**Office of Training Education and Development (OTED)**

***This course announcement shall not be changed in any format.***



**FD218 Risk-Based Inspection Methods in Retail**

**Virtual Instructor-Led Training via Zoom**

**September 11--15, 2023, 11:30 AM – 4:30 PM (EST)**

**Pending Availability of FY23 Funds**

# Student Information

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| **COURSE DESCRIPTION** | This 5-day virtual instructor-led training course is designed to build upon concepts learned in FD215 Managing Retail Food Safety course and is designed to further enhance the knowledge, skills, and abilities of food safety inspection officers in conducting risk-based inspections. Course topics include food microbiology, communication techniques, assessing active managerial control (AMC), strategies used to focus inspections, and determining corrective actions. |
| **COURSE OBJECTIVES** | Upon completion, students will be able to:   * Apply foundational concepts related to risk-based routine inspections to evaluate the relative public health risk of various violations in given inspection scenarios. * Demonstrate the use of communication techniques to convey the public health significance of a given risk factor violation and obtain information necessary for determining code compliance and active managerial control in simulated inspection scenarios. * Apply time management and risk evaluation strategies to focus the inspection, set priorities, and determine inspection flow in mock inspection scenarios. * Apply strategies to determine code compliance and active managerial control of foodborne illness risk factors in simulated inspection scenarios. * Analyze inspectional evidence to determine appropriate immediate corrective actions for out-of-control risk factors during simulated inspection scenarios. * Demonstrate the ability to develop an appropriate long-term intervention strategy with industry during a mock inspection/role playing exercise. |
| **TARGET AUDIENCE** | This course is designed for federal, state, local, tribal, and territorial regulators conducting retail and food service establishment inspections.: |
| **PREREQUISITES** | All students must have completed the following course(s) prior to registering:  Prerequisite can be found on the **LearnEd** LMS <https://fdaoted.csod.com/>or ComplianceWire LMS [ComplianceWire](https://www.compliancewire.com/CW3/Standard/Authentication/LogIn)   * FD112 Food Code **OR** Food Code Web Course Series in ComplianceWire **OR** equivalent mastery approved by OTED Training Officer * CC8011W Communication Skills for Regulators * Food Microbiological Control Web Courses found in ComplianceWire (MIC01-MIC09; MIC13; MIC15-16)   + MIC01 Overview of Microbiology   + MIC02 Gram-Negative Rods   + MIC03 Gram-Positive Rods & Cocci   + MIC04 Foodborne Viruses   + MIC05 Foodborne Parasites   + MIC16 Mid-Series Exam   + MIC06 Controlling Growth Factors   + MIC07 Control by Refrigeration & Freezing   + MIC08 Control by Thermal Processing   + MIC09 Control by Pasteurization   + MIC13 Aseptic Sampling   + MIC15 Cleaning & Sanitizing   Recommendations:   * Read Annex 4 and 5 of the current FDA Food Code * FDA35 Basic Food Law for State Regulators * FDA36 Public Health Principles * FDA38 Basics of Inspection: Beginning an Inspection * FDA39 Basics of Inspection: Issues & Observations   Need a LearnEd account? Please follow the instructions located at  [Request an ORA LearnED Training System Account | FDA](https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/request-ora-learned-training-system-account) |
| **COURSE**  **SELF-NOMINATION/**  **REGISTRATION** | **30 Days prior to Course start date**, students must complete the Student Registration Form (Attachment “A”) and submit via e-mail to:   [ORA-OTED-Retail@fda.hhs.gov](mailto:ORA-OTED-Retail@fda.hhs.gov) |
| **COURSE COMPLETION REQUIREMENTS** | To successfully complete this course and receive a course certificate with Continuing Education Units (CEUs), each student will be required to:   * Complete Pre-Course Work and/or Prerequisites * Be on time and attend the entire course * Attend the mandatory technical check * Participate in class discussions, exercises, workshops and presentations * Complete course assessment(s) |
| **COURSE CREDIT (CEUs)** | 1.90 |
| **IDENTIFICATION REQUIREMENTS** | OTED verifies IDs and requires students to sign in daily. Acceptable identification is a validgovernment issued photo ID. |
| **TECHNICAL REQUIREMENTS & TECHNICAL CHECK** | **Technical Requirements:**  This Virtual Instructor Led Training of FD218 requires participants to have:   * Computer   + macOS X with macOS 10.7 or later, **OR**   + Windows 10, **OR**   + Windows 8 or 8.1 * Internet connection – broadband wired or wireless (3G or 4G/LTE) * Speakers and a microphone – USB plug-in or wireless Bluetooth, built-in * Webcam or HD webcam - built-in or USB plug-in and cameras on throughout the Course unless otherwise specified by the instructor.   **Strongly suggested:**   * Dual monitors   **Technical Check:**  A mandatory tech check meeting will be held prior to the Course.  Confirmed students will be provided additional information regarding date and time once accepted into the course During the tech check, identification will be verified.  **Log-In:**  On the day of the course, login at least 15 minutes prior to the course start time.  **Technical Support:**  For FDA students, contact ERIC for technical support, as needed. |
| **POINTS OF CONTACT** | For FDA Students:  For administrative questions, contact your supervisor. For course and content questions, contact the following individuals in this order:  1. Training Contact (as applicable) 🡪 2. [Program Training Officer](https://fda.sharepoint.com/sites/InsideFDA-ORA-OTED/SitePages/Program-Training-Officers.aspx?csf=1&web=1&e=68ShPH) (as applicable) 🡪  3. OTED Training via [ORA-OTED-Retail@fda.hhs.gov](mailto:ORA-OTED-Retail@fda.hhs.gov).  For State/Local/Tribal/Territory Students:  Students are to send inquiries to [ORA-OTED-Retail@fda.hhs.gov](mailto:ORA-OTED-Retail@fda.hhs.gov). |
| **REASONABLE ACCOMMODATIONS** | If a reasonable accommodation is needed to participate, contact [ReasonableAccommodation@fda.hhs.gov](mailto:ReasonableAccommodation@fda.hhs.gov) or (301) 796-9400. Requests for Sign Language Interpretation or CART/captioning must be made as soon as possible. Please send your request to [Interpreting.Services@oc.fda.gov](mailto:Interpreting.Services@oc.fda.gov). |
| **ACCOUNTING AND ADMINISTRATIVE INFORMATION** | Use the link below for information on reporting time in training:  [OTED Accounting and Administrative Information](https://orauportal.fda.gov/stc/ORA/OTEDAccountingAndAdminInfo.pdf) |

# Information for Program Training Officers

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| **PTO DEADLINE** | The PTOs (including ORA, State, Center Training and OIP contacts) must provide the OTED Training Officer with the Student Registration Forms (formerly known as Attachment A) by COB **July 11, 2023**. | |
| **SLOT ALLOCATIONS**  Additional slots need the approval of the OTED Training Officer, Program Training Officer, and the Office of Partnerships (OP), as applicable. | **Program Area**  **<Add or delete any rows as needed>** | **Number of Slots** |
| HAF East | 2 |
| HAF West | 2 |
| States | 18 |
| FDA Centers (e.g., CFSAN, etc.) | 2 |
| ORS |  |
| OTED |  |
| **Total Class Slots** |  |

/s/

OTED

(301) 796-4550

