

Trainee Name: \_\_\_\_\_

Agency: \_\_\_\_\_

1-4-2010

## **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.

### **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 16 requirements.)

#### **To be completed before beginning independent inspections:**

- a. ORA U courses: All pre-requisite ORA U courses can be completed via web-based training and are available at: [http://www.michigan.gov/mda/0,1607,7-125-50772\\_50775\\_51204---,00.html](http://www.michigan.gov/mda/0,1607,7-125-50772_50775_51204---,00.html) OR from FDA's ORA University at: <http://www.fda.gov/ora/training>. Employees of regulatory agencies can obtain free access to these course offerings; access passwords can be obtained online. The time needed to complete the prerequisite 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.
- b. MDA Plan Review Module found at: [http://www.michigan.gov/mda/0,1607,7-125-50772\\_50775\\_51204---,00.html](http://www.michigan.gov/mda/0,1607,7-125-50772_50775_51204---,00.html)

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

- c. MDA Food Law / Food Code Class (3 day training every January).

#### **Recommended:**

- d. Basics of an Evaluation (Course in development – to be offered annually).
- e. Manager Certification Class

Trainee Name: \_\_\_\_\_

Agency: \_\_\_\_\_

1-4-2010

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.

**REQUIRED ORA U. COURSES**

<b>TITLE OF COURSE</b>	<b>CODE</b>	<b>TYPE</b>	<b>CEUs</b>
<b>PREVAILING STATUTES, REGULATIONS, ORDINANCES</b>			
Basic Food Law for State Regulators	FDA35	online	0.1
Basics of Inspection: Beginning an Inspection	FDA38	online	0.2
Basics of Inspection: Issues & Observations	FDA39	online	0.2
Food Code* Note: Specific state laws & regulations to be addressed by each jurisdiction		online	
<b>PUBLIC HEALTH PRINCIPLES</b>			
Public Health Principles	FDA36	online	0.2
<b>COMMUNICATION SKILLS</b>			
Active Listening Skills	EHS02	online	
Communication Skills for Regulators*		online	
<b>MICROBIOLOGY</b>			
Food Microbiological Control 1: Overview of Microbiology	MIC01	online	0.1
Food Microbiological Control 2A: Gram-Negative Rods	MIC02	online	0.1
Food Microbiological Control 2B: Gram-Positive Rods & Cocci	MIC03	online	0.2
Food Microbiological Control 3: Foodborne Viruses	MIC04	online	0.1
Food Microbiological Control 4: Foodborne Parasites	MIC05	online	0.2
Food Microbiological Control: Mid-Series Exam	MIC16	online	
Food Microbiological Control 5: Controlling Growth Factors	MIC06	online	0.2
Food Microbiological Control 6: Control by Refrigeration & Freezing	MIC07	online	0.1
Food Microbiological Control 7A: Control by Thermal Processing	MIC08	online	0.2
Food Microbiological Control 7B: Control by Pasteurization	MIC09	online	0.2
Food Microbiological Control 7C: Control by Retorting	MIC10	online	0.2
Food Microbiological Control 8: Technology-Based Food Processes	MIC11	online	0.2
Food Microbiological Control 9: Natural Toxins	MIC12	online	0.2
Food Microbiological Control 10: Aseptic Sampling	MIC13	online	0.2
Food Microbiological Control 11: Good Manufacturing Practices	MIC14	online	0.2
Food Microbiological Control 12: Cleaning & Sanitizing	MIC15	online	0.2
<b>EPIDEMIOLOGY</b>			
Foodborne Illness Investigations 1: Collecting Surveillance Data	FI01	online	0.2
Foodborne Illness Investigations 2: Beginning the Investigation	FI02	online	0.2
Foodborne Illness Investigations 3: Expanding the Investigation	FI03	online	0.2
Foodborne Illness Investigations 4: Conducting a Food Hazard Review	FI04	online	0.2
Foodborne Illness Investigations 5: Epidemiological Statistics	FI05	online	0.2
Foodborne Illness Investigations 6: Final Report	FI06	online	0.2
<b>HACCP</b>			
Basics of HACCP: Overview of HACCP	FDA16	online	0.1
Basics of HACCP: Prerequisite Programs & Preliminary Steps	FDA17	online	0.1
Basics of HACCP: The Principles	FDA18	online	0.1
<b>APPLICATION OF LEVEL I</b>			
Application of the Basics of Inspection and Investigation* (AFDO)		classroom	

