

Conference for Food Protection 2006-2008
Executive Board Meeting Committee Update

Council II – Certification of Food Safety Regulation Professionals
(CFSRP)
Work Group Report

Date of Committee Report: March 9, 2007

Submitted By: Dr. David McSwane, Indiana University
John Marcello, Food and Drug Administration
Work Group Co-Chairs

Committee Charge(s):

- Administer and coordinate the CFP Assessment of Training Needs (ATN) Pilot Project;
- Analyze the results from the CFP ATN Pilot Project and provide a report to the 2008 Conference that summarizes the projects results;
- Address issues identified in the CFP CFSRP work group report to the 2006 Conference; and
- Work with FDA to determine what impact reducing the minimum number of standardization inspections in Standard 2 (Voluntary National Retail Food Regulatory Program Standards), from 8 to 4 has on the scoring procedure. FDA is to assist the work group in determining whether the scoring system needs to be modified to accommodate a procedure that is based on 4 minimum inspections.

Committee Members:

CFP CFSRP Membership List is contained at the end of this report as Attachment A

Progress Report/Committee Activities:

CFP Assessment of Training Needs Pilot Project – Action Plan/Time Line/Status

The key pilot project dates that participating jurisdictions need to keep track of are noted in **BOLD** in the table below.

Completion Date	Pilot Project Action Item/Initiative	Status
April, 2006	Solicitation of jurisdictions for Pilot Project at the CFP meeting and distribution of Fact Sheet to prospective Pilot Project participants.	Completed
May, 2006	Gap analysis / solicitation of jurisdictions with emphasis on selection of demographically representative jurisdictions.	Completed
May 31, 2006	Final date for receipt of applications from jurisdictions interested in participating in the pilot project.	Completed
June, 2006	Selection of jurisdictions to participate in the pilot project. Jurisdictions notified of their selection to participate.	Completed
June, 2006	Send out Pilot Project packages to selected jurisdictions	Completed

Completion Date	Pilot Project Action Item/Initiative	Status
July, 2006	Conference calls with selected jurisdictions (Participants in the Pilot Project will be provided an overview of Pilot Project objectives, goals, methodology, data collection, etc.)	Completed
January, 2007	Interim conference call with jurisdictions (Overview of progress; solicitation of questions, reminder of deadlines etc.)	Completed
June, 2007	Conference call with selected jurisdictions (Preparing the final pilot project feedback report; solicitation of questions; clarification of expectation, etc.)	
July, 2007	Completion of field component of Pilot Project and collection of completed pilot project feedback reports from jurisdictions. Jurisdiction's pilot project feedback reports are due no later than July 31, 2007	
Aug. – Nov., 2007	CFP Workgroup review, analysis, summary and development of Pilot Project results into Conference report and issues.	
Sept 14-16, 2007	CFP CFSRP face-to-face meeting to analyze results from the pilot study and coordinate an action plan and time line for developing recommendations pertaining to the Assessment of Training Needs process and submitting a report to the 2008 Conference	
October, 2007	Conduct a focus group with 6-8 randomly selected jurisdictions from the pilot project to review Project outcomes and conclusions drafted by the CFP work group.	

Significant Pilot Project Outcomes To Date

- 32 State/Local/Tribal jurisdictions enrolled to date – Attachment B contains a matrix that summarizes the demographic characteristics of the participating jurisdictions.
- During mid-term conference calls, jurisdictions reported that they had used the Assessment of Training Needs process and forms to train a total of 99 Food Safety Inspection Officers (FSIOs). These same jurisdictions anticipate that a total of 50 more FSIOs will be put through the ATN process over the remaining months of the pilot project.
- The CFP CFSRP will use the SPSS statistical package to facilitate data entry and analysis and the production of summary reports for information received from the Pilot Project Jurisdiction Feedback Form. Work Group members are currently testing the data entry and report producing capabilities of the software program.
- Initial anecdotal feedback from jurisdictions participating in the ATN pilot project is very positive. Input from the pilot jurisdictions indicates the process provides a structured approach for effectively preparing new hires and staff newly hired to the regulatory retail food program to conduct independent foodservice and retail food store inspections.

CFP CFSRP Work Group Issues Potentially Impacting Standard 2

A total of four issues, either identified in the CFP CFSRP Work Group 2006 Conference Report or submitted as charges by the Conference, are currently being addressed by the work group. These issues pertain to:

1. Determining whether there is a need to reassess the written examination options listed in Step 1 of Program Standard #2;
2. Reassessing whether the Application Courses identified in Appendix B-1 of Program Standard No. 2 should be listed as required rather than recommended courses;
3. Clarifying the qualifications needed by individuals who are responsible for conducting an Assessment of Training Needs; and
4. Determining what impact lowering the minimum number of standardization inspections from 8 to 4 has on FDA's process for scoring a candidate's performance.

