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New Jersey State
Department of Health
John Fitch Plaza, P.O. Box 1540
Trenton, New Jersey 08625

**RECOGNIZED PUBLIC HEALTH
ACTIVITIES AND MINIMUM
STANDARDS OF PERFORMANCE
FOR LOCAL BOARDS OF HEALTH
IN NEW JERSEY**

**NEW JERSEY ADMINISTRATIVE CODE
(TITLE 8—CHAPTER 51)**

as revised by
**THE PUBLIC HEALTH COUNCIL
OF THE NEW JERSEY STATE DEPARTMENT
OF HEALTH**

*Revised June 21, 1976
Effective April 1, 1978*

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Foreword

Pursuant to New Jersey State Statutes annotated 26:3A2-1 et. seq. the Public Health Council of the New Jersey State Department of Health on June 21, 1976, approved the revision of the following Recognized Public Health Activities and Minimum Standards of Performance for Local Health Departments in New Jersey to take effect April 1, 1978.

New Jersey Statutes Annotated 26:1A-15 provides that the State Commissioner of Health shall

- (i) "... recommend and the Public Health Council shall prescribe what are to be considered as 'recognized public health activities' and 'minimum standards of performance.'
- (j) Require local boards of health to establish and maintain a program of recognized public health activities and to meet minimum standards of performance as prescribed by the Public Health Council in accordance with the provisions of subsection 'i' of this section."

Pursuant to the authority vested in the Public Health Council under authority of Chapter 177, P.L. 1947, the following Recognized Public Health Activities and Minimum Standards of Performance for Local Health Departments are hereby revised this 21st day of June 1976.

Michael S. Kachorsky, Chairman
Public Health Council of the
NJ State Department of Health

ATTEST:

Mrs. J. Duncan Pitney, Secretary

GENERAL SCOPE AND APPLICABILITY

1. Local boards of health are required to establish and maintain a program of recognized public health activities and to meet the minimum standards of performance for each activity. The recognized activities are classified as follows:

a. Core

Core activities are designated as mandatory; these are considered the public health common denominators for all municipalities. A waiver may be granted for a core activity if a definite lack of need can be documented by the local board of health to the satisfaction of the pertinent State Agency.

b. Elective

All recognized public health activities other than those designated core, are deemed elective on the part of the local board of health. Depending upon needs and resources available, local boards of health which provide one or more elective recognized health activities are urged to meet the standards listed on each activity undertaken. However local boards of health must meet all standards for each activity selected within two years from the effective date of this revision or the date of initial implementation if the activity is started after the effective date of this revision.

2. All New Jersey statutes relating to public health and the State Sanitary Code are hereby included and made a part of the Recognized Public Health Activities and Minimum Standards of Performance for Local Boards of

Health in New Jersey. No such minimum standard shall be construed as:

- a. authorizing a lesser standard than that prescribed by said statutes or Code or other regulation imposed by a properly authorized agency.
- b. empowering or requiring a local health agency to act in matters solely under the jurisdiction of a State, county or municipal agency.

3. A core or elective recognized public health activity meeting the minimum standards prescribed herein below may be planned and provided by the local board of health or by a person or agency under contract to the board. Personnel employed by, or under contract, to a local board of health must be licensed as required by law or qualified to the satisfaction of the pertinent State agency to carry out the minimum standards of performance for the recognized public health activities.

4. A local official body, agency, or department, other than the local board of health, which has the responsibility for and administers any recognized public health activity must comply with the minimum standards of performance for that activity to the satisfaction of the pertinent State agency.

5. Definitions

a. "local board of health"—means the board of health of a municipality, county, or regional health commission organized for the purpose of providing health services and with the power to regulate by ordinance public health or sanitation, or the boards, bodies or officers in such municipalities lawfully exercising any of the powers of a local board of health.

b. "local health agency"—means a municipal, county, regional or other governmental agency conducting a public health program pursuant to law.

c. "full-time health officer"—means a holder of a license as a health officer issued by the State Department of Health and who is employed by a local board of health to function during all the working hours of the regularly scheduled work week of the governmental unit to which the local health agency is attached and not regularly employed during the working hours of that scheduled work week in other activities for which he receives remuneration.

d. "public health nurse director"—means a registered professional nurse currently licensed in New Jersey who has

- (1) completed a Master's Degree program accredited by the National League for Nursing with a nursing major in supervision, teaching, consultation or administration and advanced study in a clinical specialty; or has completed a Master's program in public health in an institution accredited by the American Public Health Association, and
- (2) five years of experience in public health nursing, one year of which shall have been a supervisory experience.

e. "public health nurse supervisor"—means a registered professional nurse currently licensed in New Jersey who has

- (1) completed a baccalaureate degree program approved by the National League for Nursing for public health nursing preparation or post-baccalaureate study which includes content approved by the National League for Nursing for public health nursing prepara-

tion, and

(2) three years of experience in public health nursing under qualified nursing supervision.

f. "pertinent State agency"—means that governmental entity charged by law with the responsibility for a particular public health program that is not within the primary authority of the State Department of Health, but is acknowledged by the Public Health Council as a "recognized public health activity."

A. ADMINISTRATION AND SUPPORTING SERVICES

ADMINISTRATION

Activity 1, Core

Establish the administrative apparatus to manage the activities of the local health agency.

Standards

1. Provide the services of a full-time, licensed Health Officer who will administer all local health agency activities.

2. Employ qualified personnel who are licensed and/or certified as may be required by law to provide the recognized public health activities in accordance with the minimum standards of performance for these activities.

3. Enforce New Jersey statutes relating to public health, the State Sanitary Code and local health ordinance.

4. Establish and apply planning techniques in order to:

a. Determine and define public health problems and needs based upon analyses and interpretations of health statistics and other pertinent information.

b. Establish written program priorities and objectives based upon needs, resources and local demands.

c. Participate in area wide comprehensive health planning.

d. Develop a pattern of activities to meet the current problems and needs.

e. Evaluate current programs periodically to determine progress, need for continuation or expansion.

