

POLICY AND PROCEDURE

SUBJECT/TITLE:	Food Safety Training & Evaluation
SCOPE:	Environmental Health
CONTACT PERSON & DIVISION:	Stephanie Zmuda, RS, Environmental Health Director
ORIGINAL DATE ADOPTED:	July 12, 2016
LATEST EFFECTIVE DATE:	July 12, 2016
REVIEW/REVISION DATE(S):	July 2017
REVIEW FREQUENCY:	Annually, or as needed
TOTAL # OF PAGES:	4
BOH APPROVAL DATE:	

PURPOSE

The purpose of this document is to provide environmental staff training guidance to build and maintain the knowledge, skills, and abilities necessary to conduct quality food inspections, complaint investigations and to effectively respond to food emergency events, as well as stay informed of current food safety issues and technologies. The policy ensures staff working in the food safety program, both new and experienced, will receive ongoing training in order to remain current regarding all aspects of the program.

POLICY

It is the policy of the Galion City Health Department that food safety and concern for public health are the first priorities of the food safety program. Food safety program staff need to have the knowledge, skills, and abilities to effectively perform their role in preventing foodborne illness. Therefore, food safety program staff are required to adhere to training requirements set forth in Appendix A: New Food Safety Program Staff Training; and Appendix B: Ongoing Food Safety Program Staff Training, as applicable.

BACKGROUND

The role of environmental health professionals in food safety is protecting the public from foodborne illness through prevention, intervention and rapid response. This includes the following aspects: promotion of active managerial control of foodborne illness risk factors through education; licensure, inspection and enforcement procedures to achieve compliance with retail food and food service regulatory requirements; and rapid response investigation of food-related incidents that involve illness, injury, unintentional or deliberate food contamination. Effectively training employees helps to reduce the likelihood and overall incidence of foodborne illness in the City of Galion.

PROCEDURES & STANDARD OPERATING GUIDELINES

New Food Safety Program Staff Training

All sanitarians newly assigned to the Food Safety Program will be required to review the most current version of the Ohio Uniform Food Safety Code (OUFSC) during their initial week in the program. This will allow the sanitarians to become acquainted with the requirements of the code, as well as the format.

Sanitarians with limited experience working in the food program will be required to accompany a sanitarian currently assigned to the program in the field to observe standard, critical control point, process review, and follow-up inspections for a minimum of one week. Additionally, the newly-assigned sanitarian will observe the process of documenting the inspections and using the correct forms. A sanitarian with limited experience may also accompany a sanitarian from

another local health department or a Food Safety Specialist with Ohio Department of Agriculture or Ohio Department of Health, if available.

During this observation period, the sanitarian will also be trained in the use of HealthSpace in order to conduct inspections. Understanding the software is a critical portion of the program, and sanitarians will not be released to conduct inspections independently until this skill has been developed. It is understood ongoing training regarding the software will be required, however a basic understanding of the system is necessary to properly conduct food safety inspections.

Once the observation period has been completed, the newly-assigned sanitarian will conduct a minimum of one standard, critical control point, process review, and follow up inspection under the observation of the EH Director. The sanitarian will complete the inspections and document them on the proper form using Health Space. The EH Director will review the inspection reports prior to them being reviewed with operator.

When a sanitarian with experience working in a food safety program at a local health department is assigned to the program, the EH Director will conduct a field evaluation with the sanitarian. If the sanitarian is not found to be ready to work independently they will complete the observation process described above, and complete an additional field evaluation with the EH Director.

When the EH Director is satisfied a sanitarian has a basic understanding of the Ohio Uniform Food Safety Code, the inspection process, and documenting the inspections, the sanitarian will begin conducting inspections independently. The EH Director will review the sanitarian's inspection reports on a daily basis for at least one month in order to identify any concerns or inconsistencies, and the EH Director will review this information with the sanitarian as needed.

The following training components are to be completed by sanitarians with limited experience in the Food Safety Program within 30 days of hire:

- Food Safety: Audio Podcast, *19 min.*
Sponsor: NACCHO
Method of Delivery: Online
OhioTRAIN Course ID: 1051402
- Basics of Inspections: Issues and Observations
Sponsor: FDA
Method of Delivery: Online
Course ID: FDA39
Available at: <http://www.eduneering.com/Partners/fdaora>
- Legal Aspects of Public Health Food Safety, *60 min.*
Sponsor: Northwest Center for Public Health Practice
Method of Delivery: Online
OhioTRAIN Course ID: 1048259

The situation at Galion City Health Department is unique in that there may only be one sanitarian employed by the department, the EH Director. Only EH Director candidates with experience in the Food Safety Program will be considered for the position. The Health Commissioner may use any one or a combination of the following to determine whether a new EH Director is prepared to conduct inspections independently: evaluation by the Health Commissioner if he/she is a Registered Sanitarian with experience in the Food Safety Program, evaluation by the EH Director from Shelby City Health Department according to the MOU with that department for the evaluation of the EH Directors' performance in the Food Safety Program, or evaluation by a Food Safety Specialist from Ohio Department of Agriculture or Ohio Department of Health.

