewage systems, before backfilling. Trainees must witness a minimum of 2 installations. Review compliance with N.J.A.C. 7:9A-1.1, et seq., the Standards for Individual Subsurface Sewage Disposal Systems.
- **Surface Water Pollution Investigation**
Conduct an investigation of a surface water (stream, pond, lake, river, bay, ocean) which either originates from a citizen complaint (i.e. odors, color, foaming or other visual impact, fish-kill, spills, illegal discharge), NJDEP referral, or is part of a routine watershed surveillance program (i.e. water quality sampling, sanitary survey, illicit connection track down). Investigation may include a physical description of the surface water body (i.e. type of surface water, inputs, potential sources, surrounding land use), visual observations, sampling plan, sampling technique, analysis of sampling results, source identification and impact on surface water, remedial actions, follow-up and coordination with NJDEP.
- **Air Pollution**
Demonstrate techniques used to read black and white smokes. Develop a familiarity with the laws and procedures for the municipality in handling air pollution problems. Review laws dealing with open burning. Perform a “windshield” inspection for air pollution violations or review a current complaint.
- **Recreational Sanitation and Bathing**
Conduct safety and sanitation inspections/surveys of day camps, summer resident camps, private campgrounds, and natural bathing places. Inspect several privy installations. Review site plans of swimming pools for layout, safety, construction and function of equipment and machinery. Inspect a pool that is in operation.

- **Court Cases**
Observe a court case with reference to a public health violation -- actual or staged for training purposes. The trainees should be familiar with the case prior to the court date and know the chain of custody followed to document the investigation successfully including summons writing.
- **Insect and Rodent Control**
Nuisances, identification, investigation techniques and complaint handling.
- **Epidemiological Investigation**
Review techniques and questionnaires used in investigation, including existing notification protocols. Emphasis should be given to techniques of foodborne investigations.
- **3 Days of Training with a State Inspector**
Students must complete 3 total days of training with an NJDOH-assigned state inspector.

The following topics are **RECOMMENDED** during field training experience. **A minimum of 4 of these 7 topics must be addressed:**

- **Ragweed and Poison Ivy**
Nuisances, identification, investigation techniques and complaint handling.
- **Noise Investigation**
Nuisances, identification, investigation techniques and complaint handling.
- **Potable Water**
Witness a Safe Water Drinking Act Inspection and well inspections for individual (private) and public non-community water supplies. Practice water sampling from adequately protected wells and complete laboratory form analysis. Review site plans and construction of a new or altered individual water quality supply. Examine, interpret and analyze laboratory reports for drinking water samples. Participate in the preparation of a violation notice and offer of settlement, and observe any resultant negotiations or court action.
- **Plumbing**
Observe several different approved plumbing layouts. Look for and illustrate cross connections. Identify air break gaps and vacuum breakers.
- **Institutional Sanitation**
Inspect and survey nursing homes, boarding homes and convalescent centers, including food service, water sewage and general housekeeping sanitation.
- **Lead Inspection**
A recent case of lead poisoning should be reviewed and discussed. The techniques used to determine environmental lead levels should be demonstrated.
- **Regional Solid Waste or Compost Operation**
Visit and inspect a waste storage or transfer site, observing the relevant steps in processing waste. This site visit may be to a solid waste transfer station, a sanitary landfill or a compost facility, and the visit must include a review of the respective actions taken to minimize public and environmental health risks at the site. In addition, an overview of critical steps in the respective waste management process should be reviewed and discussed.

These topics are **OPTIONAL** during the field training experience:

- **Housing**
Conduct several inspections and survey motels, hotels, tourist homes, migrant labor camps, or mobile home parks.
- **Disaster Sanitation**
Review the principles and procedures for investigating food establishments after a flood, fire, or similar disaster, with emphasis on embargo procedures.
- **Specialization Training**
Each of the trainees may have a particular interest, strength or weakness in more training in any of the subjects previously covered. Provide additional field training in each of the areas mutually agreed upon; arrange sufficient staff trainers for this purpose.

V. SUMMARY OF TECHNIQUES TO BE DEVELOPED:

Please try to introduce as many of the following techniques as possible during your training period.

- Bacteriological Sampling of Potable and Non-Potable Water
- Chlorine Residual & pH- Swimming Pool
- Bacteriological Sampling of Food
- Performance of Legal Food Sampling
- Permeability/Percolation Testing
- Evaluation of Soil Log
- Identification of Rodent and Insect Infestation
- Lead Analysis with X-ray Fluorometry
- Investigation of Lead Poisoning Case
- Ragweed and Poison Ivy Identification
- Food Inspection Techniques; Trainee must write a minimum of 5 reports.
- Epidemiological Investigation of Disease Outbreak
- Noise Monitoring
- Identify Cross Connection, Air Gap, Air Brake, Vacuum Breakers, etc.
- Swab Test
- Ultra Violet Light Test for Rodent Urine
- Report Writing (timelines, documentation, photos).

