

Conference for Food Protection – Committee FINAL Report

Template approved: 08/14/2013

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COMMITTEE NAME: Demonstration of Knowledge Committee (DoK)

COUNCIL or EXECUTIVE BOARD ASSIGNMENT: Council II

DATE OF REPORT: January 31, 2016

SUBMITTED BY: Michelle Haynes and Eric Moore, Co-Chairs

COMMITTEE CHARGE(s):

1. Review the current methods in Food Code Section 2-102.11 for demonstrating knowledge.
2. Identify the pros and cons of the existing methods in Food Code Section 2-102.11(A) and 2-102.11(C) for the Person in Charge to demonstrate knowledge.
3. In lieu of Food Code Section 2-102.11(A) and 2-102.11(C), identify methods that could be used to demonstrate knowledge if/when the Certified Food Protection Manager (CFPM) is not onsite.
4. Identify the pros and cons of alternative methods to demonstrate knowledge if/when the CFPM is not onsite. Although not limited to the following areas, the committee should assess the pros and cons of each alternative method in light of the following areas:
 - a. Differentiation between knowledge and application;
 - b. Emphasis on risk factors;
 - c. Ease of uniform assessment by regulators and industry;
 - d. Enabling the Person in Charge to demonstrate knowledge even when there is language barrier;
 - e. What corrective action should be taken when there is not a demonstration of knowledge from the Certified Food Protection Manager or the Person In Charge.
5. Report back to the 2016 Biennial Meeting.

COMMITTEE ACTIVITIES AND RECOMMENDATIONS:

1. Progress on Overall DoK Committee Activities:
 - a. The DoK Committee began actively addressing the charges starting with the first of many web conference calls in November 2014. Meeting records are detailed in Attachment II 2014-2016 DoK Meeting Record. After an initial review of the relevant Food Code section in question, committee members contributed their suggestions of pros, cons and alternative methods via email. The compilation was shared and vigorously discussed among the members during monthly web conference calls. Customized online surveys (see Attachment VII) were used to determine the selected statements that would be included in the final report.
 - b. The DoK committee was able to successfully complete the majority of its charges except Charge 4.
 - i. Charge 1, completed: *“Review the current methods in Food Code Section 2-102.11 for demonstrating knowledge.”*
 1. The review of Food Code Section 2-102.11 was completed by having committee members fill out a form (*Attachment III DoK Pro & Con Table*

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- 2-102.11) that classified each article in Food Code Section 2-102.11 as a pro or con.
 2. Each member was requested to provide an explanation for each article in section 2-102.11 for both pro and con point of view.
 3. This form was then compiled in to one list for use in completing Charge 2 and 3.
- ii. Charge 2, completed: *“Identify the pros and cons of the existing methods in Food Code Section 2-102.11(A) and 2-102.11(C) for the Person in Charge to demonstrate knowledge.”*
1. Member feedback from charge 1 was then compiled into two separate pro and cons documents:
 - a. Attachment IV 2014-2016 DoK Pro Con Listing 2013 FDA Food Code 2-102.11(A)
 - i. This document identifies the Pros and Cons determined by the committee through consensus that would be used to develop the DoK Final Survey that would be used to support the committee’s recommendations to the conference.
 - ii. Should the conference grant re-formation of the Demonstration of Knowledge Committee this document is recommended for use.
 - b. Attachment V 2014-2016 DoK Pro Con Listing 2013 FDA Food Code 2-102.11(C)
 - i. This document identifies the Pros and Cons determined by the committee through consensus that would be used to develop the DoK Final Survey that would be used to support the committee’s recommendations to the conference.
 - ii. Should the conference grant re-formation of the Demonstration of Knowledge Committee this document is recommended for use.
 2. Consensus for all pros and cons was reached by the Demonstration of Knowledge Committee
- iii. Charge 3, complete: *“In lieu of Food Code Section 2-102.11(A) and 2-102.11(C), identify methods that could be used to demonstrate knowledge if/when the CFPM is not onsite.”*
1. Member feedback obtained from charge 1 was then compiled into Attachment VI 2014-2016 DoK Alternative Methods to Demonstrating Knowledge.
 - a. This document provides 10 methods which food establishments are able to demonstrate knowledge in the absence of a CFPM.
 - b. These methods were determined through committee consensus.
 - c. Also included are is suggested alternative Food Code language for Section 2-102.11.
 - d. Should the conference grant re-formation of the Demonstration of Knowledge Committee this document is recommended for use.

