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
December 4 – 8, 2023 11:30 AM – 4:30 PM (EST)
Pending Availability of FY24 Funds

Student Information

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. It is recommended that participants have retail food inspection experience and completion of Standard 2, Trained Regulatory Staff, in FDA's Voluntary National Retail Food Regulatory Program Standards. https://www.fda.gov/food/retail-food-protection/voluntary-national-retail-food-regulatory-program-standards

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 - FD112 Food Code **OR** FD112W100 **OR** equivalent mastery approved by OTED Training Officer **OR** Food Code Web Course Series completed in ComplianceWire prior to 09/30/23 - 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 - MIC16: Food Microbiological Control: Mid-Series Exam 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
COURSE SELF-NOMINATION/ REGISTRATION	**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) https://fdaoted.csod.com/ui/lms-learning-details/app/event/b885f3a5-05f8-4857-8e6a-e09958ef99c1?session=fedff3ff-fb6e-44b0-b657-becdc24b3113 Refer to the **Points of Contact** section and your Supervisor for additional information. **For State/Local/Tribal/Territory Students:** **By October 5th, 2023,** students must complete the Student Registration Form (Attachment "A") and submit via e-mail to: ORA-OTED-Retail@fda.hhs.gov
COURSE COMPLETION REQUIREMENTS	**To receive credit for this course, you must:** - Access a computer with Internet access, email, and audiovisual capabilities 100% attendance daily and join on-time, Zoom opens 15 minutes early - Participate in the full course including course discussions, exercises, workshops, presentations, and assessments.

COURSE CREDIT (CEUs)	1.9 CEUs 19 contact hours
TECHNICAL REQUIREMENTS	**Technical Requirements:** One day prior to the course, access the Zoom link and ensure link, audio, and video can connect, contact your IT staff with issues. - Internet access - Computer with functional camera and speakers - Phone: A separate phone line is recommended but not required. However, only dialing in to the session alone is not permitted for successful completion. - Confirm database/applications access, as applicable - Two (2) monitors are recommended but not required. **Log-In:** On the day of the course, login at least 15 minutes prior to the course start time. **FDA 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 (as applicable) → 3. OTED Training via ORA-OTED-Retail@fda.hhs.gov. **For State/Local/Tribal/Territory Students:** Students are to send inquiries to ORA-OTED-Retail@fda.hhs.gov.
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.
ACCOUNTING AND ADMINISTRATIVE INFORMATION	Use the link below for information on reporting time in training: OTED Accounting and Administrative Information

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 October 5th, 2023**. The deadline for student substitutions is **COB November 20th, 2023.**

SLOT ALLOCATIONS	Program Area	Number of Slots
Additional slots need the approval of the OTED Training Officer, Program Training Officer, and the Office of Partnerships (OP), as applicable.	OHAFO-East	4
	OHAFO-West	4
	States	26
	FDA Centers (e.g., CFSAN)	2
	Total Class Slots	36

/s/
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