SHA Seafood HACCP Segment Two Virtual Training Course Protocol

1. **Title**

   Seafood HACCP Alliance (SHA) Seafood HACCP Segment Two Virtual Training Course Protocol

2. **Purpose/Objectives/Goals**

   In response to the COVID-19 pandemic and heightened concern for spread through person-to-person contact, the Seafood HACCP Alliance (SHA) has **temporarily** instituted a Protocol for conducting Segment Two HACCP training courses through virtual learning platforms. The following Protocol outlines the requirements for Segment Two HACCP training course equivalency when conducting the training through virtual learning platforms. **The virtual learning Protocol will be effective through August 31, 2020.** This termination date will be reassessed and extended as necessary to accommodate current state and federal policies regarding social distancing.

3. **Course Equivalency Criteria**

   3.1. **Course registration and Supervisory Trainer (ST)**

       3.1.1. In a virtual learning space, there will be new administrative, electronic monitoring tools used to assure participant activity during the course. These should ensure course content and structure is equivalent to any in-person Segment Two HACCP training course.

       3.1.2. All virtual training must have at least one ST present for the duration of the training and a technical administrator (TA), see section 3.4.

       3.1.3. The ST is responsible for registering the course as a Virtual Segment Two HACCP Training course with AFDO prior to conducting the training.

       3.1.4. All virtual training registered with AFDO must follow the Protocols outlined in sections 3.2 - 3.10 below to meet the minimum qualifications for an equivalent in-person Segment Two HACCP training course.

   3.2. **Participant Identification and Verification**

       3.2.1. All participants must have video and audio connections for the duration (6.5 contact hours) of the training (excluding breaks) to ensure required course contact times are met

           3.2.1.1. Participants must ensure they have sufficient capabilities to participate in virtual HACCP training (video and audio connection, broadband internet, appropriate virtual platform software etc.)

           3.2.1.2. Participants must be familiar with virtual learning space and document sharing platforms prior to attending the training

           3.2.1.3. For those not familiar, recommend a 30 minute required troubleshooting session, in addition to the 6.5 contact hours.

       3.2.2. Virtual training may not exceed 20 participants and there must be a minimum of two qualified trainers for every 10 participants.

3.3. **Participant engagement**

    3.3.1. Trainers must be able to actively engage all participants for the duration of the virtual training. Trainer(s) must implement targeted strategies to ensure engagement in the virtual environment. The following should be considered and made clear in the course application:

        3.3.1.1. What virtual learning platform will be used?

        3.3.1.2. How will the trainer(s) ensure the following interactions?

            3.3.1.2.1. Trainer and participants

            3.3.1.2.2. Participants and other participants

            3.3.1.2.3. Participants and course materials (i.e. FDA Hazards Guide)

3.4. **Student Participation**:

    3.4.1. All virtual courses must have a Supervisory Trainer and a Technical Administrator (TA).

        3.4.1.1. The TA will ensure all students are meeting the training requirements (audio/video) and will monitor the online platform for questions/issues.

        3.4.1.2. Technical administrator MUST be someone other than the ST but can be a co-trainer.

        3.4.1.3. Any students who are not present for any portion of the training, for any reason, are not eligible for certification through AFDO unless the ST deems it necessary to accommodate additional contact time with those individuals due to extenuating circumstances.

        3.4.1.4. Additional contact time should occur within one week of the training date.

    3.4.2. Supervisory trainers must clearly outline specific procedures/techniques that will be implemented to ensure active participation from students. A recommended/example approach is provided below.

        3.4.2.1. Knowledge assessment can be used throughout the virtual training to ensure the students are engaged, listening and comprehending course content. Example assessments can be found in the virtual course agenda template.

        3.4.2.2. ST can engage in a "roll-call" in order to ensure participant attendance throughout the training. It is recommended that this occur before starting and after each break and breakout session.

        3.4.2.3. If not using knowledge assessment and roll call, how will you ensure active participation and learning are taking place?

3.5. **Group Activities**

    3.5.1. Group work is an integral component of the Segment Two HACCP training course learning objectives. The ST must assure their virtual learning platform can accommodate group work and collaboration among participants.

