

Trainee Name: _____ Agency: _____

FOOD PROGRAM TRAINING NEWLY HIRED / NEWLY ASSIGNED FOOD PROGRAM INSPECTORS

OVERVIEW

This guidance documents the recommended training process for Local Health Department's (LHD) newly hired food safety inspectors. Many of the components for this training program are derived from the Conference for Food Protection (CFP) and FDA models. The training process is audited by the accreditation process, and can be broken down into the following four steps:

1. Completing technical / curriculum training.
2. Field training, including joint evaluations with the standardized trainer.
3. Independent evaluations under the review of the standardized trainer.
4. Evaluation inspections conducted with the standardized trainer.

All four steps must be addressed within 12 months of assignment to the food service program. Employees that are not fully assigned to the food program or part time employees have 18 months to complete training.

EXPLANATION OF MULTI-TIERED TRAINING APPROACH

The CFP defines a trainee as: "...an individual newly hired or newly assigned to the regulatory retail food protection program. These individuals (regardless of their previous inspection experience) are in the process of learning and successfully demonstrating the competencies identified in the jurisdiction's training plan as essential for conducting effective food safety inspections." Every evaluator comes into this assessment with different training backgrounds and different levels of experiences in the food program.

Use of this training guidance and the accompanying forms should clearly define when competency has been achieved and the trainee is ready to begin the next level of training. Use of the forms and logs found in this guidance document is optional, but they will assist in meeting the accreditation requirements for training of staff.

TECHNICAL TRAINING REQUIREMENTS

Completion of a-c within 12 months of hire or assignment to the program meets accreditation MPR 12 requirements. (Employees that are not fully assigned to the food program or part time employees have 18 months to complete training.)

To be completed before beginning independent inspections:

- a. ORA U courses, including ORA U. Food Code Training: All pre-requisite ORA U courses can be completed via web-based training. Employees of regulatory agencies can obtain free access to these course offerings; access passwords can be obtained online. **(For free access to these courses, you must use your government e-mail address.)** The time needed to complete the prerequisite

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courses will vary from one trainee to another. FDA ORA U has estimated the total time needed to complete the prerequisite coursework to be 42 hours. (instructions below)

(See Appendix 1 at the end of this section for instructions to access ORA U training.)

- b. MDARD Plan Review Module found at: http://www.michigan.gov/mda/0,1607,7-125-50772_50775_51204---,00.html
(Have your trainer contact their MDARD Consultant to obtain the test and answer sheet)

To be completed within 12 months of assignment to the program:

- c. MDARD Food Law Training (1 day training offered by MDARD every January)
(A memo will be sent out each fall regarding the January MDARD Food Law Training.)

Recommended:

- d. Manager Certification Class

TECHNICAL TRAINING COMPLETION LOG: The standardized trainer should evaluate and document the pre-requisite coursework preparing

individuals newly assigned to the LHD program before the trainee may conduct independent food safety inspections.

Date Compliance Achieved	Standardized Trainer	Technical Training Requirements	
		To be completed before or during the 25 joint evaluation period AND prior to conducting independent evaluations.	
		Completion of Required ORA U Pre- Requisite Courses, including ORA U Food Code Courses	Attach all certificates of course completion
		MDARD Plan Review Module http://www.michigan.gov//documents/mdard/PLAN_REVIEW_TRAINING_FOR_LHDS_2_5091_88_7.pdf	Attach copy of scored exam. (request exam scoring sheet from your MDARD Consultant)
To be completed within 12 months of assignment to the program			
		MDARD Food Law Class (1 day training offered by MDARD every January)	Attach copy of certificate
Recommended			
		Manager Certification Course (Recommended)	Attach copy of certificate

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JOINT INSPECTIONS WITH A STANDARDIZED TRAINER

Each trainee should complete a minimum of 25 joint inspections with the standardized trainer. The first few inspections should be trainer-led to provide the opportunity for the trainee to observe experienced staff demonstrating a risk based inspection, and prepare the trainee for taking the lead during the field training inspections.

Trainee- led inspections provide the opportunity for the standardized trainer to observe the trainee build their skills and successfully demonstrate their competencies. Although a minimum of 25 joint inspections is required, a sufficient number of trainee-led inspections must be completed to demonstrate all of the required competencies before the trainee may conduct independent inspections.

As part of this process, the standardized trainer should complete at least 5 Field Evaluation Worksheets (FEWs): one for the first trainee led inspection; and at least 4 additional FEWs at intervals throughout the joint training process. (see Addendum A and B) A score of 80% compliance in each of the 4 categories should be achieved on at least 3 of these reports.

In addition, during the 25 joint training inspections, the MDARD /FDA Standardization Evaluation Report form should be used at intervals throughout the process, and a score of 90% compliance should be achieved on at least 3 of these inspections before the trainee may proceed. (see addendum C and D)

The independent inspections should not begin until the Field Evaluation Worksheets (FEWs) show that the trainee has the basic level of food safety knowledge and the skills necessary to do a risk based inspection; and the MDARD/FDA Standardization Evaluation Report forms show that the trainee has knowledge of the food code and food law.

Use of the Joint Field Training / Evaluation Establishment Log will document the training process, and provide a record of when the trainee meets the competencies required to do independent inspections. (Use of this form is optional.)

