

Pathway to Local Public Health Program (PLPH)

36-Week Training Schedule

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For any questions, please reach out to Amy McInerney, Assistant Director of the Pathway to Local Public Health Program, at amcinerney@mhoa.com.

Online Trainings & Modules

These asynchronous online trainings are designed to orient participants to the nuances of local public health and prepare you to work in the field. This training schedule is spread over the first 10-12 weeks of the program, with more hours dedicated in the beginning and tapering off over time as you get more involved with in-person work.

Please note that Online Training and Health Department Training schedules do overlap.

Phase 1: Onboarding for Week 1			
Item	Deadline	Objective	Estimated Session Hours
MHOA orientation session	First day	Understand MHOA and PLPH policies and practices and set yourself up for success for the rest of the program.	1.5 hours

Local Health Department orientation session	Week 1	Understand the department's policies, review job expectations, learn about work culture, and meet your coworkers.	2 hours
Online training: Orientation to Local Public Health in Massachusetts	Week 1	Understand the public health system in Massachusetts and summarize the critical responsibilities of a local board of health (LBOH) in Massachusetts. <i>Satisfies Food Tier 1 requirements.</i> <i>Satisfies Housing Tier 1 requirements.</i>	1 hour
Read the MHOA Local Public Health Guide	Week 1	Understand the roles and responsibilities of a local public health official in Massachusetts	1-2 hours
Online training: Health Promotion and Health Equity	Week 1	Understand what is meant by health and health equity and outline health promotion strategies that LBOH can use when planning and implementing interventions that support the health and well-being of all individuals and families in their community. <i>Satisfies Food Tier 1 requirements.</i> <i>Satisfies Housing Tier 1 requirements.</i>	1 hour
Online training: Public Health Law and Legal Issues in Massachusetts	Week 1	Summarize public health law and information about LBOH authority and duties in Massachusetts. <i>Satisfies Food Tier 1 requirements.</i>	1 hour
Online training: The 10 Essential Public Health Services in Action	Week 1	The Centers for Disease Control and Prevention (CDC) has defined and updated 10 essential public health services that communities should undertake to protect and promote the health of all people in their community. <i>Satisfies Food Tier 1 requirements.</i> <i>Satisfies Housing Tier 1 requirements.</i>	1.5 hours
Online training: FPHS Training	Week 1	Overview of the Foundational Public Health Services framework, which includes five foundational public health service areas and eight cross-cutting foundational capabilities.	20 minutes

Phase 2: Building Foundations for Weeks 2-4			
Item	Deadline	Training Links	Estimated Weekly Hours
Foundations of Public Health Coursework	Week 2	• State ethics training (Legal/Admin) • Strategies for Funding Board of Health Programs (Legal/Admin) • Safety: Practical Strategies While Doing Field Work (Legal/Admin, Food Tier 1, Housing Tier 1) • Public Health Law and Legal Issues in Massachusetts (Legal/Admin, Food Tier 1, Housing Tier 1) • How to Hold a Public Hearing in Massachusetts (Legal/Admin, Food Tier 1, Housing Tier 1) • Surveillance of Infectious Diseases (Community Health) • Infectious Disease Case Management (Community Health) • Isolation & Quarantine For Local Public Health in Massachusetts (Community Health) • Opioid Epidemic and Substance Use Disorder: Local Public Health in Action (Community Health)	13 hours
Foundations of Public Health Coursework	Week 3	• Body Art Programs For Regulators (Community Health) • Drinking Water and Private Wells in Massachusetts (Environmental Health) • Wastewater and Title 5 Programs in Massachusetts (Environmental Health) • Recreational Waters: Swimming Pools (Environmental Health) • Recreational Camps for Children Programs For Regulators (Community Health) • Nuisance Control Abatement and Removal (Environmental Health, Housing Tier 1)	10 hours

		• Public Health Workforce Protection (Legal/Admin, <i>Food Tier 1, Housing Tier 1</i>) • Hazardous Materials and Waste in Massachusetts (Environmental Health) • Food Protection Programs For Regulators (Environmental Health, <i>Food Tier 1</i>)	
Foundations of Public Health Coursework, Emergency Preparedness, Inspection Preparation	Week 4	• Choose Your Own Adventure! Complete 1 Community Health training from the list below. (*) • Choose Your Own Adventure! Complete 1 Environmental Health training from the list below. (^) • Marketing Public Health (General Foundations) • Final Topics: Foundations for Local Public Health Practice (General Foundations) • FEMA ICS100 (Emergency Preparedness) • IS-700: National Incident Management System, An Introduction (Emergency Preparedness)	10 hours