5. Provide current written administrative and personnel policies for all persons employed by the local board of health.

6. Conduct office practices and fiscal procedures which will:

a. Provide for reception and telephone answering services during regular business hours and during other hours for health emergencies.

b. Provide for prompt issuance of licenses and permits during regular business hours.

c. Maintain a filing system to make correspondence and records readily available to health agency personnel.

d. Provide records and forms for reporting by health agency personnel. Standard inspection forms shall be based upon the requirements contained in the specific regulation covering each inspection activity.

e. Provide and maintain an accounting system to ensure control of income and expenditures, supplies and equipment, blank licenses, certificates and permit forms.

f. Institute record management practices in conformity with the records retention schedule for local boards of health as prepared by the Archives and History Bureau, New Jersey State Library, Department of Education.

7. Provide physical facilities and equipment to include:

a. Safe, sanitary, attractive, well-lighted and heated quarters adequate in size to accommodate the offices and clinics operated by the health agency.

b. Office and communication equipment of a type and quantity to enable personnel to function competently and efficiently.

c. Necessary transportation for field personnel.

8. Provide for recruitment of personnel.

HEALTH EDUCATION

Activity 2, Core

Administer a planned health education program.

Standards

1. Identify health education needs, establish written objectives, use appropriate educational methods and evaluate efforts.

2. Identify and involve local leadership to develop and maintain needed health services.

3. Cooperate with other agencies serving the community.

4. Determine, secure or develop health education materials and use appropriate media to:

a. Assist health agency staff in their activities.

b. Provide specific health information.

c. Inform citizens of the objectives, programs and activities, and accomplishments of the health agency.

5. Use appropriate educational techniques to provide:

a. In-service training for agency staff.

b. Opportunity for continued professional and technical training of personnel through courses, conferences and institutes.

c. Education for citizens and community groups.

6. Provide a library of current technical and professional textbooks, periodicals and other publications for use by the agency staff.

LABORATORY SERVICES

Activity 3, Core

Provide for public health laboratory services.

Standard

Laboratories providing the local health agency with services such as bacteriological examinations for communicable disease, testing of water and milk, or serological tests for syphilis, must hold a Certificate of Approval for each service provided, issued by the State Department of Health.

Activity 4, Elective

Provide clinical laboratory services.

Standard

Laboratories providing the local health agency with clinical or medical laboratory services must be registered by the New Jersey Board of Medical Examiners. Such laboratories must meet the "Conditions for Coverage of Services of Independent Laboratories" published by the United States Department of Health, Education and Welfare as part of the Health Insurance for the Aged Program. The examination of tissues and cytological specimens shall be under the direction of a physician qualified in laboratory medicine.

PUBLIC HEALTH NURSING SERVICES

Activity 5, Core

Provide public health nursing services.

Standards

1. Provide the services of a public health nurse director or supervisor to plan and implement public health nursing

services in cooperation with the health officer and in accordance with community health needs.

2. Provide clearly defined written objectives, policies and procedures for the nursing program in relation to the overall goals of the local health agency.

3. Maintain and use individual, family and other service and clinical records according to acceptable professional standards.

4. Provide staff education program.

5. Prepare a quarterly report and an annual summary of services rendered.

6. Any recognized public health activity implemented by the public health nursing services must meet the minimum standards for that activity.

VITAL RECORDS AND STATISTICS

Activity 6, Core

Conduct or coordinate a vital records and statistics program.

Standards

1. Secure reporting of births, marriages, deaths and fetal deaths.

2. Make certified copies of vital records; transmit original certificates to the State Registrar and copies to other local registrars and such agencies as required by law.

3. Issue certified copies of vital records as provided by law.

4. Prepare, interpret and use public health statistics from reports of vital records.

5. Provide fire protection and security systems to preserve vital records.

EMERGENCY MEDICAL SERVICES

Activity 7, Elective

Participate in the establishment and maintenance of an Emergency Medical Care System.

Standards

1. Organization of or participation in the operations of an Emergency Medical Care System in accordance with community needs that will:

a. Integrate the ambulance services, hospital resources, police activities, and other community resources into an efficient, competent and time-conserving emergency system.

b. Utilize ambulance services and hospital emergency services which meet the criteria or guidelines of the State Department of Health.

2. Establishment of an Advisory Board to include physicians that will:

a. Develop written medical policies for the Emergency Medical Care System.

b. Maintain liaison with such groups as the Medical Society, Board of Medical Examiners, individual physicians, and other appropriate professional groups.

3. Maintenance of or participation in the operation of a 24-hour Medical Emergency Communication Service that will:

a. Dispatch ambulances.

b. Use available and appropriate treatment facilities.

c. Initiate mobilization of treatment team.

4. Secure reports of emergency medical care episodes from ambulance attendants, hospital emergency departments, and other appropriate individuals and/or agencies; forward such reports to the State Department of Health.

5. Provide for training programs for:

a. Accreditation of ambulance personnel in accordance with national criteria.

b. Other emergency care personnel.

c. Refresher training programs.

d. Local inspectors in cooperation with the State Department of Health.

6. Provide semi-annual inspections, using a standard inspection form, of ambulances, ambulance equipment and of premises where ambulances are garaged. Make follow-up inspections when deficiencies are found and take appropriate action to gain compliance. Seek assistance of the State Department of Health in conducting the inspection.

7. Maintain a file in the appropriate health agency office on each ambulance service and hospital emergency department to include records of inspections.

8. Provide public education on emergency medical care and systems in cooperation with appropriate local and state officials.

9. Comply with appropriate federal, State and local regulations.

MIGRANT HEALTH SERVICES

Activity 8, Elective

Conduct a program of health services for seasonal agriculture workers.

Standards

1. Provide public health nursing services for seasonal migrant agricultural workers employed in the community.

2. Conduct health educational activities for agricultural workers.

3. Provide prenatal and postpartum services, based upon the current New Jersey State Department of Health's publication "Standards for Prenatal Care Services," for the dependents of seasonal migrant agricultural workers.

4. Provide, as needed, for the delivery of patients.

5. Provide child health conferences for examination of infants and preschool children of seasonal migrant agricultural workers based upon the current New Jersey State Department of Health's publication "The Child Health Conference."

6. Conduct a camp sanitation and safety program for camps established for seasonal migrant agricultural workers.

7. Provide ambulatory medical care as needed.

8. Provide social services as needed.

9. Provide emergency dental treatment.

SOCIAL WORK SERVICES

Activity 9, Elective

Provide social work services.