Trainee Name: \_\_\_\_\_

Agency: \_\_\_\_\_

1-4-2010

**TECHNICAL TRAINING COMPLETION LOG:**

Date Compliance Achieved	Standardized Trainer	<b>Technical Training Requirements</b>	
		<b>To be completed before or during the 25 joint evaluation period AND prior to conducting independent evaluations.</b>	
		Completion of Required ORA U Pre- Requisite Courses	Attach all certificates of course completion
		MDA Plan Review Module <a href="#">Add link</a>	Attach copy of scored exam.
<b>To be completed with 12 months of assignment to the program</b>			
		MDA Food Law / Food Code Class (3 day training offered by MDA every January)	Attach copy of certificate
<b>Recommended</b>			
		Basics of Evaluation (Course in development- to be offered annually)	Attach copy of certificate
		Manager Certification Course (Recommended)	Attach copy of certificate

Trainee Name: \_\_\_\_\_

Agency: \_\_\_\_\_

1-4-2010

### **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 MDA/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 MDA/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)

Trainee Name: \_\_\_\_\_

Agency: \_\_\_\_\_

1-4-2010

**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	MDA/FDA Standardization Evaluation Report At least a 90% compliance rate on at least 3 of the MDA/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							
26							
27							
28							

Trainee Name: \_\_\_\_\_

Agency: \_\_\_\_\_

1-4-2010

	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	MDA/FDA Standardization Evaluation Report At least a 90% compliance rate on at least 3 of the MDA/FDA Standardization Evaluation Reports  comments / scores
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							

**Trainee Has Demonstrated the Competencies Required, And Is Ready To Conduct Risk Based Evaluations Independently**

Standardized Trainer: \_\_\_\_\_ Date: \_\_\_\_\_

Trainee Name: \_\_\_\_\_

Agency: \_\_\_\_\_

1-4-2010

**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 provide 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)

When the trainee has demonstrated competency doing independent inspections, the trainee and the standardized trainer may schedule the evaluation inspections.

Trainee Name: \_\_\_\_\_ Agency: \_\_\_\_\_

1-4-2010

**Evaluation of the Independent Field Training Inspections Log**

	<b>Eval. Date</b>	<b>Establishment Name</b>	<b>Evaluation of Inspections by the Standardized Trainer</b>	<b>Feedback Provided To Trainee</b>	<b>Date / Initials</b>
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					
26					
27					
28					
29					
30					

Trainee Name: \_\_\_\_\_

Agency: \_\_\_\_\_

1-4-2010

### **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 MDA/FDA Standardization procedures.

During these 5 evaluation inspections, a minimum of 3 Field Evaluation Worksheets (see addendum A and B) and 3 MDA/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 MDA/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.

Trainee Name: \_\_\_\_\_

Agency: \_\_\_\_\_

1-4-2010

**Field Training Evaluation Establishment Log.**

	<b>Eval. Date:</b>	<b>Establishment Name</b>	<b>FEW Score</b>  80% in each of the 4 categories required on at least 2 of the FEWs	<b>MDA/FDA Standardization Evaluation Report</b>  90% compliance required on at least 3 of the MDA/FDA forms	<b>Review of Written Evaluation Report</b>	<b>Standardized Trainer Assessment</b>	<b>Date Approved</b>
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: \_\_\_\_\_

Trainee Name: \_\_\_\_\_

Agency: \_\_\_\_\_

1-4-2010