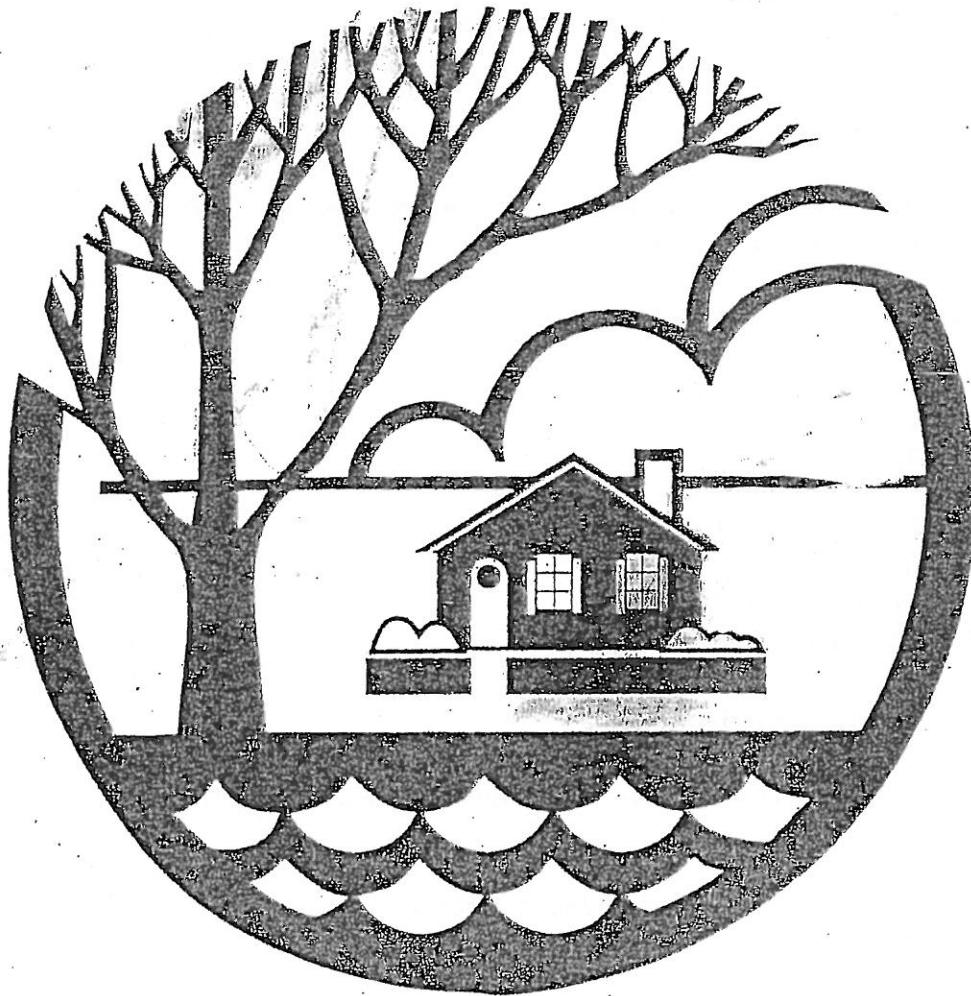


Public Health Training Network

Lesson 13

SELF-STUDY COURSE 3010-G

Administration



Environmental Health Sciences Self-Study Course SS3010

Lesson 13: *Administration*

I. Lesson Consists of

- A. Part I: 25 multiple choice questions
- B. Part II: 25 multiple choice questions

Note: These questions are not in sequence due to the interrelated nature of the subject. The student must complete the reading assignment before attempting to complete the questions.

II. Reference

Salvato, J. A. *Environmental Engineering and Sanitation*. 4th ed. New York: John Wiley & Sons, 1992.

III. Topics and Reading Assignments

Chapter 12 - Administration

(Page No.)

A. Organization	1249 to 1255
B. Environmental Control Program Planning	1255 to 1266
C. Program Supervision	1267 to 1296
D. Enforcement	1296 to 1312
E. Emergency Sanitation	1312 to 1318
F. Travel and Carrier Sanitation and Hygiene	1318 to 1319

IV. Supplementary Readings

The Future of Public Health. Institute of Medicine, Washington D.C., National Academy Press, 1988.