Standards

1. Provide direct social case work services to selected individuals and families.

2. Provide consultation to the local health agency staff in assessing social, emotional, and adaptive problems.

3. Advise local health agency staff on community health services to enable them to make appropriate referrals.

4. Collaborate with local health agency staff in analyzing pertinent community health resources, in identifying deficiencies, and in directing community attention toward remedial action.

B. ENVIRONMENTAL HEALTH

AIR SANITATION

Activity 1, Core

Conduct an air pollution control program.

Standards

1. Assist the State Department of Environmental Protection in the administration of Title 7, Chapter 27 of the New Jersey Administrative Code (NJAC 7:27) by reporting the sources of air pollution which require the attention of the State program, gathering evidence as required and providing witnesses when needed.

2. Assist in the enforcement of the Air Pollution Emergency Control Act (1967) and any amendments thereto, as recommended by the State Department of Environmental Protection.

3. Assist in monitoring of air quality as required by the Bureau of Air Pollution Control. (*OR* instead of standards 1, 2, and 3 above, standard 4 may be carried out.)

4. Enact and enforce a local air pollution control ordinance which has been approved by the State Department of Environmental Protection in accordance with the provisions of the New Jersey Air Pollution Control Act (N.J.S.A. A26:2C) and amendments thereto and which is consistent with the current "Guidelines for Local Ordinances" and "The Plan to Implement the Guidelines."

BATHING PLACES

Activity 2, Core

Control sanitation and safety at public bathing places.

Standards

1. Conduct a sanitation and safety program for public bathing places based upon local ordinances providing standards at least equivalent to the current edition of the "Swimming Pool Code of New Jersey" and the "Lake Bathing Places, Bacteriological, Sanitary and Safety Guides" established by the State Department of Health.

2. Inspect, using a standard inspection form, each public bathing place at least twice during the operating season. Make follow-up inspections when deficiencies are found and take necessary enforcement actions.

3. Maintain a file in the local health agency office on each public bathing place to include records of inspections and enforcement actions taken.

CAMPS

Activity 3, Core

Conduct a youth camp sanitation and safety program.

Standards

1. Conduct, as an authorized agent of the State Department of Health, a sanitation and safety program for resident camps and day camps based upon the New Jersey Youth Camp Safety Act.

2. Inspect, using a standard inspection form, each resident camp or day camp at least twice during the operating season. Make follow-up inspections when deficiencies are found and take necessary enforcement actions.

3. Maintain a file in the local health agency office on each resident camp or day camp to include records of inspection and enforcement actions taken.

FOOD SURVEILLANCE

Activity 4, Core

Maintain surveillance of food establishments, to include food and beverage vending machines.

Standards

1. Conduct a food establishment program based upon State law, local ordinance and Chapter XII of the State Sanitary Code.

2. Inspect food establishments at least once a year.

3. Initiate appropriate enforcement action to secure compliance with State law and local ordinance; collect and prepare evidence for legal action.

4. Maintain a food establishment and vending machine file at the local health agency office containing inspection reports, food sample reports, and reports of enforcement actions taken and other pertinent data associated with the program.

5. Provide for, or conduct training courses for supervisors of food service personnel based upon curricula established by the State Department of Health.

6. Collect samples and provide for laboratory analyses of any food suspected of being adulterated, misbranded or unwholesome.

7. Embargo all food known or suspected to be adulterated, misbranded or unwholesome within the meaning of local ordinance or State law.

8. Condemn and supervise the destruction, or otherwise dispose of food which is adulterated, misbranded or unwholesome within the provisions of local ordinance or State law.

HOUSING

Activity 5, Core

Conduct a housing program.

Standards

1. Conduct a program covering the maintenance and health aspects of housing based upon ordinance providing standards at least equivalent to the current edition of the "New Jersey State Housing Code" and the "Regulations for the Construction and Maintenance of Hotels and Multiple Dwellings" promulgated by the New Jersey Department of Community Affairs.

2. Conduct surveys within areas of jurisdiction as indicated to identify localized problem areas; conduct complaint inspections in any structure within the jurisdiction.

3. Provide legal notice of violations to any property owner found to be in violation; make necessary reinspections to monitor compliance and take necessary court actions to enforce compliance.

4. Maintain a file on each dwelling inspected within the jurisdiction to include inspection records and enforcement action taken.

INSECTS AND RODENTS

Activity 6, Core

Control the prevalence of insects and rodents.

Standards

1. Conduct an insect and rodent control program based upon State law and local ordinance providing standards at least equivalent to the current provisions of the "Public Health Nuisance Code of New Jersey" as they relate to the harborage, breeding, and abatement of insects and rodents.

2. Survey the area of jurisdiction to determine localized insect and rodent problem areas.

3. Inspect problem areas; make necessary follow-up inspections and take required enforcement actions.

4. Conduct educational programs directed to owners and tenants in problem areas.

5. Maintain a current file on each insect and rodent problem area to include the person or agency responsible for the premises as well as inspection records and enforcement action taken.

MOBILE HOME PARKS AND CAMP GROUNDS

Activity 7, Core

Conduct a mobile home park and campground sanitation safety program.

Standards

1. Conduct a sanitation and safety program for mobile home parks and campgrounds based upon State law and Chapters IX and XI of the State Sanitary Code.

2. Inspect each mobile home park and campground at least annually to ensure compliance; make follow-up inspections when deficiencies are found and take necessary enforcement actions; complete a standard report for each inspection.

3. Conduct educational programs directed to camp and park operators.

4. Maintain a file in the local health agency office on each mobile home park and camp to include records of inspections and enforcement actions taken.

PLUMBING

Activity 8, Core

Conduct a program regulating the installation and alteration of plumbing.

Standards

1. Conduct a plumbing control program based upon local ordinance providing standards at least equivalent to the current edition of the "Plumbing Code of New Jersey."

2. Inspect plumbing installations and alterations in accordance with local ordinance; take required enforcement actions.

3. Maintain a file of plumbing plans, inspection reports and enforcement actions taken.

POTABLE WATER SUPPLIES

Activity 9, Core

Control potable water supplies.

Standards

1. Examine plans, issue certifications and permits and take water samples from new constructed or altered individual and semipublic potable water supply systems to ensure that they conform to requirements not less than those of the current "Standards for the Construction of Water Supply Systems for Realty Improvements (Chapter 199, P.L. 1954)."

