

Committee Final Reports are considered DRAFT until acknowledged by Council or accepted by the Executive Board

COMMITTEE NAME: Employee Food Safety Training (EFST) Committee

DATE OF FINAL REPORT: November 10, 2017

COMMITTEE ASSIGNMENT: ☐ Council I ☒ Council II ☐ Council III ☐ Executive Board

REPORT SUBMITTED BY: Susan Quam and Dr. Ben Chapman, 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 met monthly via conference call. The initial call in September reviewed the 2014-16 Employee Food Safety Training Committee's activities and outputs and created a schedule to outline, develop and review sections of the guidance document. Subsequent calls, beginning in October 2016, were held to discuss sections of the document, writing responsibilities, review structure and consensus building. We held 12 calls between September 2016 and October 2017 to complete the draft guidance document. On July 20-21, 2017 work group had a face-to-face meeting in Chicago to take an in-depth look and review of the full committee's Employee Food Safety Training learning objectives. A final call in November 2017 was held to finalize the document and Issue submission for the CFP 2018 biennial meeting.

COMMITTEE ACTIVITIES:

1. Dates of committee meetings or conference calls:

- a. September 6, 2016
- b. October 4, 2016
- c. November 1, 2016
- d. December 6, 2016
- e. January 3, 2017
- f. February 14, 2017
- g. March 7, 2017
- h. April 4, 2017
- i. May 2, 2017
- j. June 6, 2017
- k. August 1, 2017
- l. September 5, 2017
- m. November 7, 2017

2. Overview of committee activities:

The committee met 13 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. Six 1-hour conference calls were held to complete the initial review. The size of the committee and active participation from most at-large, as well as all voting, members slowed down the process, however all of meetings had lively discussion and debate. Because of the interest in the work of this committee and the expected guidance document produced, the co-chairs wanted to make

sure that all voice/ideas were able to be heard and discussed, before moving to the next step.

Based on the amount of time needed to review the initial draft of learning objectives and the amount of time left for the committee to complete its charge, the co-chairs called for volunteers to convene for a face to face work group meeting to edit and create the next draft of learning objectives. After the work group fine-tuned the learning objectives, it was returned to the full committee for review, input, changes and then consensus on a final document.

On July 20-21, 2017 the work group met in Chicago to take an in-depth look and review of the full committee's Employee Food Safety Training learning objectives.

The work group included:

Ben Chapman

Betsy Craig (facilitator)

Ashley Eisenbeiser

Emilee Follett (facilitator)

Kathleen Gosser

Jennifer Jobrack

Jay Lerdal (facilitator)

Geoff Luebke

William Weichelt

The work group went line-by-line through the full committee created/reviewed 62 objectives. The work group, facilitated by Betsy Craig, Jay Lerdal and Emilee Follett took an approach of "kill, combine or edit." Following the pairing exercise, the subcommittee assigned knowledge, skills and aspirations to the output as well as Food Code references

This output was presented back to the full committee on August 1, 2017 by the work group. Discussion and consensus was achieved via email on many objectives and sub objectives with additional feedback due from committee members by August 15. The committee met via conference call on September 6 to further discuss and fine tune the objectives. The final draft of the learning objectives was sent to the committee in early November and the committee approved them on November 7, 2017.

The committee had robust discussion on whether to include instructions on course design for instructional designers, managers and operators, along with learning objectives. The consensus of the committee was that instructional design guidance (such as delivery methods or length of instruction) would be too prescriptive and would hinder use of the committee's learning objectives. Course delivery methods vary greatly in order to adapt to the individual learner and the committee determined that training providers needed to have flexibility in order to meet the specific demands of the learners.

The committee also discussed maintenance of the learning objectives document. The committee agreed the learning objections should be reviewed following release of a new FDA Food Code version. Based on the current Food Code schedule, the committee agreed to recommend a new Employee Food Safety Training committee be formed at the 2022 Biennial Meeting to review potential updates.

Please see the attached **Employee Food Safety Training Guidance Document**.

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

a. Charge 1: Identify what a food employee should know about food safety, prioritized by risk.

This charge was completed by the 2014-2016 committee. The current committee reviewed the document presented at the 2016 Biennial meeting and made no changes. The Task-1-deliverable-topics-final. is attached.

b. Charge 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.

The CFP Committee-EFST-objectives document outlines the learning objectives developed by the committee. The first draft of learning objectives was developed by the full 56-member committee. The second draft of the objectives was developed by a work group that met face to face. This group took the full committee's work and refined it to better meet the charge. The second draft was sent to the full committee for review, revisions and then final approval. The committee had robust discussion on whether to include instructions on course design for instructional designers, managers and operators, along with learning objectives. The consensus of the committee was that instructional design guidance (such as delivery methods or length of instruction) would be too prescriptive and would hinder use of the committee's learning objectives. Course delivery methods vary greatly in order to adapt to the individual learner and the committee determined that training providers needed to have flexibility in order to meet the specific demands of the learners.

The committee agreed on November 7, 2017 that it had completed Charge 2 with the attached document titled *Employee Food Safety Training Guidance Document*

c. **Charge 3: Report Committee findings and recommendations to the 2018 Conference for Food Protection Biennial Meeting**
2018 Issue will be submitted along with this report.

4. Charges *INCOMPLETE* and to be continued to next biennium: *NONE*

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

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

LISTING OF CFP ISSUES TO BE SUBMITTED BY COMMITTEE:

1. **Issue #1: Report – Employee Food Safety Training (EFST) Committee.** A request for acknowledgment of final committee report, thanking the committee members for all their work, and recommending that the Conference disband the committee because all assigned charges have been completed.

a. List of content documents submitted with this Issue:

- (a.1) 2016 – 2018 Employee Food Safety Committee Final Report (see attached PDF)
- (a.2) 2016 – 2018 Employee Food Safety Committee Member Roster (see attached PDF)
- (a.3) Employee Food Safety Training Guidance Document (see attached PDF)
- (a.4) Task-1-deliverable-topics-final (see attached PDF)

b. List of supporting attachments: ☒ *No supporting attachments submitted*

2. **Issue #2: EFST 2 – Posting of EFST Guidance Document on CFP Website.** A request to approve the Employee Food Safety Training Guidance Document developed by the EFST Committee and post it as a PDF on the CFP Website as a Conference-Developed guidance document.

a. List of content documents submitted with this Issue:

Document titled: "Employee Food Safety Training Guidance Document" attached to Issue #1.

b. List of supporting attachments: ☒ *No supporting attachments submitted*

2016 - 2018 Employee Food Safety Training Committee

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