    3.5.2. The virtual learning platform must have the ability to break students into groups or minimize class size to accommodate a single group (no more than 5 participants)

        3.5.2.1. How will trainer(s) ensure all students are participating in group activities?

        3.5.2.2. How will participants collaborate on developing the product description form, hazard analysis form and HACCP plans?

        3.5.2.3. Will a file-sharing platform, such as Google documents be used?

        3.5.2.4. How will group presentations be conducted?

3.6. **Contact Time**

    3.6.1. Contact time for virtual training must meet the same 6.5 contact hours minimum as required by the in-person Segment Two HACCP training course. Adjustments to course contact hours must be

clearly justified and approved by AFDO prior to scheduling the virtual course.

3.7. **Course Evaluation**

    3.7.1. All virtual courses shall conclude with a course evaluation, which must be shared with AFDO upon completion. While supervisory trainers are responsible for developing their own course evaluation, the following questions MUST be included and submitted with course completion paperwork. Additional evaluation questions are at the discretion of the Supervisory Trainer.

        3.7.1.1. On a scale of 0-10 (0 = Not at all effective, 10 = Extremely effective) how effective did you find this virtual learning platform for this training?

        3.7.1.2. How confident were you about conducting a Hazard Analysis <u>BEFORE</u> attending this training (0 = Not at all confident, 10 = Extremely confident)?

        3.7.1.3. How confident were you about conducting a Hazard Analysis <u>AFTER</u> attending this training (0 = Not at all confident, 10 = Extremely confident)?

        3.7.1.4. How comfortable were you with developing a HACCP plan <u>BEFORE</u> attending this training (0 = Not at all comfortable, 10 = Extremely comfortable)?

        3.7.1.5. How comfortable were you with developing a HACCP plan <u>AFTER</u> attending this training (0 = Not at all comfortable, 10 = Extremely comfortable)?

3.8. **Training Record**

    3.8.1. It may be beneficial to record your training in the instance that there is a question regarding student's participation as it relates to the issuance of their completion certificate. If you choose to record the virtual training, AFDO can request to review up to 45 days after completion of the course.

    3.8.2. Trainers should include the following language in their registration and confirmation emails to participants: "This training may be recorded for training and/or auditing purposes."

3.9. **Training Materials**

    3.9.1. All relevant Segment Two training materials are required for the virtual course. STs must ensure the following required materials are used for the training:

        3.9.1.1. Participants must have a copy of the most recent version of the FDA Fish and Fishery Products Hazards and Controls Guidance

        3.9.1.2. The SHA Segment Two HACCP PowerPoint slides must be used to deliver course content and review.

        3.9.1.3. The SHA official models must be used for group activities.

3.10. Course completion paperwork

    3.10.1. Upon completion of a virtual segment two training the following course paperwork must be submitted to AFDO for review and issuance of certificates.

        3.10.1.1.1. Student information sheet, consider how these will be collected when using a virtual learning space.

        3.10.1.1.2. Seafood HACCP Instructor Worksheet (Excel spreadsheet)

        3.10.1.1.3. Segment One completion emails or past SHA certificate for each student

        3.10.1.1.4. Course evaluation (Section 3.7)

        3.10.1.1.5. Course invoice

Ultimately the virtual Segment Two HACCP training course should be equivalent in quality, content and contact time as any in-person Segment Two HACCP training course. Major deviations from in-person Segment Two HACCP training course Protocols include:

- Limitations on course size, maximum of 20 participants.
- At least one Supervisory Trainer and a Technical Administrator are required for all virtual training, up to 10 participants. Virtual courses in excess of 10 (but no more than 20) require a second qualified trainer to be present for the duration of the training.
- All students must have internet connectivity and audio/video capabilities to participate.
- All students must have a computer to participate. Students may not access the virtual learning platform from a cell phone.
- Students must participate individually from a computer. Groups may NOT share a single computer.
- Required evaluation questions submitted with course completion paperwork
- Trainer(s) must implement procedures/techniques that will ensure active participation from students (i.e. Knowledge assessments and roll call).

