

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

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

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**Date of Committee Report:** July 20, 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.

<b>Completion Date</b>	<b>Pilot Project Action Item/Initiative</b>	<b>Status</b>
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	<b>Interim conference call with jurisdictions (Overview of progress; solicitation of questions, reminder of deadlines etc.)</b>	Completed
June, 2007	<b>Conference call with selected jurisdictions (Preparing the final pilot project feedback report; solicitation of questions; clarification of expectation, etc.)</b>	Completed
July, 2007	<b>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</b>	Ongoing
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	<b>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.</b>	

### 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.
- Conference calls completed in June to review completion of the pilot project Jurisdiction Feedback Forms that will be used to assimilate and analyze the data. Five of the original 32 jurisdictions were unable to train any FSIOs during the ATN Pilot Project. These five, highlighted with yellow background in Attachment B, either experience hiring freezes or transitions at key management levels that would have had oversight responsibility for overseeing the implementation of the ATN process.
- The remaining 25+ jurisdiction who were able to train FSIOs using the ATN protocol and forms more than exceed the minimum number of 20 the work group sought to attain at the beginning of the pilot project.
- The work group has received completed pilot project feedback forms from 9 of the participating jurisdictions. Participating jurisdictions have until July 31, 2007 to submit their feedback forms.

## **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 work group reached consensus that the language in the Instruction Guide for Conducting an Assessment of Training Needs must be revised to clarify that an ATN can be conducted by individuals who have completed all the Program Standards 2 training elements (Steps 1 through 3) but have not been standardized.
- 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 the focus of discussion work group's 7-31-07 conference call

### **NEW WORK GROUP CHARGE FROM CFP EXECUTIVE BOARD:**

The work group have begun deliberation on the its new charge from the CFP Executive Board pertaining to assessing a Bachelor's degree requirement as part of the criteria for Program Standard #2 – Trained Regulatory Staff.

- On May 30, a work group conference call was conducted which specifically focused on this issue. FDA provided 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 work group formed a sub-group to develop options/alternatives for Conference consideration that would take into account the CFP Voting Delegates decision to Incorporate a BA requirement while at the same time balancing FDA's concerns. Recommendations are to be developed prior to the work group's September face-to-face meeting in Chicago. This issue will be a primary agenda item for the work group's September meeting.

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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				
	<b>TOTAL</b>	<b>3</b>	<b>1</b>	<b>8</b>	<b>6</b>	<b>14</b>	<b>0</b>	<b>12</b>	<b>13</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>8</b>	<b>6</b>	<b>6</b>	