Hanlon, J. J., Pickett, G. G. *Public Health Administration and Practice*. St. Louis: Times Mirror/Mosby, 1984.

Last, J. M. *Public Health and Human Ecology*. Connecticut: Appelton & Lange, 1987.

Model Standards: A Guide for Community Preventive Health Services. 2nd ed. APHA, ASTHO, NACHO, USCLHO, DHHS, PHS, CDC, 1985.

References of Historical Significance

Pfeffner, J. M., Presthus, R. *Public administration*. 5th ed. New York: Roland Press, 1967.

Russell, J., Reeves, F. W. *Administration*. Chicago: University of Illinois Press, 1936.

V. Objectives

Upon successful completion of Lesson 13, students should be able to correctly:

- demonstrate an understanding of the organization of the agencies operating environmental health programs
- demonstrate a basic understanding of the relationship of planning, supervising, and evaluating of environmental health programs
- recognize the basics involved in conducting an inspection and enforcement action
- apply the principles of effective agency communication and record management systems.

Environmental Health Sciences Self-Study Course SS3010

Lesson 13: *Administration*

Part I: Multiple Choice

1. Environmental health technicians' assignments differ from environmental health scientists' or sanitarians' assignments in that _____.
 - a. a technician's job is more time-consuming but less difficult
 - b. environmental scientists' and sanitarians' jobs are more time-consuming but less difficult
 - c. technicians are not required to resolve problems that require the application of new methods and techniques or those that require action beyond the specific work assignment
 - d. sanitarians and scientists are required to resolve problems but are not required to take action beyond specific work assignments.
2. To have a successful environmental control service, the retention of competent personnel is a primary concern. Which of the following is (are) required to retain competent personnel?
 - a. adequate salaries
 - b. pleasant, stimulating working conditions
 - c. a dynamic and challenging program
 - d. all of the above.
3. The changing role of environmental health scientists, including their duties of administering services to the public, has been brought about largely due to
 - a. adequate intelligence data on environmental trends showing the urgency for action
 - b. stricter governmental control
 - c. public recognition of the problems and the desire for higher quality of life
 - d. none of the above.
4. The _____ is responsible for preparation of documents to guide environmental health administrators and planners in the development of appropriate programs.
 - a. World Health Organization
 - b. American Public Health Association
 - c. United States Environmental Protection Agency
 - d. Public Health Service.

Environmental Health Sciences

5. Sanitarians, environmental health scientists, and other environmental specialists must obtain which of the following minimum educational requirements?
 - a. an associate degree in environmental health
 - b. a associate degree in science
 - c. a baccalaureate degree
 - d. a master's degree.
6. The statement of goals and objectives should recognize environmental quality and community needs such as
 - a. clean air
 - b. clean food service establishments
 - c. decent housing
 - d. all the above.
7. Since competent direction is essential to a divisional program's effectiveness, it is important to offer
 - a. bonus salaries
 - b. marginal salaries
 - c. a structured, incremental pay plan
 - d. none of the above.
8. The terms "goals" and objectives" are sometimes used interchangeably; however, objectives should be considered as
 - a. a general direction
 - b. the final purpose or aim that can be measured ~~GOAL~~
 - c. the idea which is always realized ~~-~~
 - d. both a and c above.
9. All of the following describe objectives used in environmental quality planning **except**
 - a. non-measurable
 - b. realistically obtainable
 - c. obtainable in a specified time period
 - d. specifically measurable.

Environmental Health Sciences

10. What should be done after the project is an ongoing program?
 - a. go to the next problem
 - b. have a cost analysis done
 - c. reevaluate goals and objectives; refine program
 - d. analyze collection of consideration factors.
11. A program plan should be developed for each of the program activities. This plan should list which of the following criteria for each activity?
 - a. work load and methods to meet program objectives and financing
 - b. resource requirements, goals and objectives
 - c. need for the program, evaluation, and law
 - d. all the above.
12. Self-imposed health risk factors include
 - a. exposure to sunlight
 - b. diet
 - c. smoking
 - d. all the above.
13. Standards must be scientifically supported, understandable, measurable and
 - a. traditional
 - b. acceptable to all parties involved
 - c. enforceable
 - d. rigid.
14. An administrative process of measuring and analyzing results in relation to specific goals, objectives, aims or targets is
 - a. record keeping
 - b. daily activity reports
 - c. coding
 - d. evaluation.