2. Inspect individual potable water supplies, collect samples and provide for the laboratory analyses of water when there is reason to believe that the supply may be contaminated or open to contamination.

3. Inspect semipublic water supplies and insure collection of samples four times annually or more often if indicated.

4. Participate upon request of the State Department of Environmental Protection in its statutory sampling program of public water supply systems.

5. Survey premises served by semipublic and public water supply systems for plumbing cross connections to ensure compliance with the "Plumbing Code of New Jersey;" secure the abatement of such plumbing cross connections.

6. Survey premises for unapproved physical connections between public water supplies and non-public water supplies; secure removal of such unapproved physical connections or require installation of approved physical connections in accordance with R.S. 58:11-9.1 et seq.

7. Perform initial inspections, quarterly follow-up inspections including annual internal inspections of approved physical connections to ensure compliance with R.S. 58:11-9.1 et seq.

8. Maintain a record of all plans, certifications, inspections, sampling analyses and actions taken relating to non-public water supply systems and cross connections.

SEWAGE DISPOSAL

Activity 10, Core

Regulate private sewage disposal systems.

Standards

1. Examine plans, issue certifications and permits, and inspect new and/or altered individual sewage disposal systems to ensure they conform to State law and the current edition of the "Individual Sewage Disposal Code of New Jersey."

2. Investigate nuisances caused by overflowing sewage disposal systems; take necessary enforcement actions.

3. Determine problem areas through a sanitary survey to include dye testing; accumulate evidence for the need for a public sewage collection system.

4. Maintain a file of all plans, certifications, inspections and enforcement actions taken pertaining to individual sewage disposal systems.

SOLID WASTE DISPOSAL

Activity 11, Core

Control the storage, collection and disposal of solid and liquid refuse.

Standards

1. Conduct a solid and liquid waste program based upon:

- local ordinance providing standards at least equivalent to the current edition of the "Solid Waste Code of New Jersey."

- Public Health Nuisance Act, Chapter 188, P.L. 1950 (RS26:3-69.1-6).

- N.J.A.C. 7:26-1 et seq.

- Solid Waste Management Act 1970, N.J.S.A. 13:1E-1 et seq.

2. Inspect public and private property to insure proper storage of solid and liquid waste awaiting collection; require methods of solid waste collection to prevent spillage and littering by collection vehicles of solid and liquid refuse; initiate enforcement of all laws and regulations; provide necessary follow-up to ensure abatement of violations.

3. Require disposal only at sites registered with the Bureau of Solid Waste Management, Department of Environmental Protection.

4. Eliminate and prevent promiscuous (non-authorized) dumping.

5. Provide surveillance of land fill operations for health and nuisance aspects.

6. Require safe disposal of cleanings of private sewage disposal facilities; eliminate open lagooning or other illegal discharge of these wastes; initiate enforcement actions; provide necessary follow-up to ensure abatement of violations.

7. Keep a current file of records of violations and abatement actions taken.

STREAM POLLUTION

Activity 12, Core

Control Stream Pollution.

Standards

1. Conduct a stream pollution program based upon "New Jersey State Revised Statutes, Title 58, Chapter 12"; N.J.S.A. 26:3B-2, 3 and 4.
2. Survey stream banks to locate outfall pipes discharging sewage and/or industrial waste.
3. Collect effluent and stream samples when indicated, and provide for laboratory analyses to aid in evaluation of stream pollution.
4. Determine sources of pollution through physical inspection and dye testings.
5. Take enforcement actions as necessary.
6. Refer such cases as seen beyond solution locally to the State Department of Environmental Protection, Division of Water Resources.
7. Maintain a current file on each source of stream pollution to include the type, magnitude and person or agency responsible, as well as inspection reports, laboratory reports, enforcement actions taken and referrals made.
8. Report to the State Department of Environmental Protection as soon as possible on any observations which may be made on pollution caused by waste treatment plants operating under permits issued by the Department.
9. Cooperate with the State Department of Environmental Protection in the issuance of permits to industries planning to locate on potable water shed areas, or any body to water.
10. Check to see that all discharges have met the requirements of the National Pollution Discharge Elimination System as administered by the State Department of Environmental Protection, Division of Water Resources.

ACCIDENT PREVENTION

Activity 13, Elective

Conduct an accident prevention program.

Standards

1. Establish a written accident reporting system in agreement with physicians, hospitals, schools, industries and the police department.
2. Establish liaison procedures with the local Poison Control Center.
3. Follow-up reported accidents and poisonings as to cause of death or injury to determine the prior condition of the victim and the environmental factors involved. Ensure that a standard report on each accident or poisoning investigated is completed; standard reports completed by other agencies may be used.
4. Analyze report forms periodically to determine the frequency that personal and environmental factors are associated with accidents.
5. Plan and evaluate activities for the prevention of accidents on the basis of these analyses.
6. Use educational services and films; conduct safety courses for schools, civic organizations and industries.
7. Conduct a safety program for the staff of the health department.

NOISE CONTROL

Activity 14, Elective

Conduct a noise control program.

Standards

1. Conduct a noise control program based upon local

ordinance containing requirements at least equivalent to the current "Model Municipal Ordinance."

2. Assist the State Department of Environmental Protection in the administration of the New Jersey Noise Control Code by reporting the sources of noise which require the attention of the State program, gathering evidence as required and providing witnesses when needed.

3. Assist in the enforcement of noise control rules and regulations of the State and Federal government where such authority is granted to local government.

OCCUPATIONAL SANITATION

Activity 15, Elective

Control sanitation in places of employment.

Standards

1. Conduct a general sanitation program in places of employment based upon:
 - a. local ordinance containing requirements at least equivalent to the "Coin operated Dry Cleaning Establishment Code of New Jersey."
 - b. other pertinent laws and regulations.
2. Inspect at least annually using a standard inspection form, each place of employment; make follow-up inspections when deficiencies are found.
3. Take enforcement actions; when necessary refer problem to Occupational Safety and Health Administration, U.S. Department of Labor, Newark, New Jersey.
4. Maintain a file in the local health department for places of employment to include records of inspections, enforcement actions and referrals made.

RAGWEED AND POISON IVY

Activity 16, Elective

Control ragweed, poison ivy and other noxious weeds.