Other items of Note: The SHA-AFDO HACCP and SCP Training Protocol (October Edition) http://www.afdo.org/resources/Documents/SHA-AFDO%20PROTOCOL%2010.2019.pdf will still be followed at all times, including:

- Instructors must assure students have successfully completed the SHA's Basic HACCP course or the Cornell Internet Course (Segment One) prior to attending the Segment Two HACCP training course.
- Must abide by topical contact times listed in the Appendix I draft Agenda of this protocol, which includes at least 2 hours for conducting practical exercises.
- Projected costs of the course and registration fees must be consistent with SHA/AFDO's intention to minimize costs for training.
- Failure to conduct training according to the virtual training protocols may be cause for revocation of course registration or training qualification.
- All Trainers must be Qualified Trainers. Supervisory Trainers must be persons that have completed a Train-the-Trainer course.
- Course audits may be conducted on virtual courses to assure instructors are following the established Protocols.

Appendix I: Segment Two Seafood HACCP Virtual Training Course

Agenda

Introduction to (zoom) and troubleshooting - REQUIRED for those not familiar with virtual learning and document sharing platforms **(30 minutes)**

Orientation, Course Objectives and Introductions

Review of FDA Seafood HACCP Regulation (21 CFR Part 123) Fish and Fishery Products, and the 7 Principles of HACCP (30 minutes required)

Identify species and process-related food safety hazards and their associated control strategies using the FDA's *Fish and Fishery Products Hazards and Controls Guidance (FDA Hazards Guide)* **(60 minutes required)**

- Explain how to use Chapter 3, using Tables 3-2, 3-3, and 3-4
- Discuss use of the "Understand the Potential Hazard" section of each chapter
- Participants should identify the food safety hazards for the provided commodities (i.e. model provided by SHA)

Ex: Knowledge assessment (KA) 1: Seafood Hazards

1. Where in the hazards guide can you find more information on the hazard of allergens?
   a. Chapter 7
   b. Chapter 9
   c. Chapter 12
   d. Chapter 19

2. Where in the hazards guide can you find more information on the hazard of *Clostridium botulinum* toxin formation?
   a. Chapter 7
   b. Chapter 9
   c. Chapter 13
   d. Chapter 19

Break - Roll Call

Review Progressive Steps for Developing a HACCP Program (90-120 minutes required – be specific in your agenda)

- How to conduct a Hazard Analysis (i.e. product specification, flow diagram, and hazard analysis) using FDA Hazard's Guide (Chapter 2, Appendix 3 and a process model provided by SHA)

- Developing a hazard analysis and identifying controls using the same model as bullet one and utilizing the individual chapters in the FDA's Hazards Guide to understand and develop a hazard analysis and identify CCPs. Developing a HACCP plan using individual chapters of the FDA's Hazards Guide and the same process model as per this section.

Ex: Knowledge assessment (KA) 2: Identifying Hazards

1. Which of the following hazards **IS** a concern in Bluefish (*Pomatomus saltatrix*)?
    a. Parasites
    b. Natural Toxins
    c. Environmental Chemicals
    d. Aquaculture Drugs
2. Which of the following hazards **IS** a concern in Cod (*Gadus macrocephalus*)?
    a. Environmental Chemicals
    b. Scombrotoxin (Histamine)
    c. Natural Toxins
    d. Parasites

Lunch - Roll Call

Ex: Knowledge assessment (KA) 3: CCP's

1. On what page of the hazards guide can you find control strategies for aquaculture drugs?
    a. Page 193
    b. Page 201
    c. Page 245
    d. Page 297
2. On what page of the hazards guide can you find control strategies for glass inclusion?
    a. Page 385
    b. Page 398
    c. Page 245
    d. Page 297

Group Work Sessions using a new model (120 -180 minutes required – be specific in your agenda)

- Randomized pre-selected groups will be assigned one of the selected new models.
- Each group will develop a hazard analysis and a HACCP plan for their assigned model.

Presentation and Discussion of Group Work Sessions (60 minutes required)

- Groups will present their models: Hazards Identified, CCP's and final HACCP Plan.

Wrap-Up and Q&A (30 minutes required)

- Student info sheets distributed virtually prior to training and must be returned before.
- Require a short evaluation prior to signing off.