APPENDIX B – WEEKLY TRAINING LOG

Make copies of this page. **Fill out one page for each week** & have **every page** signed by your supervisor.

Student Name: _____

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Date: _____ Trainer's Name: _____

Location(s): _____

Activities: _____

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Date: _____ Trainer's Name: _____

Location(s): _____

Activities: _____

Signature of Supervisor _____

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APPENDIX C – TRAINEE LOG: 3 DAYS WITH STATE INSPECTOR

Instructions to Student: Fill in each date and record the activities you observe with your assigned state inspector in the spaces below. Have the state inspector sign the form at the conclusion of day 3. Once the state inspector signs the form, you are NOT to make any changes to the descriptions of activities completed.

Student Name: _____

DAY 1

Date: _____ Location: _____

Activities Completed:

DAY 2

Date: _____ Location: _____

Activities Completed:

DAY 3

Date: _____ Location: _____

Activities Completed:

State Inspector Name (please print): _____

State Inspector Signature: _____

State Inspector: Your signature confirms that the student accompanied you during the activities described above. Your signature DOES NOT constitute an evaluation or appraisal of the student's performance.

ENVIRONMENT AND PUBLIC HEALTH Trainee’s Training Confirmation Form – Page 1 of 2

INSTRUCTIONS: Please use this form to confirm the field training topics you have experienced, noting the date(s) each was completed (these should match up with your weekly training logs) and include brief comments about the extensiveness and frequency of the experience (e.g. performed once, multiple times, in-depth, brief overview). PLEASE NOTE: the topics are categorized as required, recommended or optional. The topics listed on this page are ALL REQUIRED. At the top of the next page, you will see the recommended topics – you must complete 4 out of 7. Please also note the additional specific requirements related to retail food inspection (#2 below) and on-site sewage disposal (#4 below).

<u>REQUIRED</u>	YES	NO	DATE(S):	COMMENTS:
1. Local Health Dept.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2. Retail Food Inspection* *A minimum of 5 written reports required	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
3. Solid Waste	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
4. On-site Sewage Disposal* *Must witness a min. of 2 installations	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
5. Surface Water Pollution Investigation	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
6. Air Pollution	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
7. Recreational Bathing	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
8. Court Case	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
9. Insect & Rodent Control	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
10. Epidemiological Investigation	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
11. 3 Days w/ State Inspector	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Trainee's Training Confirmation Form – Page 2 of 2

RECOMMENDED

(must complete 4 of these 7 topics)

	YES	NO	DATE(S):	COMMENTS:
1. Ragweed & Poison Ivy	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2. Noise Investigation	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
3. Potable Water Supply	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
4. Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
5. Institutional Sanitation	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
6. Lead Inspection	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
7. Solid Waste/Compost Operation	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

OPTIONAL

	YES	NO	DATE(S):	COMMENTS:
1. Housing	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2. Disaster Sanitation	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Signature of Trainee _____

NOTE: Supervisor signature is NOT required on this training confirmation form.

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Trainee’s Training Evaluation Form - Page 1 of 2

Instructions: This form gives the trainee the opportunity to rate their training site and provide feedback about their experience to Rutgers. This form is for the trainee and Rutgers only. Review by the training supervisor is NOT required. If you trained at more than one health department, please copy both pages of this form and complete a form for each health department.

Trainee Name: _____

Primary Supervisor/Trainer: _____

Training Site: _____

Please provide feedback on your field training experience by evaluating your field training site and your training supervisor using the criteria below:

	EXCEL	GOOD	FAIR	POOR	COMMENTS
1. Professionalism					
2. Willingness to train					
3. Enthusiasm					
4. Open to questions					
5. Stimulated your interest in the topics					
6. Able to explain the public health significance of violation					
7. Overall training experience					

Additional Comments:

ENVIRONMENT AND PUBLIC HEALTH Trainee's Training Evaluation Form – Page 2 of 2

Would you recommend this health department as a future training sight? YES NO
Why or why not?

What was the most valuable aspect of your field training experience?

What was the least valuable aspect of your field training experience?

Were you employed as a result of this field training experience? YES NO
What would you suggest to improve the overall field training experience?

Signature of Trainee _____

*Thank you for your time and cooperation in filling out this field training evaluation. Your responses and comments will help improve the quality of training for future **Environment and Public Health** students.*

SUBMITTING YOUR FIELD TRAINING DOCUMENTS

Please mail your completed field training evaluation, training confirmation form and weekly training logs signed by your supervisor (send originals only, no faxes or copies will be accepted) to:

Office of Continuing Professional Education
Rutgers University
102 Ryders Lane
New Brunswick, NJ 08901-8519
ATTN: EPH Program Coordinator

Questions? Contact Us! Email: eph@njaes.rutgers.edu
Phone: 848-932-9271, option 3