Standards

1. Conduct a weed control program based upon local ordinance providing standards at least equivalent to the current edition of the "Weed Control Code of New Jersey," on both public and private property.
2. Survey for ragweed and poison ivy and other noxious weeds to identify problem areas; complete standard inspection report forms; take necessary enforcement actions.
3. Conduct educational programs for municipal weed control officials and property owners covering the identification of noxious weeds, the proper use of herbicides and other effective weed control measures.
4. Maintain a current file on each area of noxious weed growth to include type, magnitude of problem and person or agency responsible for premises, as well as inspection records and enforcement actions taken.

INSTITUTIONAL SANITATION

Activity 17, Elective

Control sanitation in institutions.

1. Conduct a general sanitation program for institutions including, but not limited to, hospitals, nursing homes, extended care facilities, schools, boarding homes for sheltered care, and homes for the aged based upon State law and local ordinances.
2. Provide for the inspection of all institutions, using a standard inspection form, at least once a year. Make follow-up inspections when deficiencies are found and take necessary enforcement actions as indicated.
3. Maintain a file in the local health agency office on each institution to include records of inspections and

enforcement actions taken.

4. Notify pertinent State agency of findings and enforcement actions taken.

C. COMMUNICABLE DISEASES

ACUTE COMMUNICABLE DISEASES

Activity 1, Core

Control Acute Communicable Diseases.

Standards

1. Secure reporting of reportable diseases; transmit reports as required by the State Sanitary Code and R.S. 26:4.

2. Make prompt investigations of reported illnesses as well as unusual manifestations of disease not listed as reportable in Chapter II of the State Sanitary Code and institute appropriate control measures. Promptly report all findings to the State Department of Health.

3. Disseminate and exchange information relative to outbreaks of disease with physicians, boards of education and other responsible health agencies.

4. Maintain surveillance of carriers of causative agents of disease as required by the State Sanitary Code; provide for exchange of information concerning carriers with other local health agencies and the State Department of Health.

5. Maintain the reporting and surveillance of specific diseases for the purpose of research, and in response to technological developments in disease control as specifically directed by the State Commissioner of Health under the authority of Regulation 2, State Sanitary Code; provide for exchange of information regarding the occurrence of these diseases with other local health agencies and the State Department of Health.

6. Inspect annually, or more often if necessary, records of dealers in psittacine birds and as required by the State Sanitary Code.

7. Analyze reported data to provide a basis upon which to plan and evaluate an effective program for the prevention and control of infectious diseases.

Activity 2, Core

Promote and provide immunizations for protection against the acute communicable diseases.

Standards

1. Conduct periodic surveys to determine adequacy of community immunization levels.

2. Promote and provide to specific susceptible segments of the population primary and booster immunization for protection against disease in accordance with current recommendations of the New Jersey State Department of Health.

3. Assist schools in implementing and enforcing the immunization requirements for school children.

RABIES CONTROL

Activity 3, Core

Conduct a rabies control program.

Standards

1. Require vaccination to comply with current rabies statutory requirements.

2. Inspect, using a standard inspection form, at least once a year, kennels, pet shops, shelters and pounds, to determine and ensure compliance with the laws and regulations relating to rabies control as prescribed by the State Department of Health; issue licenses to facilities in compliance.

3. Investigate animal bites; ensure that persons bitten are advised to see a physician; quarantine biting animals as indicated.

4. Report immediately to the State Department of Health clinically suspicious cases of rabies in animals as determined by a veterinarian.

5. Ensure that heads of animals that have died within 10 days after biting a person are delivered immediately to the State Department of Health laboratory for examination.

TUBERCULOSIS CONTROL

Activity 4, Core

Control Tuberculosis.

Standards

1. Secure prompt reporting of tuberculosis; transmit reports as required by the State Sanitary Code.

2. Ensure that all services represented in the standards below, are available to all within the jurisdiction of the local board of health.

3. Provide for prompt investigation of diagnosed cases of tuberculosis to ensure effective respiratory isolation as indicated, and treatment, and to identify close contacts.

4. Ensure that the diagnosis of tuberculosis is supported by myco-bacteriological examination of specimens (obtained by nebulization, or gastric lavage when indicated) in laboratories approved by the State Department of Health for this purpose, and that drug sensitivity tests are done as needed on cultures identified as *M. tuberculosis*.

5. Ensure that contacts, suspects and tuberculin reactors are brought to examination, diagnostic conclusion and treatment as indicated.

6. Promote and provide preventive therapy in accordance with current recommendations of the New Jersey State Department of Health.

7. Provide for collection of current pertinent data and report promptly to Case and Contact Register all significant finds on cases and contacts and changes therein.

8. Ensure continuing medical supervision and treatment of non-hospitalized tuberculosis patients; provide for supervision and instruction of tuberculosis patients by Public Health Nurses and/or Graduate Nurses (Public Health) and/or other trained community health workers acceptable to the State Department of Health.

9. Provide for the discharge from tuberculosis supervision, patients whose treatment has been completed in accordance with the policy of the State Department of Health.

10. Ensure appropriate management of recalcitrant tuberculosis patients through use of persuasion and, when necessary, commitment procedures prescribed by State law.

11. Provide for testing, including an approved intradermal tuberculin test, (preferably Mantoux), of pupils, teachers, employees, and volunteers in public and non-public schools, and follow-ups as recommended by the current edition of "School Tuberculin Testing in New Jersey," published by the State Department of Health.

12. Analyze reported data to provide a basis upon which to plan and evaluate an effective program for the prevention and eradication of tuberculosis.

VENEREAL DISEASES

Activity 5, Core

Control Venereal Disease.

Standards

1. Stimulate reporting of venereal diseases as required by statute and the State Sanitary Code.
2. Conduct educational programs for the prevention of venereal disease.
3. In conjunction with State and Federal agencies cooperate in the:
 - a. control of syphilis.
 - b. interviewing of gonorrhea and other venereal disease patients for contacts and suspects.
 - c. follow-up of gonorrhea contacts and suspects.
 - d. provision of diagnostic and treatment facilities.

D. MATERNAL AND CHILD HEALTH BOARDING HOMES

Activity 1, Core

Control boarding homes for children.

Standards

1. Provide inspection, counseling and enforcement time to ensure compliance with Chapter VI of the State Sanitary Code.
2. License approved boarding homes.
3. Provide public health nurse counseling time.
4. Maintain a file in local health agency office of each boarding home to include records of inspections and enforcement actions taken.