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**JOINT FIELD TRAINING / EVALUATION
ESTABLISHMENT LOG**

	Date	Establishment Name	Risk Category	Trainer Led Insp.	Trainee Led Insp.	Field Evaluation Worksheet Completed – At least an 80% Compliance Rate in each of the 4 categories on at least 3 of the FEWs completed. Comments / score	MDARD /FDA Standardization Evaluation Report At least a 90% compliance rate on at least 3 of the MDARD /FDA Standardization Evaluation Reports comments / scores
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

Trainee Has Demonstrated the Competencies Required, and Is Ready To Conduct Risk Based Evaluations Independently:

Standardized Trainer: _____ Date: _____

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INDEPENDENT INSPECTIONS EVALUATED BY THE STANDARDIZED TRAINER:

After approval from the standardized trainer, the trainee should complete a minimum of 25 independent inspections. These inspections should be reviewed by the standardized trainer, and feedback should be provided to the trainee at reasonable intervals to assist the trainee in improving the inspection process. The standardized trainer has the option to observe some or all of the inspections.

Use of the “**Evaluation of the Independent Field Training Inspections Log**” will document the training process, and provide a record of when the trainee meets the competencies required. (Use of this form is optional.)

Evaluation of the Independent Field Training Inspections Log

	Eval. Date	Establishment Name	Evaluation of Inspections by the Standardized Trainer	Feedback Provided To Trainee	Date / Initials
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
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24					
25					

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EVALUATION OF FIELD INSPECTION TRAINING:

After the independent inspections have been evaluated, the standardized trainer and trainee should conduct a **minimum of 5 joint evaluation inspections**, which will determine if the trainee is approved to conduct food establishment inspections. These evaluations should be conducted using the MDARD/FDA Standardization procedures.

During these 5 evaluation inspections, a minimum of 3 Field Evaluation Worksheets (see addendum A and B) and 3 MDARD /FDA Standardization Evaluation Reports (see addendum C and D) must be completed. To demonstrate competency:

- A trainee should achieve at least 80% competency in all 4 categories of at least 2 of the Field Evaluation Worksheets; and
- A trainee should achieve at least 90% competency on at least 2 of the MDARD/FDA Standardization Evaluation Report forms.

A trainee who demonstrates competency through these evaluations is now classified as a Food Safety Inspection Officer (FSIO) and has completed the training process.

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Field Training Evaluation Establishment Log.

	Eval. Date:	Establishment Name	FEW Score 80% in each of the 4 categories required on at least 2 of the FEWs	MDARD/FDA Standardization Evaluation Report 90% compliance required on at least 3 of the MDARD/FDA forms	Review of Written Evaluation Report	Standardized Trainer Assessment	Date Approved
1							
2							
3							
4							
5							
6							
7							

TRAINEE HAS COMPLETED THE TRAINING PROCESS, AND HAS DEMONSTRATED THE COMPETENCIES OF A FOOD SAFETY INSPECTION OFFICER:

Standardized trainer: _____ Date: _____

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Appendix 1

To Access FDA ORA U. Pre-Requisite Training:

1. Click on <http://www.fda.gov/Training/ForStateLocalTribalRegulators/ucm119016.htm>
2. About half way down the page you will see

Get Started

1. Select a curriculum from below and print a copy for later use
 - Retail Food
 - Milk
 - Shellfish
 - Manufactured Foods
 - Feed Control
2. If you have not already done so, register at www.eduneering.com/orautraining
3. Once your registration has been approved, log in at ComplianceWire
<https://www.compliancewire.com/Secure/logon-cwire.asp> (remember to bookmark the site)

3. Click on “Retail Food” for a list of the pre-requisite courses. Print a copy for referral.
4. If you have not already registered for ORA U courses, click <http://www.compliancewire.com/secure/custom/FDAORAUSelfReg.asp>
5. After you have registered, click on: <https://www.compliancewire.com/CW3/Standard/Authentication/LogIn>
6. Click on “Catalog.” Using the course list printed in step # 3, type each course number in the SEARCH box. The course should appear, and just click the logo on the left to launch the course.

To Access FDA ORA U. Required Food Code Training:

<http://www.fda.gov/Training/ForStateLocalTribalRegulators/ucm119016.htm>

If you have not already registered for ORA U courses, click <http://www.compliancewire.com/secure/custom/FDAORAUSelfReg.asp>

After you have registered, click on <https://www.compliancewire.com/CW3/Standard/Authentication/LogIn>

Click on “Catalog” and type “Food Code Training” in the SEARCH box.

Scroll down and you will locate:

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	Food Code Chapter 1: Purpose and Definitions	FDAFC02	General	
	Food Code Chapter 2: Supervision	FDAFC07	General	
	Food Code Chapter 3: Part I	FDAFC03	General	
	Food Code Chapter 3: Part II	FDAFC05	General	
	Food Code Chapter 3: Part III	FDAFC06	General	
	Food Code Chapter 4: Part I	FDAFC08	General	
	Food Code Chapter 4: Part II	FDAFC10	General	
	Food Code Chapter 5: Water, Plumbing, and Waste	FDAFC04	General	
	Food Code Chapter 6	FDAFC09	General	
	Food Code Chapter 7: Poisonous and Toxic Materials	FDAFC01	General	
	Food Code Chapter 8: Enforcement and Annex 1	FDAFC11	General	

Just click on the icon on the left to launch each course.