(*) Community Health Training Electives (Choose One)

- [Tickborne Disease Surveillance and Prevention](#)
- [Opioid Epidemic and Substance Use Disorder: A Primer for MA Boards of Health](#)
- [Immunizations and Vaccine Management in Massachusetts](#)

(^) Environmental Health Training Electives (Choose One)

- [Tanning Facilities for Regulators and Operators](#)
- [Solid Waste and Recycling Programs in Massachusetts](#) - *Satisfies Food & Housing Tier 1 requirements*
- [Recreational Waters: Bathing Beach Programs For Regulators](#)
- [Medical or Biological Waste Programs For Regulators](#)

Phase 3: Participating in Local Public Health (Weeks 5-10)			
Item	Deadline	Training Links	Estimated Weekly Hours
Housing Tier 1 Most Housing Tier 1 trainings were completed within Onboarding and Foundations courses.	Week 5	• Solid Waste and Recycling Programs in Massachusetts (If not already completed as an elective in Foundations) • Bed Bugs: A Special Housing Topic • Hoarding: A Special Housing Topics • Mold: A Special Housing Topic • Review Housing Code (Housing Inspection Prep)	6 hours
Food Tier 1 Most Food Tier 1 trainings were completed within Onboarding and Foundations courses.	Week 6	• Ensure all LPHI modules are completed. • Review 2013 FDA Food Code • FDA Courses	6 hours
Food Tier 1	Week 7	• FDA Courses	6 hours
Food Tier 1	Week 8	• FDA Courses	6 hours
Food Tier 1	Week 9	• FDA Courses	6 hours
Wrap Up Online Training Schedule	Weeks 10-12	• Complete all pending LPHI, FDA, and FEMA modules	N/A

Health Department Training & Shadowing

The in-person Health Department training & shadowing is designed to gradually build your confidence as an inspector over the course of a 9 month (36 week) curriculum and is balanced with the online training schedule. This schedule is what is currently recommended, but can change depending on your comfort level, skills, and expectations of the Health Department you are working with. *Please note that Online Training and Health Department Training schedules—as well as all Phases in the Health Department Training schedule—do overlap.*

Phase 1: Shadowing the Staff (Weeks 2-20)		
Timeline	Focus	Estimated Weekly Hours
Weeks 2-3	• Introductions with Health Department staff • Orientation (job expectations, schedule, etc.) • Shadow staff activities • Learn about Department structure ○ What is everyone's role and responsibilities? ○ Questions to consider asking: ■ What is the most pressing focus for their department? ■ What areas of public health does their department struggle with (e.g. can't complete routine inspections regularly, don't have the time or expertise to deal with hoarding cases, etc.)? ■ What do they think is the most important skill a new inspector could come into their department with?	7-9 hours
Weeks 4-10	• Shadow inspections – including reinspections • Participate in inspections ○ Ask questions ○ Take notes ○ Offer to help the inspector by taking notes for them, reference the applicable Code for them, etc.	9 hours
Weeks 11-20	• Participate in inspections ○ Co-lead with inspector ○ Be able to identify violations and refer to applicable Code section ○ Fill out inspection forms ○ Write follow up documentation • Ensure you are observing the following inspections ○ <u>Food</u> ■ Full-Service Establishment (traditional restaurant or fast food place)	13 hours

	■ HACCP Establishment (usually an establishment that sells sushi) ■ Highly-Susceptible Populations Served (pre-school or nursing home) ■ Supermarket ■ Convenience Store ■ School (elementary, middle, or high school) ■ Cottage Kitchen (if available) ○ <u>Housing</u> ■ Complaint ■ Hoarding (if available) ■ Pre-Rental (if applicable) ■ Emergency Housing/Lodging (if applicable) ■ Housing Court (if available) ○ <u>Title 5</u> ■ System Inspection ■ Soil Evaluation ■ Plan Review (done in office) ○ <u>Nuisance Complaints</u> ○ <u>Pools</u> (if available) ■ Regular Pool ■ Hot-Tub/Spa (if available) ○ <u>Recreational Camps</u> (if available) ■ Paperwork Review ■ Camp Inspection ○ <u>Tobacco</u> (if available) ■ Compliance Checks ○ <u>Tanning</u> (if available) ○ <u>Body Art</u> (if available)	
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Phase 2: Obtaining Certifications (Weeks 10-26)