The Co-Chairs have provided a format for the work group to review the pertinent information and develop recommended actions for each of these issues. A backgrounder for each issue is developed that contains:

- Statement of the Issue
- References to use in considering the Issue
- Background on the Issue
- Current Environment
- Work Group Member Expected Action

These are distributed to work group members approximately three weeks prior to the conference call on which they will be discussed. Work Group members have an opportunity to submit recommendations to the Co-Chairs for work group consideration.

Progress to Date:

- Issue #1 – Work Group has reached consensus that the language in Step 1 of Standard 2, pertaining to written examination options, should remain as is;
- Issue #2 – The work group has tabled the issue pertaining to the Application Courses in Appendix B-1 of Standard 2 until information from the Assessment of Training Needs Pilot Project can be reviewed and discussed. The work group will address this Issue at its face-to-face meeting in September.
- Issue #3 – Backgrounder has been prepared on ‘who can conduct an Assessment of Training Needs’. The issue will be discussed during the work group’s 3-22-07 conference call.
- Issue #4 – Backgrounder has been prepared on ‘what impact reducing the minimum of standardization inspections from 8 to 4 has on the FDA scoring system for candidate performance. This issue will be discussed during the work group’s 3-22-07 conference call

Requested Actions:

Work Group members, through consensus agreement, have indicated to the Co-Chairs their desire to review and discuss the Issue pertaining to incorporating a Bachelor’s degree requirement as part of the criteria for Program Standard #2 – Trained Regulatory Staff. The work group has requested FDA to provide a summary of the considerations/reasons behind the agency’s decision not to accept the 2006 Conference recommendation to incorporate a Bachelor’s degree requirement into the Standard 2 criteria.

The Co-Chairs are requesting verification from the CFP Executive Board as to whether the CFP CFSRP work group can consider this issue. The CFP CFSRP work group’s primary focus has been on the Program Standard 2 criteria. This Issue, however, was not presented to the work group via a CFP Issue nor is it contained in the CFP CFSRP 2006 report to the Conference. Given the work group’s focus on criteria pertaining to trained regulatory staff, can the Co-Chairs facilitate a discussion of this Issue within the work group with the intent of looking for a solution that might address some of FDA’s concerns?

CERTIFICATION OF FOOD SAFETY REGULATION PROFESSIONALS WORK GROUP

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**CFP ASSESSMENT OF TRAINING NEEDS PILOT PROJECT
DEMOGRAPHICS OF JURISDICTIONS THAT HAVE SUBMITTED APPLICATIONS**

#	Jurisdiction	REGION					JURISDICTION TYPE							NUMBER OF FOOD PERMITS					
		NE	SE	CE	SW	PA	Fed.	State	County	City	District	Tribal	Other	<500	500 to 1000	1001 to 2000	2001 to 5000	5001 To 10,000	Over 10,000
1	West Hartfield-Bloomfield H.D., CT	X									X			X					
2	Commonwealth of Massachusetts, MA	X						X						coalition					
3	Rhode Island Department of Health, RI	X						X										X	
4	Florida Department of Agriculture, FL		X					X											X
5	City of Columbus Health Department, OH			X						X									
6	DuPage County Health Department, IL			X					X								X		
7	Howard County Health Department, IN			X					X					X					
8	Indiana State Department of Health, IN			X				X						X					
9	Minnesota Department of Agriculture, MN			X				X										X	
10	Minnesota Department of Health, MN			X				X										X	
11	Olmsted County Health Department, MN			X					X					X					
12	Fairfax County Health Department., VA			X					X								X		
13	Kansas Dept. of Health & Environment, KS				X			X											X
14	Oklahoma State Department of Health, OK				X			X											X
15	Tulsa Health Department, OK				X					X							X		
16	Lubbock Health Department, TX				X					X					X				
17	Texas Dept. of State Health Services, TX				X			X											X
18	Wyoming Department of Agriculture, WY				X			X									X		
19	Municipality of Anchorage, AK					X				X					X				
20	State of Alaska, Dept of Cons., AK					X		X									X		
21	Gila River Indian Community, AZ					X						X		X					
22	Maricopa County Environmental H.S., AZ					X			X										X
23	Pima County Health Department, AZ					X			X								X		
24	County of Santa Clara, CA					X			X									X	
25	Yellowstone City-County H.D., MT					X			X					X					
26	Southern Nevada Health District, NV					X					X								X
27	Multnomah County Health Dept., OR					X			X							X			
28	Oregon Department of Agriculture, OR					X		X										X	
29	Clark County Health Department, WA					X			X						X				
30	Seattle and King County Public Health, WA					X			X									X	
31	Tacoma-Pierce Co. Health Dept, WA					X			X							X			
32	Whatcom County Health Dept., WA					X			X						X				
	TOTAL	3	1	8	6	14	0	12	13	4	2	1	0	5	2	3	8	6	6