

Conference for Food Protection – Subcommittee Report

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COMMITTEE NAME: *Program Standards – Subcommittee Issue 2016 II-015 – CFSRP 2*

DATE OF FINAL REPORT: *1/8/2018*

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: **David Read and Rick Akin, Subcommittee co-chairs**

COMMITTEE CHARGE(S):

Issue # 2016 II-015 CFSRP 2 – Reassign Charges to the Program Standards Committee

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 Standard 2 Steps 1 through 4 for new hires or staff newly assigned to the regulatory retail food protection program.
3. 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.
4. Report back their findings and recommendations to the 2018 Biennial Meeting of the Conference for Food Protection.

COMMITTEE WORK PLAN AND TIMELINE:

1. *Collaboration with Partnership for Food Protection Training and Certification Workgroup.*
2. *Identify and review existing, new or under development initiatives.*
3. *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.*
4. *Conference calls on 1/20/2017, 3/30/2017, and 5/22/2017.*

COMMITTEE ACTIVITIES: **Dates of committee meetings or conference calls: 1/20/2017, 3/30/2017, and 5/22/2017.**

1. *Overview of committee activities:*

- a) The Subcommittee gathered and reviewed background and training information from the Integrated Food Safety System (IFSS) National Curriculum Standard (NCS) developed by the International Food Protection Training Institute (IFPTI), the Food and Drug Administration (FDA) and the Partnership for Food Protection. The NCS is a competency-based training curriculum framework for regulatory food protection professionals (FPPS) that supports a core component of the IFSS: a competent workforce doing comparable work at the federal, state and local (including tribal and territorial) levels. The NCS consists of two primary components: A Competency Framework and a Curriculum Framework. Taken together, these Frameworks define the performance expectations of the food and feed regulatory profession in the United States. There has been a tremendous amount of work done to develop the NCS and a great deal more work is needed to complete development of the competencies and performance indicators for all of the content areas housed in the Curriculum Framework. The attached CFP Report on NCS background describes the NCS and its components.
- b) IFPTI has a five-year cooperative agreement with FDA's Office of Training Education and Development (OTED) to develop the competencies and performance indicators (PIs) for the content areas in the Curriculum Framework component of the NCS using Subject Matter Experts (SMEs) from federal, state, and local food safety regulatory agencies. The content areas of the Curriculum Framework have been identified and the competencies and performance indicators have been developed for a number of entry level content areas. When completed and approved by the FDA and reviewed by the PFP, the competencies that have been developed for the content areas in the Curriculum Framework can be used by any entity to develop training to meet the standard. Future training content will most likely be developed through cooperative agreements with FDA. The Curriculum Framework is a "living" document and is periodically reviewed and updated to add additional content areas as identified by the PFP.
- c) The training content is still under development for the entry level of the Curriculum Framework, with 26 on-line courses (referred to as the Gen Eds) anticipated to be available by Fall of 2018. These Gen Eds were developed by six organizations using Subject Matter Experts (SMEs) under a cooperative agreement with the FDA. The completed courses were reviewed for content and

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consistency and uniformity by the Association of Food and Drug Officials (AFDO) under a cooperative agreement with FDA. AFDO assembled a group of SMEs, reviewed the courses for content and uniformity and submitted them to FDA for approval.

- d) Work is continuing to develop competencies in other content areas at the entry level of the Curriculum Framework. Once the competencies and performance indicators are completed in a content area, learning experiences (e.g. courses, job aids, on the job training, etc.) can be developed. It is a long-term project to complete the competencies and learning experiences for all content areas. After completion, methods on dissemination into the field will be addressed by FDA and the PFP. Field trainers and assessors will be key to the training delivery process. This subcommittee recommends this charge be continued by the Program Standards Committee for ongoing progress.
- e) A curriculum is “a set of learning experiences intentionally designed to help the participant achieve desired outcomes.” A curriculum framework (Kaml, 2013) provides a well-designed, thought-out, aligned, consistent, outcomes-based approach incorporating adult learning preferences and adherence to a national system standard by training providers. Such an outcomes-based approach requires an in-depth, scientifically conducted front-end analysis of training needs—specifically, the competencies (i.e., knowledge, skills, or abilities) required for the target audiences and the performance indicators (PIs) (i.e., proficiency measurements) to measure those competencies.
- f) A curriculum framework is a schematic illustration of the relationship between, among, and progression through professional levels, core content (topic) areas, professional tracks (and program areas within those tracks), and spanning content areas (Kaml, 2013). Each content area contains competency statements and PIs that can be used by an individual to assess his or her competency in that particular content area, and develop a personal learning plan based on his or her competency assessment.
- g) This subcommittee compiled a list of articles published on the rationale and need for National Curriculum Standards for Food Safety Inspection Officers and shared with subcommittee members so they would have additional background information. (see attached CFP Report Background Information)
- h) This subcommittee reviewed work completed from previous CFP workgroups on these subjects. Issue uses the term Job Task Analysis (JTA), but the subcommittee recommends using the phrase “Competency and Curriculum framework” in place of JTA. At the April 2017 Executive Board Meeting, the Board approved the use of these terms in the charge with JTA in parenthesis.
- i) During the 2016 CFP biennial meeting, an issue to revise VNRFRPS Standard 4 – Uniform Inspection Program was submitted and approved. FDA has drafted a revision to the Standard, but there is no indication for the implementation date. In light of ongoing work on a National Curriculum Standard and with an upcoming implementation of a revised Standard 4, the Subcommittee determined it would be premature to suggest revisions to VNRFRPS Standard 2 – Trained Regulatory Staff at this time. This subcommittee recommends this charge be continued by the PSC during the next biennium to continue monitoring ongoing progress.

2. Charges COMPLETED and the rationale for each specific recommendation:

- a.
- b.

3. Charges INCOMPLETE and to be continued to next biennium:

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 Standard 2 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.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

No requested Executive Board action at this time; all committee requests and recommendations are included as an Issue submittal.

1. LISTING OF CFP ISSUES TO BE SUBMITTED BY COMMITTEE: Issue #1: PSC6 – Recommendations for the training of food safety regulatory professionals

a. List of content documents submitted with this Issue:

(1) None submitted

b. List of supporting attachments:

(1) See Issue titled: Report – 2016-2018 Program Standards Committee (PSC); Attachment title: Issue 2016 II-015

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subcommittee report

Background

(2) See Issue titled: Report – 2016-2018 Program Standards Committee; Attachment title: CFP Report on NCS

Information

(3) See Issue titled: Report – 2016-2018 Program Standards Committee; Attachment title: CFP Report Background