

Conference for Food Protection – Committee FINAL Report

Template approved: 08/14/2013

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COMMITTEE NAME: Certification of Food Safety Regulation Professionals (CFSRP) Workgroup

COUNCIL or EXECUTIVE BOARD ASSIGNMENT: Council II

DATE OF REPORT: December 3, 2015 (Revised February 4, 2016)

SUBMITTED BY: DeBrena Hilton and Angela Benton

COMMITTEE CHARGE(s): From **Issue: 2014 II-002**

Charge 1: Collaborate with the FDA Division of Human Resource Development, and the Partnership for Food Protection Training and Certification Workgroup (PFP TCWG) to:

1. Continue review of all initiatives: existing, new or under development; involving the training, evaluation and/or certification of food safety inspection officers. This collaborative working relationship will ensure the sharing of information so as not to create any unnecessary redundancies in the creation of work product or assignment of tasks/responsibilities.
2. Review the results of the partnership for food protection training and certification work group recommendations for the nationally recognized Retail Food Curriculum based on the Retail Food Job Task Analysis (JTA) to determine if changes are needed in the Standard 2 curriculum. Identify any gaps and recommendations for change and review the time frame for completion of Steps 1 through 4 for new hires or staff newly assigned to the regulatory retail food protection program.
3. Review the results of the partnership of food protection training and certification work group recommendations to determine if the Conference for Food Protection Field Training Manual for Regulatory Retail Food Safety Inspection Officers and forms need to be revised.

Charge 2: Work in collaboration with the CFP Program Standards Committee to:

1. Provide technical assistance with questions regarding the comments contained in the 2012 CFP CFSRP's Workgroup's uniform inspection program audit pilot project report on the CFP website that might trigger revisions of the VNRFRPS, Standard 4 Uniform Inspection Program.
2. Assess if any changes will be needed in Standard 2-Trained Regulatory Staff based on the current standard for review referenced in (1) above to provide better alignment with Standard 4 of the VNRFRPS.

Charge 3: Report back the Workgroup's findings and outcomes to the 2016 Biennial Meeting of the Conference for Food Protection.

COMMITTEE ACTIVITIES AND RECOMMENDATIONS:

1. Progress on Overall Committee Activities:

a. Executive Background Summary

- i. Due to the large amount of work that came out of the CFSRP Workgroup revised Standard 2 process; well-defined curriculum with specific course references; field training manual and forms for regulatory retail food safety professionals, etc., the work group evolved into a separate conference "committee."
- ii. The 2014-2016 CFSRP Workgroup membership is comprised of twenty-three members from each of the Conference for Food Protection (CFP) regions. Per

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the Constitution and Bylaws, a balanced ratio of regulatory to industry members was maintained; ten (10) regulatory, ten (10) food industry, two (2) academia, and one (1) consumer members. The remainder of the workgroup roster is made up of non-voting members that have been included in Workgroup activities.

- iii. The CFSRP Workgroup Chair participated on Program Standards Committee conference calls to stay abreast of information related to the 2014-2016 CFSRP charges.

b. Outcome/disposition of charges - During the 2014-2016 biennium, the CFSRP Workgroup met three times via conference call (October 17, 2014; December 16, 2014; May 27, 2015).

i. Charge 1:

1. The FDA Division of Human Resource Development (DHRD), and the PFP TCWG have made substantial progress in developing a nationally recognized training framework for regulatory food safety professionals. However, the process for developing a nationally recognized Retail Food Curriculum prevented the CFSRP Workgroup from being able to move forward in determining whether the Conference for Food Protection Field Training Manual for Regulatory Retail Food Safety Inspection Officers and forms need to be revised.
2. Issue: 2014 II-002 was not completed during the 2014-2016 biennium due to forthcoming training developments and potential changes to the Voluntary National Retail Food Regulatory Program Standards (VNRFRPS).
 - a. The CFSRP Workgroup is submitting an issue titled “CFSRP 2– Reassign charges to the Program Standards Committee (PSC)” so that the PSC can continue to make recommendations concerning any forthcoming regulatory retail food protection program training initiatives.

ii. Charge 2:

1. The CFSRP Workgroup chair worked in collaboration with the CFP Program Standards Committee during their review of the 2012 CFP CFSRP’s Workgroup’s uniform inspection program audit pilot project report along with FDA DHRD and the PFP TCWG to assess whether revisions of the VNRFRPS, Standard 4 Uniform Inspection Program would be necessary. The PSC FDA consultants reviewed and proposed responses, including recommended changes to Standard 4 and the CFP Field Training Manual (part of Standard 2). The PSC members provided feedback with minor revisions to the proposed responses and indicated their support. The FDA will submit an Issue to recommend that Council II accepts the proposed responses and changes related to Standard 4 at the 2016 CFP.
2. The CFP Program Standards Committee will continue to assess whether any changes will be needed in VNRFRPS Standard 2-Trained Regulatory Staff based on any revisions made to VNRFRPS, Standard 4.

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2. Recommendations for consideration by Council:

- a. **FUTURE OF THE COMMITTEE:** The CFSRP Workgroup recommends that it be dissolved as a standalone workgroup and that subsequent issues related to the certification of food safety regulation professionals be managed within the scope of the Program Standards Committee in order to ensure a consistent and uniform approach when addressing the Voluntary National Retail Food Regulatory Program Standards. Dissolving the CFSRP workgroup will eliminate any potential confusion among CFP stakeholders concerning the entity that is responsible for addressing issues related to the Program Standards and will also eliminate the potential for redundancy of work.
 - i. The results of an email vote sent out on October 10, 2015 were four (4) abstentions and nineteen (19) members **FOR** dissolving the CFSRP as a standalone workgroup in order to minimize any potential confusion or redundancy of work.
 - ii. The CFSRP Workgroup recommends the transfer of the following charges to the Program Standards Committee:
 1. Collaborate with the FDA Division of Human Resource Development, and the Partnership for Food Protection Training and Certification Workgroup (PFP TCWG) to:
 - a. Continue review of all initiatives: existing, new or under development; involving the training, evaluation and/or certification of food safety inspection officers. This collaborative working relationship will ensure the sharing of information so as not to create any unnecessary redundancies in the creation of work product or assignment of tasks/responsibilities.
 - b. Review the results of the partnership for food protection training and certification work group recommendations for the nationally recognized Retail Food Curriculum based on the Retail Food Job Task Analysis (JTA) to determine if changes are needed in the Standard 2 curriculum. Identify any gaps and recommendations for change and review the time frame for completion of Steps 1 through 4 for new hires or staff newly assigned to the regulatory retail food protection program.
 - c. Continue to assess if any changes will be needed in Standard 2-Trained Regulatory Staff based on the current standard for review referenced in (1) above to provide better alignment with Standard 4 of the VNRFRPS.
 - d. Report back their findings and recommendations to the 2018 Biennial Meeting of the Conference for Food Protection.

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CFP ISSUES TO BE SUBMITTED BY COMMITTEE:

The Committee Chair and Co-Chair are submitting two (2) issues with supporting attachments on behalf of the CFSRP Workgroup.

1. Report - Certification of Food Safety Regulation Professionals (CFSRP) Workgroup
2. CFSRP 2 – Reassign charges to Program Standards Committee

List of Attachments –

Content Documents: Committee Report

Supporting Attachments: Conference Call Minutes from October 17, 2014; December 16, 2014; and May 27, 2015.

COMMITTEE MEMBER ROSTER (attached): Certification of Food Safety Regulation Professionals (CFSRP)