INFANTS AND PRESCHOOL CHILDREN

Activity 2, Core

Provide health supervision for infants and preschool children.

Standards

1. Provide child health conferences for examination of infants and preschool children based upon the current New Jersey State Department of Health's publication "The Child Health Conference."
2. Maintain an informational service and referral procedure to encourage physicians, hospitals and social agencies to refer appropriate cases to the child health conference and the public health nursing agency.
3. Provide for information and guidance on physical and emotional development of infants and preschool children through child health conferences and home nursing visits.

LEAD POISONING

Activity 3, Core

Control lead poisoning in children.

Standards

1. Conduct investigations to identify environmental lead sources in conformance with State Law.
2. Conduct a casefinding program to include:
 - a. blood lead level determination in children with a history of pica, and in siblings of children with either positive lead poisoning or pica,
 - b. reevaluation at regular intervals of children with pica who at initial screening had elevated blood tests for lead.
 - c. other screening methods approved by the State Department of Health.
3. Conduct a follow-up program which will include:
 - a. parental instruction regarding the seriousness of repeated exposure of lead,
 - b. removal of lead from the environment in confor-

mance with Chapter XIII of the State Sanitary Code and the removal of the child from the environment until the lead is removed.

4. Report in conformance with Chapter XIII of the State Sanitary Code.

5. Provide a lead poisoning education program directed to physicians, health workers and the public.

6. Refer positive cases to medical supervision; follow-up to insure positive cases are under medical care as needed.

AMBULATORY HEALTH CARE FOR CHILDREN

Activity 4, Elective

Provide comprehensive ambulatory health care for children.

Standards

1. Expand the role of the child health conference beyond the care of healthy children of infant and preschool age, to include the care of these children and older children, in illness and in health.

2. Provide through agreement with a community health facility i.e. hospital or health center, for 24 hour emergency coverage for patients registered with the program.

3. Provide for examination, immunization, laboratory studies, diagnosis and treatment to all registered infants and children.

4. Provide follow-up at the program site or through a referral system that will utilize other community medical resources.

5. Provide for consultation services with a nutritionist, health educator, social worker or other ancillary medical personnel, as required.

6. Provide for home visits by public health nurses and community health aides, as needed.

DENTAL HEALTH, CHILDREN

Activity 5, Elective

Prevent and correct dental disease in children.

Standards

1. Provide dental services for dentally indigent children which meet the current "Suggested Procedures for the Operation of Public Health Dental Clinics" as established by the New Jersey State Council on Dental Clinics.

2. Provide dental prophylaxis. This should include cleaning, and in areas where the potable water supply does not contain 1.0 P.P.M. of fluoride, provide topical fluoride application.

3. Provide dental treatment which will include fillings, space maintenance devices, extractions and prosthetic devices necessary for proper dental function.

4. Provide dental health education.

FAMILY PLANNING

Activity 6, Elective

Provide family planning information and services to those who voluntarily participate in a program.

Standards

1. Provide family planning services based upon the current New Jersey State Department of Health publication "New Jersey Standards for Family Planning Services, Personnel and Program Standards."

2. Provide family planning services in keeping with the ethical concepts of the individual patient.

3. Develop educational programs to make available family planning information to those who desire it.

4. Provide in-service training programs for health personnel.

5. Provide services and/or referral for problems in childlessness and other health problems.

6. Provide each program participant receiving family planning services with adequate medical supervision by a licensed physician.

OBSTETRICS

Activity 7, Elective

Provide public health obstetrical services.

Standards

1. Provide a prenatal—post partum—clinic preferably affiliated with a hospital, based upon the current New Jersey State Department of Health Publication, "Standards of Prenatal Care Services."

2. Provide, as needed, for the delivery of patients.

3. Maintain an informational service and referral procedure to encourage private physicians, hospitals and social agencies to refer appropriate cases to the prenatal clinic.

4. Provide for information and guidance on physical and emotional aspects of pregnancy through home nursing visits, nursing conferences and expectant parent's classes.

5. Investigate and provide public health nursing follow-up of births not attended by a physician or a midwife.

SCHOOL AGE CHILDREN

Activity 8, Elective

Provide health services for school age children.

Standards

1. Determine and define public health problems of schools, and the health needs of children attending them; provide leadership in planning activities to meet these needs.

2. Maintain liaison with the Maternal and Child Health and Dental Health Programs of the New Jersey State Department of Health.

3. Provide adequate physical facilities and materials for the health programs, and equipment for the health examination room.

4. Provide school health services to schools based upon current written medical policies signed by the school physician to include the following activities:

a. Provision of written medical policies covering first aid treatment and emergency orders.

b. Maintenance of a cumulative health record for each pupil, utilizing form MCH-7 or its equivalent.

c. Performance of a medical examination at least every 3 years (in the presence of a parent when possible) and recording the findings on the pupil's cumulative health record (form MCH-7 or its equivalent) for pupils who have not had such examinations done by their family physicians.

d. Review by the school physician of all reports of examinations performed by private physicians and recording of the pertinent findings on the pupil's cumulative health record (form MCH-7 or its equivalent).

e. Vision screening performed annually on all pupils, using a method approved by the State Department of Health.

f. Hearing screening performed annually on all pupils in the first 4 grades and biennially thereafter, using a method approved by the State Department of Health.

g. Follow-up of deficiencies found in the health ap-

praisal and screening procedures and effective communication by personal contact with the parents. Public health nursing conferences shall be held with parents either at school, home, or health department; nurses shall confer with teachers concerning health problems affecting the individual child in the classroom.

h. Tuberculin testing of pupils, employees, and volunteers and follow-up as recommended by the current edition of "School Tuberculin Testing in New Jersey", published by the State Department of Health.

5. Provide dental health services for dentally indigent children in accordance with current recommendations of the Dental Health Program of the State Department of Health.

6. Establish a requirement of primary and booster immunizations for protection against communicable disease, in accordance with current recommendations of the New Jersey State Department of Health.

7. Establish a system of control of communicable disease in accordance with the control measures as outlined by the State Department of Health.

8. Provide sanitary inspection of the school's toilets, washrooms, cafeterias, food vending machines, water supply and sewage disposal systems in accordance with local and State regulations.