Environmental Health Sciences

15. In order to perform an evaluation, the data collected must be reliable. Which of the following is not a definitive characteristic of reliability?
- a. consistent
 - b. easy to obtain
 - c. reproducible
 - d. precise.
16. In order to perform an evaluation, it is necessary that the data or information collected be
- a. current and applicable
 - b. organized and understandable
 - c. valid and reliable
 - d. unbiased and reliable.
17. A disease condition which occurs for 3 months or more is called
- a. acute
 - b. chronic
 - c. symptomatic
 - d. degenerative.
18. A well developed _____ activity report can serve practically all the reporting needs of an organization for statistical purposes.
- a. daily
 - b. weekly
 - c. monthly
 - d. yearly.
19. The McBee system (for record keeping) is suitable when the maximum number of cards per sorting does not exceed
- a. 500
 - b. 800
 - c. 1,000
 - d. 1,500.

20. Which of the following is the most critical step needed before detailed information is collected?
- a. determining how the information will be used
 - b. determining how often the information will be updated
 - c. determining how much time will be needed for data collection
 - d. determining how much time will be needed for the record-processing unit to enter the data.
21. Field observations are not always reported in total because
- a. the reported forms are usually inadequate
 - b. the significance of the data is not understood
 - c. the field staff are instructed to limit observations
 - d. the supervisor may insist on reinspection.
22. In an environmental control statistical report for program, the "total man-days expended" will
- a. include the total number of premises or initial services in each program activity for which the local health unit is responsible
 - b. refer to the number of premises where an annual, routine, or special inspection was made for the first time during the year
 - c. show the type and amount of manpower allocated to each of the program activities.
 - d. none of the above.
23. A comprehensive inspection of an establishment when it is first brought under departmental control is a(n) _____ or _____ inspection.
- a. 3-, 5-year
 - b. floor plan, flood diagram
 - c. necessary, required
 - d. initial, complete.

Environmental Health Sciences

24. The _____ inspections are annual or scheduled inspections to determine compliance with laws, codes, rules, and regulations.
- a. initial
 - b. complete
 - c. routine
 - d. reinspection.
25. Which type of inspection would be conducted prior to legal action?
- a. reinspection
 - b. routine
 - c. complete
 - d. initial.

Part II: Multiple Choice

1. The agency's general administrative plan provides the basis for
 - a. a search warrant
 - b. an administrative warrant
 - c. a seizure
 - d. none of the above.
2. What article of the U.S. Constitution protects a nonpublic area from unreasonable searches and seizures?
 - a. III
 - b. IV
 - c. V
 - d. VI.
3. A standard for dishwashing that states that the "total bacteria count should not exceed one hundred per utensil surface," is an example of what type of objective?
 - a. enforceable
 - b. specification
 - c. compliance
 - d. performance.
4. The number of inspections divided by the number of workdays should equal which of the following?
 - a. average number of inspections per workday
 - b. average number of hours per inspection
 - c. average number of city inspections per workday
 - d. average number of county inspections per workday.
5. _____ is the failure to perform an official duty without sufficient excuse.
 - a. nonfeasance
 - b. misfeasance
 - c. malfeasance
 - d. a or b above.

6. An example of _____ is closing down an establishment without first giving a required statutory notice.
- a. malfeasance
 - b. nonfeasance
 - c. misfeasance
 - d. none of the above.
7. The number of inspections of a facility should be based on
- a. the risk of illness, injury or death
 - b. the number of sanitarians employed within a specific location
 - c. the previous inspection records on the facility over a period of time
 - d. the number of times foodborne outbreaks have occurred within that facility.
8. Which of the following statements is true regarding an inspection efficiency rating?
- a. the average amount of time required for each inspection must be determined by the administrator of the sanitation program
 - b. the quality of the inspections should be emphasized over quantity
 - c. the numerical rating obtained per year is less important as the relative change from year to year
 - d. it is not possible to receive a rating over 100 percent.
9. _____ is the doing of an authorized act in an unauthorized manner.
- a. nonfeasance
 - b. misfeasance
 - c. malfeasance
 - d. feasance.
10. From a legal standpoint, which of the following is true regarding enforcement of standards?
- a. a Federal standard is easier to enforce than a State standard
 - b. a State standard is easier to enforce than a Federal standard
 - c. a performance standard is easier to enforce than a specification-type standard
 - d. a specification-type standard is easier to enforce than a performance standard.