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- iv. Charge 4, incomplete. *“Identify the pros and cons of alternative methods to demonstrate knowledge if/when the CFPM is not onsite. Although not limited to the following areas, the Committee should assess the pros and cons of each alternative method in light of the following areas:*
 - a. *Differentiation between knowledge and application;*
 - b. *Emphasis on risk factors;*
 - c. *Ease of uniform assessment by regulators and industry;*
 - d. *Enabling the Person in Charge to demonstrate knowledge even when there is a language barrier;*
 - e. *What corrective action should be taken when there is not a demonstration of knowledge from the Certified Food Protection Manager or the Person in Charge?”*
1. Due to time constraints, the DoK Committee was unable to address Charge 4. It is the Committee’s desire to be re-created and charged with completing this charge from the 2014 CFP Biennial Meeting using the methods outlined in Attachment VI Alternative Methods for Demonstrating Knowledge.

2. Recommendations for consideration by Council II:

- a. The committee recommends that the Council II acknowledge the final report, including Attachments I-VII.
- b. The DoK Committee will submit an issue to recommend re-creation of the committee in order to complete the charges originally assigned during the CFP 2014 Biennial Meeting, utilizing Attachments II-VII as reference documents.

CFP ISSUES TO BE SUBMITTED BY COMMITTEE:

1. Report – Demonstration of Knowledge Committee

The committee seeks acknowledgement of the DoK Committee report including the Attachments I-VII and thanks the committee members for their work.

2. Re-Create – Demonstration of Knowledge Committee

Recreate the Demonstration of Knowledge (DoK) Committee following the CFP 2016 Biennial Meeting with the following charges:

- a. Review findings of 2014-2016 DoK Charge 2 *“Identify the pros and cons of the existing methods in Food Code Section 2-102.11(A) and 2-102.11(C) for the Person in Charge to demonstrate knowledge.”* using the following:
 - i. Attachment IV 2014-2016 DoK Pro Con Listing 2013 FDA Food Code 2-102.11(A)
- b. Attachment V 2014-2016 DoK Pro Con Listing 2013 FDA Food Code 2-102.11(C) Continue evaluation of 2014-2016 DoK Committees original Charge 4: *“Identify the pros and cons of alternative methods to demonstrate knowledge if/when the CFPM is not onsite. Although not limited to the following areas, the Committee should assess the pros and cons of each alternative method in light of the following areas:*
 - a. *Differentiation between knowledge and application;*
 - b. *Emphasis on risk factors;*
 - c. *Ease of uniform assessment by regulators and industry;*

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- d. Enabling the Person in Charge to demonstrate knowledge even when there is a language barrier;*
- e. What corrective action should be taken when there is not a demonstration of knowledge from the Certified Food Protection Manager or the Person in Charge?” using the following:*
 - i Attachment VI 2014-2016 DoK Alternative Methods to Demonstrating Knowledge*
- c. Propose alternative methods as recommended FDA Food Code language
- d. Present their findings at the CFP 2018 Biennial Meeting.

ATTACHMENTS:

- I. 2014-2016 DoK Roster
- II. 2014-2016 DoK Meeting Record
- III. 2014-2016 DoK Pro Con Table 2-102.11 Template
- IV. 2014-2016 DoK Pro Con Listing 2013 FDA Food Code, section 2-102.11(A)
- V. 2014-2016 DoK Pro Con Listing 2013 FDA Food Code, section 2-102.11(C)
- VI. 2014-2016 DoK Alternative Methods of Demonstrating Knowledge
- VII. 2014-2016 DoK Final Survey Results