9. Provide safety inspections in accordance with the current recommendations of the State and local board of health, making accident prevention a major goal.

E. CHRONIC ILLNESS

CANCER SERVICES

Activity 1, Core

Provide cancer detection services.

Standards

1. Direct case finding efforts toward individuals in high risk groups, through medical and dental offices and clinics.

2. Provide approved cytology laboratory services.

3. Follow-up all suspects to ensure early diagnosis and appropriate treatment.

4. Provide health education services to the public concerning the use of cytology and other screening methods for the early detection of cancer.

DIABETES SERVICES

Activity 2, Core

Provide diabetes control services.

Standards

1. Provide a diabetes screening program for high risk individuals (over 40, overweight, or related to a diabetic), utilizing approved sensitive screening methods.

2. Provide positive screenees with quantitative blood glucose back-up test, preferably 1 to 2 hours after a meal or a glucose drink.

3. Refer all individuals with a positive back-up test to their personal physician, health department or hospital clinic for confirmatory diagnostic tests.

4. Follow-up positive screenees to ensure confirmatory diagnostic tests and institution of medical supervision and treatment.

5. Provide an educational program for diabetic patients, their relatives and the general public.

HEART AND CIRCULATORY DISEASE SERVICES

Activity 3, Core

Provide heart and circulatory disease control services.

Standards

1. Provide screening programs to detect heart and circulatory diseases, including stroke, in high risk groups using methods approved by the New Jersey State Department of Health.
2. Identify high risk individuals through the correlation of the history of one or more of the following: excessive cigarette smoking, hyperlipemia, hypertension, obesity, history of ancestral vascular disease and other related factors.
3. Provide nutritional consultation to high risk groups.
4. Provide or support as needed a program of therapy and service to obtain maximum rehabilitation and self-sufficiency which may include public health nursing, homemaker-homehealth aide, speech evaluation and therapy, physical therapy, braces and other specialized equipment as needed.
5. Provide a program of prophylactic medication for persons with rheumatic heart disease.
6. Provide educational opportunities for professional groups and the general public in connection with voluntary agencies.

ALCOHOLISM CONTROL

Activity 4, Elective

Provide a planned alcoholism control program.

Standards

1. Identify the alcoholism problem in the community, establish objectives and priorities for educational and treatment activities, and evaluate efforts.
2. Involve local leadership in community action:
 - a. Develop local interest and support in problems of alcoholism control.
 - b. Prepare a local plan for comprehensive alcoholism services, providing for the allocation of resources and personnel, the coordination of existing services, and the initiation of needed services.
 - c. Maintain liaison and coordinate activities with other service agencies, and with health and mental health professionals, law enforcement personnel, clergy, local planning agencies and private service providers.
3. Provide and support programs of public and professional information and education:
 - a. Maintain and distribute a variety of alcoholism educational materials.
 - b. Provide information and referral services for alcoholics and their families.
 - c. Establish a speakers bureau and utilize appropriate educational techniques to involve citizens and community groups.
 - d. Provide local employers with information and referral services and assist in the development of employee programs.
 - e. Assist State alcoholism education specialists in conducting refresher and in-service training courses for professional groups and agency staffs.
 - f. Conduct detection programs for the early identification of the population at risk of alcoholism in cooperation with community agencies.
4. Promote and support prevention and treatment activities approved by the New Jersey State Department of Health.
5. Promote the efforts of service agencies to meet the standards for alcoholism programs established by the Joint

Commission on Accreditation of Hospitals.

AMBULATORY MEDICAL CARE

Activity 5, Elective

Provide ambulatory medical care.

Standards

1. Determine the diagnostic, treatment, and rehabilitative services currently available to various classes of patients; make such information available to physicians, clinics, and public health nurses.
2. Provide a health maintenance service which shall include but not be limited to:
 - a. Health Education
 - b. Heart Disease Screening Services
 - c. Cancer Detection Services
 - d. Tuberculosis and Respiratory Disease Screening
 - e. Diabetes Screening
 - f. Vision Acuity Testing
 - g. Glaucoma Detection Services
 - h. Audiometric Testing
3. Assist in the establishment, expansion or provision of adequate facilities to ensure accessibility, availability, or acceptability of modern diagnostic and therapeutic procedures.
4. Provide diagnostic and therapeutic services.
5. Provide follow-up visits to ensure maximum disease control.
6. Through cooperation with physicians, hospitals, case registers and other agencies, secure referral of individuals with disease and disability who can benefit from public health nursing guidance, social case work, diet counseling, health education, and rehabilitation services.
7. Provide homemaker-home health aid services through a Homemaker-Home Health Aide Agency.
8. Provide the administrative mechanism to insure payment for medicaid, medicare, and other third party insured patients.

CHRONIC RESPIRATORY DISEASE SERVICES

Activity 6, Elective

Provide for chronic respiratory disease control.

Standards

1. Assist in the establishment of adequate facilities to ensure availability of modern diagnostic and therapeutic procedures.
2. Provide public health nursing services to patients in respiratory disease diagnostic and treatment facilities on referral by physicians.
3. Provide follow-up visits to ensure maximum disease control.
4. Determine the diagnostic, treatment and rehabilitative services currently available to chronic respiratory disease patients; make such information available to physicians, clinics, public health nurses; stimulate needed referrals.
5. Conduct public education about chronic respiratory diseases and contributing factors such as smoking and air pollution.

DENTAL HEALTH, ADULTS

Activity 7, Elective

Prevent and correct dental disease in adults.

Standards

1. Provide services for dentally indigent adults which will include:
 - a. Examination and treatment for prenatal patients.

- b. Dental prophylaxis.
 - c. Fillings, extractions and prosthetic devices necessary for proper dental function.
2. Provide dental health education.

DRUG ABUSE CONTROL

Activity 8, Elective

Provide a planned drug abuse control program.

Standards

1. Provide a planned drug abuse control program based upon the current State Department of Health publication "Standards for a Drug Abuse Control Program".
2. Identify the drug abuse problem in the community.
3. Identify and involve local leadership in community action to develop and maintain interest in the drug abuse problem and its control.
4. Develop or secure educational materials.
5. Organize a library of current technical and professional textbooks, periodicals and other publications for use by the agency staff.

EYE SERVICES

Activity 9, Elective

Provide eye health screening services.