Timeline	Focus	Estimated Weekly Hours
Weeks 10-26	● Obtain the following certifications ○ ServSafe: Food Protection Manager ○ Allergen Awareness ○ Certified Pool Operator ○ Title 5 System Inspector ● Participate in the following trainings (if available) ○ Food Tier 2 ○ Housing Tier 2	N/A

Phase 3: Leading Inspections (Weeks 21-36)		
Timeline	Focus	Estimated Weekly Hours
Weeks 21-29	● Complete mock inspections ○ Lead inspection during inspectional time only (let inspector lead introductions and closing conversations) ○ Fill out inspection forms ○ Write follow-up documentation ● Recommended mock inspections ○ Food ■ Convenience store ■ Other low-risk establishments (restaurant consistently in good standing, cottage kitchen, small operation) ■ Medium/high risk establishments (HACCP, schools, nursing homes, restaurants with consistent issues) ○ Housing ■ Pre-rental ■ Hotel/lodging ■ Re-inspection ○ Tobacco ○ Pools ○ Nuisance ○ Tanning	19
Weeks 30-36	● Lead inspections ○ Have inspector shadow you from start to finish ○ Fill out inspection forms ○ Be main communicator regarding inspection, including any enforcement actions ○ Lead any re-inspections ○ Write follow-up documentation ● Recommended inspections to lead ○ Food ■ Convenience store ■ Other low-risk establishments (restaurant consistently in good standing, cottage kitchen, small operation) ○ Housing ■ Pre-rental ■ Hotel/lodging ○ Tobacco ○ Pools ○ Nuisance ○ Tanning	19

PLPH Program Training & Workshops

These synchronous sessions are designed and facilitated by PLPH Program Staff to help build important knowledge that may not be covered through online trainings and Health Department experiences. Sessions will be integrated into weekly team meetings or scheduled as one-off workshops throughout the program. We also encourage trainees to request training topics that would be helpful for their experiences.

Phase 1: Supplemental Knowledge about Local Public Health		
Timeline	Focus	Estimated Weekly Hours
Weeks 3-8	- Learning about the inner workings of Local Public Health during weekly team meetings - Massachusetts Department of Public Health (DPH) and the divisions (Week 3) - Massachusetts Department of Environmental Protection (DEP) (Week 3) - Shared Services (Week 4) - Training Hub (Week 5) - Workforce Standards (Week 6) - Performance Standards (Week 6) - Foundational Public Health Services (FPHS) (Week 7) - Public Health Nursing & Massachusetts Virtual Epidemiological Network (MAVEN) (Week 7) - Municipal Funding & Budgeting (Week 8)	N/A

Phase 2: Building Soft Skills		
Timeline	Focus	Estimated Weekly Hours
Weeks 2-29	- Communication Etiquette (Week 2, Week 9) - In person / during inspections - On the phone - Online - Proper Documentation as an Inspector (Week 11) - Time & Task Management (Week 12) - Professional expectations - Tips and tricks for organization - De-escalation (Week 20) - In person / during inspections	N/A

	○ On the phone ● What Should Be in an Inspector's Bag? (Week 21) ● Resume Workshop (Week 25) ● Cover Letter Workshop (Week 26) ● Job Searching Workshop (Week 27) ● Interview Workshop (Week 28) ● Salary Negotiation Workshop (Week 29)	
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Phase 3: Networking and Integrating into the Field

Timeline	Focus	Estimated Weekly Hours
Throughout the Program	● Attend MHOA Events ○ Quarterly Meetings ○ Annual Conference ○ Other virtual & in-person meetings ● Interact with your Shared Services Staff ○ Meet the Regional Inspector ○ Meet the Shared Services Coordinator ● Interact with your Training Hub ○ Meet the Trainer ● Attend/Assist Other Health Department Events ○ Attend a Board of Health meeting ○ Assist in a vaccine clinic, Narcan training, or other nursing event ○ Attend any task force or inter-departmental meetings ● Attend Educational & Informational Webinars ○ Office of Local & Regional Health (OLRH) ○ MHOA ○ Massachusetts Environmental Health Association (MEHA) ○ Training Hub	N/A