The following training is also to be completed by food safety program staff within 6 months of hire, unless ServSafe Food Protection Manager (Level 2) certification is current:

- ServSafe Food Protection Manager, *15 hr.*
Sponsor: National Restaurant Association
Method of Delivery: Classroom or Online
Renewal Requirement: 5 years
- Foodborne Illness Investigations (series)
Sponsor: FDA
Method of Delivery: Online
 - Collecting Surveillance Data, *90 min.*
Course ID: FI01
 - Beginning the Investigation, *90 min.*
Course ID: FI02
 - Expanding the Investigation, *90 min.*
Course ID: FI03
 - Conducting a Food Hazard Review, *90 min.*
Course ID: FI04
 - Epidemiological Statistics, *90 min.*
Course ID: FI05
 - Final Report, *30 min.*
Course ID: FI06

Ongoing Food Safety Program Staff Training

All sanitarians working in the Food Safety Program will be required to obtain a minimum of 18 continuing education units (CEUs) annually in order to maintain their status as either a Registered Sanitarian or Sanitarian In-Training. A portion of these CEUs will be required to pertain to food safety. All sanitarians working in the Food Safety Program will be required to attend any trainings pertaining to changes to the Ohio Uniform Food Safety Code. Sanitarians may also be required to attend training sessions where CEUs are not offered. This will depend on the subject matter being presented, and the Health Commissioner and/or EH Director's discretion.

The trainings attended by sanitarians will be conducted by reputable entities including the following: Ohio Department of Agriculture, Ohio Department of Health, Ohio Environmental Health Association, and Association of Ohio Health Commissioners.

The following training requirements are to be completed annually:

- Attendance at a regional or state conference, training, or workgroup with food safety subject matter for a minimum contact time of six (6) hours.
- Completion of one (1) classroom or independent study course with food safety subject matter.

Food Safety Program Staff Evaluation

Field evaluation for each sanitarian working in the program will be conducted on an annual basis. Field evaluations will be conducted: for the EH Director, by the EH Director with Shelby City Health Department according to the MOU with that department for the evaluation of the EH Directors' performance in the Food Safety Program; or for a staff

sanitarian, by the EH Director. This will allow the Health Commissioner and/or EH Director to ensure sanitarians are properly enforcing the Ohio Uniform Food Safety Code, properly documenting their inspections, providing the necessary education to operators, and providing their operators with excellent customer service. The evaluations will also allow the EH Director to evaluate the overall consistency of the staff in conducting inspections and identifying violations. It will be the EH Director's responsibility to evaluate the data collected from the field evaluations, and make the necessary corrections to the program to ensure the inspections are conducted in the most consistent manner possible.

CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Stephanie Zmuda
2. Trish Factor

APPENDICES

Appendix A – Memorandum of Understanding Between Galion City Health Department & Shelby City Health Department for Evaluation of the Environmental Health Directors' Performance in the Food Safety Program

SIGNATURES

Trish Factor, MPH, MCHES, CHEP
Health Commissioner

_____/_____/_____
Date



**MEMORANDUM OF UNDERSTANDING
BETWEEN GALION CITY HEALTH DEPARTMENT & SHELBY CITY HEALTH DEPARTMENT
FOR EVALUATION OF THE ENVIRONMENTAL HEALTH DIRECTORS' PERFORMANCE IN THE
FOOD SAFETY PROGRAM**

This Memorandum of Understanding is made and entered into this 16th day of June, 2016, into by and between the Galion City Health Department, hereinafter referred to as GCHD, and the Shelby City Health Department, hereinafter referred to as SCHD, for the purpose of evaluation of the Environmental Health Directors' performance in the food safety program.

WHEREAS, each local health department is responsible for evaluating its food program sanitarians; and

WHEREAS, there exists at GCHD and SCHD a lack of qualified senior personnel to perform evaluation of the Environmental Health Directors' performance in the food safety program; and

WHEREAS, GCHD and SCHD each employ knowledgeable individuals, Registered Sanitarians licensed to practice environmental health in the State of Ohio, in the position of Environmental Health Director;

NOW THEREFORE, Galion City Health Department and Shelby City Health Department have agreed to collaborate in said evaluation according the terms expressed in this memorandum.

Section 1. Responsibilities

Each of the Environmental Health Directors employed by GCHD and SCHD shall, in a satisfactory and proper manner, perform field evaluation of the other's performance in the areas of communication, inspection equipment, code knowledge, demonstration of good inspection practices, and report writing.