Standards

1. Provide the following eye screening programs to meet the needs of the community:
 - a. Ocular tension measurements to detect early glaucoma in people forty years of age and over.
 - b. Examination to detect eye defects in pre-school children, e.g., amblyopia and strabismus.
 - c. Vision acuity testing (other than the school population) by a method approved by the State Department of Health.
2. Follow-up of all suspected defects found in the screening program. The family physician or other source of medical care designated by the patient shall receive written notification of suspected defects found; follow-up public health nursing conferences shall be held with patient or with the parent(s) of the patient either at home or at the eye clinic.

HEALTH PROMOTION

Activity 10, Elective

Provide preventive and promotional health services.

Standards

1. Provide multiphasic screening to include but not limited to:
 - a. Chest x-rays, as needed.
 - b. Diabetes testing.
 - c. Vision acuity testing; perform ocular tension measurement as needed, to detect glaucoma.
 - d. Audiometric testing.
 - e. Other screening services acceptable to the State Department of Health.
2. Notify patients and their physicians or other treatment facility of positive findings.
3. Provide follow-up of patients suspected of having defects to ensure diagnosis and treatment.
4. Provide referral service to appropriate community facilities.
5. Provide a health maintenance service for information, health education, diet counseling, general medical counseling and referral.

HEALTH MAINTENANCE SERVICES

Activity 11, Elective

Provide public health nursing guidance, therapeutic and rehabilitative services for individuals with chronic disease and/or disability.

Standards

1. Through cooperation with physicians, hospitals, case registers, and agencies, secure referral of individuals with chronic disease and disability who can benefit from public health nursing guidance, therapeutic and rehabilitation services.
2. Provide public health nursing services in the home upon the written request of a referring physician to instruct in specific health practices, to provide services designed to achieve maximum function for the disabled, to encourage continuation of medical orders, to observe changes in physical, emotional and social status, to report these changes to the patients' physician and to arrange appropriate referrals to community agencies.
3. Maintain clinical records.

HEARING SERVICES

Activity 12, Elective

Provide an audiometric screening program.

Standards

1. Provide an audiometric testing with use of the individual audiometer test.
2. Follow-up all suspected defects found. The family physician or other source of medical care designated by the patient shall receive notification of the suspected defects found; provide a follow-up public health nursing conference either at home or at the clinic.

HEARING AND SPEECH SERVICES

Activity 13, Elective

Provide hearing and/or speech services.

Standards

1. Provide hearing and speech services based in a hospital, health department, health center or other approved setting.
2. Provide diagnostic testing for suspected hearing and/or speech defects. Refer individuals with positive findings to the family physician or hearing and speech clinic; follow-up to be made by public health nurse.
3. Provide therapy for speech disorders to include but not limited to:
 - a. Voice and phonetic problems
 - b. Articulation problems
 - c. Delayed speech problems
 - d. Orthodontia problems
 - e. Foreign accent correction
 - f. Language concepts, and therapy for those affected with learning disorders
 - g. Cleft palate speech
 - h. Brain injured children
 - i. Aphasia
 - j. Cerebral Palsy speech problems
 - k. Deaf and hard of hearing

HOMEMAKER-HOME HEALTH AIDE SERVICES

Activity 14, Elective

Provide homemaker-home health aide services.

Standards

1. Provide homemaker-home health aide services through a Homemaker-Home Health Aide Agency ap-

proved by the State Department of Health in accordance with written policies and procedures.

2. The pamphlet "Presenting Visiting Homemaker-Home Health Aide Services in New Jersey" shall be used as a guide for appropriate activities of the homemaker-home health aide.

3. Use a standardized cost accounting and reporting system acceptable to the State Department of Health.

MENTAL HEALTH

Activity 15, Elective

Provide home nursing services to emotionally disturbed people.

Standards

1. Provide follow-up home nursing visits to:
 - a. Patients discharged from mental hospitals.
 - b. Emotionally disturbed patients referred through physicians, out-patient clinics and community agencies.
2. Maintain liaison with referring physicians, hospitals, out-patient clinics and other community agencies.

Activity 16, Elective

Conduct a program to aid in the prevention of emotional disturbances.

Standards

1. Provide staff education in the recognition of emotional patterns and problems.
2. Integrate concepts and practices of mental health with related health programs, e.g., maternal and child health, adult health and chronic illness.
3. Provide members of the health agency with professional assistance in evaluating specific cases and making appropriate referrals.
4. Through individual or group conferences, provide mental health counseling in specific areas of concern, e.g., pregnancy, child growth and development, adolescence, major physical disability and retirement.
5. Make referrals when indicated; follow-up on referrals made.

NUTRITION

Activity 17, Elective

Provide diet counseling services.

Standards

1. Provide diet counseling on physician's or dentist's prescription or orders to:
 - a. Individuals requiring assistance with interpretation of a therapeutic diet.
 - b. Individuals requiring diet modification to meet special needs for growth and development, e.g., infants, children, pregnant and lactating women.
 - c. Groups or classes with similar diet requirements, e.g., weight control, diabetic, prenatal, teenagers or the elderly.
2. Conduct classes for persons with needs for similar nutritional information, e.g., low income families or parents of infants and/or young children.
3. Provide in-service training to members of the local health department.

Activity 18, Elective

Provide a program to meet nutrition education and service needs.

Standards

1. Integrate nutritional services with related health programs, e.g., maternal and child health, alcohol and drug treatment centers, chronic illness, or others with a nutrition component.
2. Assist other members of the health agency: give consultation to camps, schools, hospitals; skilled nursing, intermediate and sheltered care facilities and day care centers.
3. Through individual or group conferences, instruct public health nurses and para-professionals giving direct services in the dietary aspects of prenatal care, child health, adult health, chronic disease, geriatrics; such instruction should include specific information on available food programs, current food costs, food habits of specific cultural groups and interpretation of special diets.
4. Assist in joint planning among volunteers and official health agencies to develop nutrition education and feeding programs and to promote effective use of nutrition and diet counseling staff.

PHYSICAL THERAPY SERVICES

Activity 19, Elective

Provide physical therapy services.

Standards

1. Assist in identification of need for physical therapy services in the community and in provision of consultation to community health agencies.
2. Provide in-service education and consultation to the local Health agency staff regarding physical therapy procedures.
3. Provide prescribed physical therapy services upon the written request of the referring physicians.