11. When a health violation is classified as a misdemeanor, it can be more readily resolved by ____.
- a. criminal proceedings
 - b. civil action
 - c. immediately closing the facility
 - d. posting a public notice.
12. An action authorized by law to restrict or prevent the movement of goods for the protection of public health, safety and welfare is called
- a. an injunction
 - b. an embargo
 - c. an order to cease and desist
 - d. a subpoena.
13. Legal proceedings to enforce a law may include
- a. issuance of an order to eliminate a violation
 - b. suspension of a permit
 - c. civil sanctions
 - d. all of the above.
14. Education should start with planned, routine, intensive in-service training of
- a. division directors
 - b. owners of Food service facilities
 - c. all field and office personnel
 - d. septic tank contractors.
15. Letter and report writing are effective means of acquainting _____ with the diversity and complexity of problems.
- a. local officials
 - b. establishment owners
 - c. the general public
 - d. lawmakers.

Environmental Health Sciences

16. Which of the following is the most effective technique for ceasing operation of a noncomplying establishment?
- a. a mandatory injunction
 - b. revoking a license
 - c. an injunction
 - d. lawmakers.
17. Administrative hearings can be useful because
- a. they get the attention of the CEO
 - b. they educate the organization about the law
 - c. they avoid media attention
 - d. all of the above.
18. In many cases the only contact many people have with a control agency such as a health department is through which of the following avenues of communication?
- a. telephone
 - b. personal meetings
 - c. public meetings
 - d. letter.
19. The organizational structure used to provide environmental protection services should include
- a. clinics, sections, and bureaus
 - b. bureaus, consultants, and specialists
 - c. units, bureaus, and sections
 - d. specialists, clinics, and bureaus.
20. Inspections of nonpublic areas can be made by consent of the owner or occupant and
- a. on the basis of a general administrative plan
 - b. whenever premises are vacant
 - c. whenever premises are unlocked
 - d. without regard to requests or demands that inspectors leave the premises.

Environmental Health Sciences

21. In preparing a legal action, one of the first steps a sanitarian should do is to
- a. obtain a warrant
 - b. obtain a court order
 - c. keep very accurate records
 - d. check with other agencies.
22. The random inspection approach
- a. averages out in the end
 - b. fails to focus on recurring problem establishments
 - c. is the most comprehensive
 - d. alleviates staff shortage.
23. The effectiveness of an inspection program depends on technical competence and the _____ of regulatory staff.
- a. academic degrees
 - b. physical qualifications
 - c. genealogy
 - d. attitude.
24. Environmental health regulatory staff must be _____ first and foremost.
- a. enforcers
 - b. educators
 - c. undergraduates
 - d. legislators.
25. When an order has been ignored, the next step is to
- a. issue a second order
 - b. hold an administrative hearing
 - c. obtain a subpoena
 - d. obtain a warrant.

SELF-STUDY COURSE 3010-G



Answer Keys



Self-Study Course SS3010
Environmental Health Sciences
Answer Keys (Page No.)

Lesson 13: Part I

1. C (1253)	6. D (1255)	11. D (1259)	16. C (1267)	21. B (1268)
2. D (logic)	7. D (1267)	12. D (logic)	17. B (109)	22. C (1283)
3. C (1261)	8. B (1256)	13. C (1260)	18. A (1269)	23. D (1286)
4. D (1249)	9. A (1255)	14. D (1267)	19. A (1275)	24. C (1286)
5. C (1252)	10. C (1259)	15. B (1267)	20. A (1267)	25. A (1287)

Part II

1. B (1287)	6. C (1297)	11. B (1306)	16. B (1304)	21. C (1310)
2. B (1287)	7. A (1288)	12. B (1305)	17. D (1304)	22. B (1288)
3. D (1298)	8. C (1292)	13. D (1305)	18. D (1299)	23. D (1288)
4. A (1290)	9. B (1297)	14. C (1302)	19. B (1265)	24. B (1296)
5. A (1297)	10. D (1298)	15. B (1299)	20. A (1287)	25. B (1306)