Evaluation methods will include direct observation of inspection practices and a comparison of the findings from inspection(s) within an establishment to ensure each sanitarian correctly identifies and documents violations. Inspections may be one or a combination of standard, critical control point, and process review inspections.

Each Environmental Health Director will provide an evaluation report to the other on the form marked Exhibit A and will also keep the report on file for a period of five (5) years after termination of this agreement.

Each department will purchase the equipment and supplies necessary to conduct an inspection.

Inspections will be conducted on an annual basis unless an alternate inspection frequency is mutually agreed upon and documented by the Environmental Health Directors.



Inspections will be conducted in each health district on a rotating basis.

Section 2. Compensation

There will be no compensation involved as the evaluation service provided will be reciprocated.

Section 3. Term

The term of this agreement shall begin immediately upon obtaining signatures of both parties, and shall end thirty (30) days following written notification of the termination of this agreement by either party. Termination of this agreement can be with or without cause.

Section 4. Amendments

Any revisions in the agreement will require approval and will be by written instrument signed by both parties.

Section 5. Compliance with Applicable Laws, Regulations & Policies

Both parties understand that this memorandum is intended to be in compliance with Ohio Revised and Administrative Code Chapter 3717, and all applicable federal, state, and local laws, regulations, and policies of GCHD and SCHD. Any part of this agreement that is in conflict with aforementioned laws, regulations, or policies shall be deemed invalid. The balance of the agreement shall survive and remain in full force and effect.

Section 6. Indemnify and Hold Harmless

Each party agrees to indemnify and hold harmless the other party and its officers, employees, and agents from any liability or claim of liability which might arise out of the provision of the services as described herein, without limitation.

SHELBY CITY HEALTH DEPARTMENT

By *Steven L Schag*
BOH President

And *Ajay Chawla*
Ajay Chawla, MD
Health Commissioner / Medical Director

Date 6-16-16

GALION CITY HEALTH DEPARTMENT

By *Kathryn Storch*
BOH President

And *Trish Factor*
Trish Factor, MPH, MCHES, CHEP
Health Commissioner

Date 6/14/16

Evaluation of Inspecting Sanitarian – Food Safety Program

Inspecting Sanitarian Name & Title: _____

Evaluating Sanitarian Name & Title: _____

Facility Name & Address: _____

Type of Inspection: Standard ☐ Critical Control Point ☐ Process Review ☐

Communication

- interacts in a professional manner with persons-in-charge, managers, and food employees yes ☐ no ☐
- questions personnel when necessary during inspection yes ☐ no ☐
- explanations of public health principles and code requirements are clear and accurate yes ☐ no ☐

Inspection Equipment

- appropriate equipment is available and properly used:

applicable codes	yes <input type="checkbox"/> no <input type="checkbox"/>	chlorine sanitizer test kit	yes <input type="checkbox"/> no <input type="checkbox"/>
inspection forms	yes <input type="checkbox"/> no <input type="checkbox"/>	QAC sanitizer test kit	yes <input type="checkbox"/> no <input type="checkbox"/>
hair restraint	yes <input type="checkbox"/> no <input type="checkbox"/>	flashlight	yes <input type="checkbox"/> no <input type="checkbox"/>
alcohol swabs	yes <input type="checkbox"/> no <input type="checkbox"/>	light meter	yes <input type="checkbox"/> no <input type="checkbox"/>
maximum registering thermometer or 160°F temperature-sensitive tape			yes <input type="checkbox"/> no <input type="checkbox"/>
thermometer	yes <input type="checkbox"/> no <input type="checkbox"/>		
- (if yes, please identify thermometer types: probe – analog ☐; probe – digital ☐; infrared ☐)

Code Knowledge

- exhibits understanding of the Ohio Uniform Food Safety Code, its requirements and application yes ☐ no ☐
- inspection focuses on those items that are most likely to result in a food hazard yes ☐ no ☐

Demonstration of Good Inspection Practices

- demonstrates through personal practice:

hair control	yes <input type="checkbox"/> no <input type="checkbox"/>	checking food temperatures	yes <input type="checkbox"/> no <input type="checkbox"/>
handwashing	yes <input type="checkbox"/> no <input type="checkbox"/>	sanitizing probe thermometer	yes <input type="checkbox"/> no <input type="checkbox"/>

Inspection Report

- inspection report(s) are satisfactorily written, legible, and complete yes ☐ no ☐
- inspection report(s) are written in a manner that:

clearly describes the violation observed	yes <input type="checkbox"/> no <input type="checkbox"/>
cites the proper code section and states the code requirement	yes <input type="checkbox"/> no <input type="checkbox"/>
states the public health reasons for code requirement	yes <input type="checkbox"/> no <input type="checkbox"/>
i.e. prevent contamination, limit bacterial growth	

Comments:

Inspecting Sanitarian: _____

Date: _____

Evaluating Sanitarian: _____

Date: _____