

Conference for Food Protection – Committee Periodic Report

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Approved 4/20/2016

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COMMITTEE NAME: Employee Food Safety Training Committee (EFST)

DATE OF REPORT: Initial fall progress report Spring progress report Second fall progress report
Date submitted: 3/24/2017 Date amended (if applicable): 34T Date accepted by Executive Board: 34T

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: Benjamin Chapman and Susan Quam, Co-Chairs

COMMITTEE CHARGE(S):

Issue # 2016 II-001

The Employee Food Safety Training Committee was re-created in Issue 2016 II-001 to continue work initiated during the 2014 – 2016 biennium from Issue 2014-II-011. Specific charges for the 2016 – 2018 biennium are to:

1. Identify what a food employee should know about food safety, prioritized by risk.
2. Develop a guidance document to include recommendations for appropriate operator, regulator, and/or third-party food safety training program(s); including the criteria for the program and learning objectives.
3. Report Committee findings and recommendations to the 2018 Conference for Food Protection Biennial Meeting.

COMMITTEE WORK PLAN AND TIMELINE:

This committee began addressing charges in September 2016 and meets monthly via conference call. The initial call in September reviewed the 2014-16 committee activities and outputs and creates a schedule to outline, develop and review sections of the guidance document.

Subsequent calls, beginning in October 2016 are being held to discuss sections of the document, writing responsibilities, review structure and consensus building. We will hold 14 calls between September 2016 and October 2017 and it is anticipated a draft guidance document will be completed in that time. A final call in November 2017 will be held to finalize the document and issue submission for CFP 2018.

COMMITTEE ACTIVITIES: **Dates of committee meetings or conference calls:**

- September 6, 2016
- October 4, 2016
- November 1, 2016
- December 6, 2016
- January 3, 2017
- February 14, 2017
- March 7, 2017

1. **Overview of committee activities:**

The committee has met seven times. The first meeting was dedicated to reviewing the 2014-2016 Employee Food Safety Training (EFST) Committee's work. The other meetings have been focused on discussing possible food employee training learning objectives (knowledge, skills and abilities) for the seven training topics identified by the 2014-2016 EFST Committee. We have been using a Google spreadsheet to allow all 56 committee members the ability to follow progress. If a member is not able to access the document, we would send out excel spreadsheets via email to keep them up to date. Approximately half of the committee (both voting and at-large) volunteered to draft learning objectives for the committee to review and debate during conference calls. It has taken six 1-hour conference calls to complete the initial review. The size of the committee and having active participation from most at-large, as well as all voting, members has slowed us down, but we are still making good progress. Because of the interest in the work of this committee and the expected guidance document produced, we wanted to make sure that all voice/ideas were able to be heard and discussed.

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

- a. All charges are still in progress.

3. **Status of charges still PENDING and activities yet to be completed:**

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- a. With the completion of the initial review of learning objectives, we estimate 50 percent of the work needed for charges 1 and 2 has been accomplished.
- b. The next step is develop a smaller workgroup to the take learning objectives defined by the full Committee and create a document that more succinctly delivers the learning objectives portion of the guidance document required by Charge #2. To best accomplish this, we would like to utilize committee members who are from training development organizations wo have volunteered to facilitate the workgroup in a one to two day, face-to-face meeting to be held in a central location. If possible, this meeting will coincide with another food safety meeting. The Committee Co-Chairs feel this is the best and most efficient way to create a concise set of learning objectives, without taking another four to six meetings to review. We would then hold conference calls with the entire committee to review the document, discuss possible changes and build consensus.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD: *No requested action at this time*

ATTACHMENTS:

1. *Content Documents:*

- a. *Committee Member Roster:* *See changes noted above under "requested action"* *No changes to previously approved roster*
"Committee Members Template" (Excel) available at: www.foodprotect.org/work/ Committee roster to be submitted as a PDF attachment to this report.
- b. *Committee Generated Content Documents (OPTIONAL):* *No draft content documents submitted at this time*

2. *Supporting Attachments (OPTIONAL):* *Not applicable*