

Office of Training Education and Development (OTED)

This course announcement shall not be changed in any format.



FD218: Risk-Based Inspection Methods in Retail

Instructor-Led Training

November 14 -15 8:00 a.m. – 5:00 p.m. CT

November 16 8:00 a.m. – Noon CT

Austin, TX

Pending Availability of FY24 Funds

Student Information

COURSE DESCRIPTION	This 3-day instructor-led, in-person 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	<p>Upon completion, students will be able to:</p> <ul style="list-style-type: none">• 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	<p>This course is designed for federal, state, local, tribal, and territorial regulators conducting retail and food service establishment inspections.</p> <p>It is recommended that participants have retail food inspection experience and completion of Standard 2, Trained Regulatory Staff, in FDA's Voluntary National Retail</p>

	Food Regulatory Program Standards. https://www.fda.gov/food/retail-food-protection/voluntary-national-retail-food-regulatory-program-standards .
COURSE LOCATION	The courses will be held at the Embassy Suites by Hilton Austin Arboretum at the following address: 9505 Stonelake Boulevard Austin, TX 78759
PREREQUISITES	<p>The following prerequisites are required for participation in this class. All students must have completed the following course(s) prior to registering:</p> <p>Prerequisite can be found on the LearnEd LMS https://fdaoted.csod.com/ or ComplianceWire LMS ComplianceWire</p> <ul style="list-style-type: none"> • FD112 Food Code OR FD112W100 Curriculum: Food Code 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) <ul style="list-style-type: none"> ○ 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 ○ MIC16: Food Microbiological Control: Mid-Series Exam <p>The green “complete” button indicates completion of the prerequisite.</p>
COURSE SELF-NOMINATION/REGISTRATION	<p>For FDA Students: Follow your local procedures to register for this course, which may include completing a Student Registration form (formerly known as Attachment A) and request it in the ORA LearnED System using the link below: (scroll to bottom for registration form)</p> <p>https://fdaoted.csod.com/ui/lms-learning-details/app/event/b885f3a5-05f8-4857-8e6a-e09958ef99c1?session=e24fb042-78df-47b6-a5d4-1f3424d933e0</p> <p>Refer to the Points of Contact section and your Supervisor for additional information.</p> <p>For State/Local/Tribal/Territory Students: By September 15th, 2023, students must complete the Student Registration Form (Attachment “A”) and submit via e-mail to: ORA-OTED-Retail@fda.hhs.gov</p>
COURSE COMPLETION REQUIREMENTS	<p>To get credit for this course, you must:</p> <ul style="list-style-type: none"> • Complete course pre-work • Attend every day of the course and join on-time

	<ul style="list-style-type: none"> Participate in the full course including course discussions, exercises, workshops, presentations, and assessments.
COURSE CREDIT (CEUs)	1.9 CEUs/19 contact hours
POINTS OF CONTACT	<p>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 (as applicable) → 3. OTED Training Officer Marc.Wernick@fda.hhs.gov</p> <p>For State/Local/Tribal/Territory Students: Students are to send inquiries to ORA-OTED-Retail@fda.hhs.gov</p>
REASONABLE ACCOMMODATIONS	If a reasonable accommodation is needed to participate, contact 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 .
TRAVEL INFORMATION	<p>Authorized Travel Dates Arrival: Monday, November 13, 2023 Departure: Thursday, November 16, 2023 (schedule return flights after 3:00 p.m. CDT) Early departures will NOT be permitted.</p> <p>Lodging Information: Note: Before booking any lodging accommodations, please confirm that you have been officially approved for the course.</p> <ul style="list-style-type: none"> Hotel: Embassy Suites by Hilton Austin Arboretum 9505 Stonelake Boulevard, Austin, TX 78759 512-372-8771 FEMA ID: TX1343 Check-in time: 3:00 PM Checkout: 12:00 PM Lodging: \$140.00 + tax M&IE: \$64.00 Room block code: AFDO FD218 - Austin Book using weblink or call hotel directly using the above room block name or group code CES90B. Hotel reservations must be made by: Monday, October23, 2023 <i>There is no guarantee a room will be available at the stated rate above after the deadline</i> Cancellation policy: Guests may cancel a reservation up to 24 hours prior to check-in time. <p>Airport: The closest airport is Austin-Bergstrom International Airport (AUS).</p> <p>Local transportation: Rental cars are NOT authorized. The hotel does not provide shuttle service. Ride Share Apps and Taxis are available. Airport ground transportation information.</p> <p>For FDA Students:</p>

	<p>Funding memos will be issued to all approved traveling attendees and instructors by the Training Officer. Travelers are reminded that they must select an airport and flight that is most cost effective to the Government in accordance with the Federal Travel Regulations. All attendees should return home the last day of class unless there are special circumstances. Requests for additional day stay will need to be approved by the traveler's supervisor and OTED prior to travel and entered in CGE. FDA employees must secure transportation and document lodging through CGE.</p> <p>For State/Local/Tribal/Territory Students: Please secure lodging and transportation as directed by your agency policies.</p>
INTERNET EXPENSES	<p>For FDA Students: <i>Internet Fee for Official Duties:</i> The Office of Financial Services requires preapproval for Internet Fees, and it must be included in the traveler's Travel Authorization (TA). Internet Fees no longer can be claimed using a local voucher. OTED will not reimburse Internet Fees for those travelers required to perform official duties for their office while attending an OTED Training. The traveler's office is responsible for this expense. A second line of accounting codes must be entered into the travel authorization using the traveler's office funding.</p>
ACCOUNTING AND ADMINISTRATIVE INFORMATION	<p>Please refer to your funding memo to find necessary accounting information required for CGE. Use the link below for information on reporting time in training: OTED Accounting and Administrative Information</p>

Information for Program Training Officers

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 September 15th, 2023 . The deadline for student substitutions is COB October 20 th , 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	Number of Slots
	OHAFO-East	3
	OHAFO-West	3
	States	41
	CFSAN	2
	Total Class Slots	49

/s/

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