

Self Assessment/Verification Audit Workshop Development

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Exactly the Same, But Different

- Two versions
 - Face to face (original)
 - Asynchronous online (in development)
- GOAL: Deliver the same content
- Different delivery methods require different tactics

Audience

PRIMARY

- Program Managers
- Program Coordinators
- Other designated representatives conducting RPS self-assessments

SECONDARY

- Verification auditors
 - FDA Retail Food Specialists
 - Other regulators learning about the RPS
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- 1 Introductory and Administrative Procedures Module
- 9 Standards Modules (1 Module per Standard)

Content

Face to Face

- PowerPoint slides
- Live Instructors
 - Ability to ask questions
 - Opportunities to clarify content
- Tabletop activities
- Peer to peer interactions
- Two and a half days

Asynchronous Online

Content on a Learning Management System (LMS)

Uses graphics, videos, interviews, and knowledge checks

“Live” tables and interactives

No limit on number of participants

Delivered on demand

BENEFITS

Face to Face

- Clarification is easy
- Learn from folks with more experience
- Social connection and networking

Asynchronous Online

- Always available
- Easy to go back and

Asynchronous Course Development Team

- NEHA
 - Instructional Designer
 - Graphic Designer
 - Media Specialist
 - Editor
 - Instructional Technologist
 - SME Consultant
- FDA
 - RFS Team
 - 508 Compliance Team



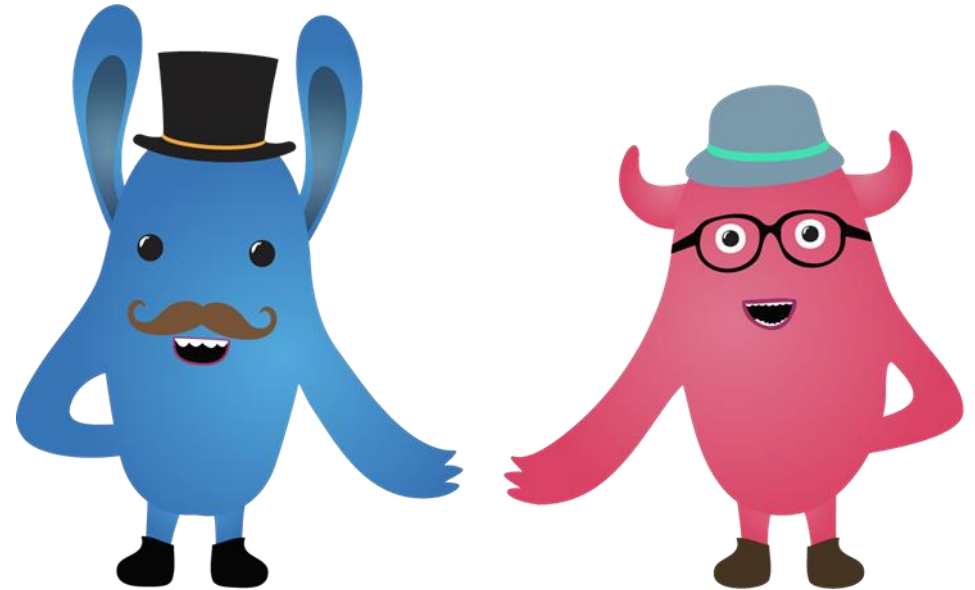
Course Guides

Meet Sal and Val, our two course guides.

Sal represents a Self-Assessor and accompanies examples of Self-Assessments. Val represents a Verification Auditor and accompanies examples of Verification Audits.

These guides provide context for our hypothetical Self-Assessment and Verification Audit examples.

They also provide participants with visual anchors to help them navigate and categorize course content.



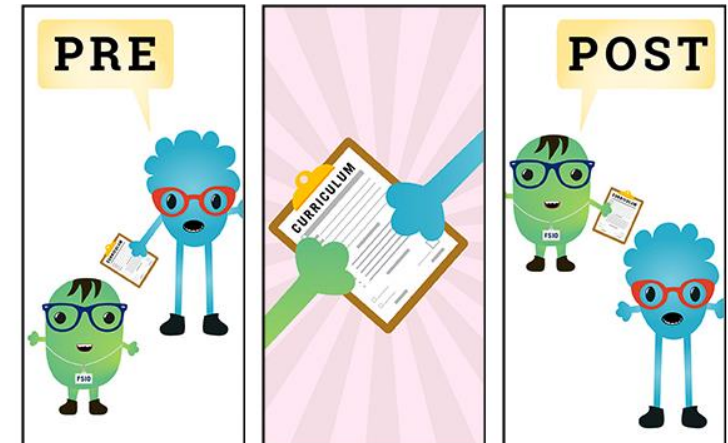
Graphics Example

Throughout the course:

- Provide visual account of the slide content
- Assists with knowledge acquisition and retention

Step 1: Employee Training Records and Curriculum (7 of 7)

Notice that this step includes only the "Pre" curriculum; the "Post" curriculum, also listed in Program Standard 2: *Appendix B-1: Curriculum for Retail Food Safety Inspection Officers*, is included in a later step. What do the Pre and Post here refer to? These are connected to *before* and *after* the FSIO has been cleared by their Trainer to conduct independent inspections of retail food and foodservice facilities. That is, the "Pre" curriculum must be taken before the FSIO can conduct independent inspections. The "Post" curriculum can be taken after the FSIO has started conducting independent inspections.



Pop Up Tables

Key objectives:

- Help participants learn how to fill out the forms for their SA/VA
- Focus attention to different sections

Step 1: Employee Training Records and Curriculum (1 of 7)

In this section, we will look into the details you will need to know to complete each of the 5 steps for Standard 2.

Step 1 requires all FSI/Os employed in your jurisdiction to take a "Pre-Inspection Curriculum" and requires your jurisdiction to maintain accurate training records. There are two criteria you'll need to address which comprise this Step 1 requirement, which you can see highlighted in this *Standard 2: Self-Assessment and Verification Audit Form*.

- The first criterion is about your maintenance of a written training record for each employee.
- The second is about your documented completion of the Standard 2 Pre-Requirement curriculum.

Standard 2: Trained Regulatory Staff
Program Self-Assessment and Verification Audit Form

Jurisdiction Name: _____

Criteria	Jurisdiction's Self-Assessment		Self-Assessor's General Comments	Auditor's Verification	
	YES	NO		YES	NO
1. Employee Training Records <small>1a. The jurisdiction maintains a written training record for each employee that includes the date or date of completion in the agency's usual fiscal performance period.</small>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<small>1b. The jurisdiction's written training record provides the information that will enable the jurisdiction to: Standard 2 prerequisite (P2a)'s entry concerning P2a.1 concerning independent road force or fieldwork activities.</small>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
2. Initial Field Training <small>2a. The jurisdiction maintains a written training record that provides confirmation that each employee completed a minimum of 21 joint field training opportunities of less than 21 joint field training opportunities are performed, written documentation on file that FSI/O has successfully documented all required inspection opportunities (P2a.1) or conducting initial field or fieldwork inspections.</small>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

[Click here or on image for close-up before moving to next page](#)

Knowledge Checks

Knowledge Check Questions help participants track their own content understanding and reinforce the learning objectives.

Participants get two attempts to answer correctly.

Questions are not scored.

Knowledge Check Question 2

Instructions: Select the best answer.

Which of the following best describes the objective of Standard 2?

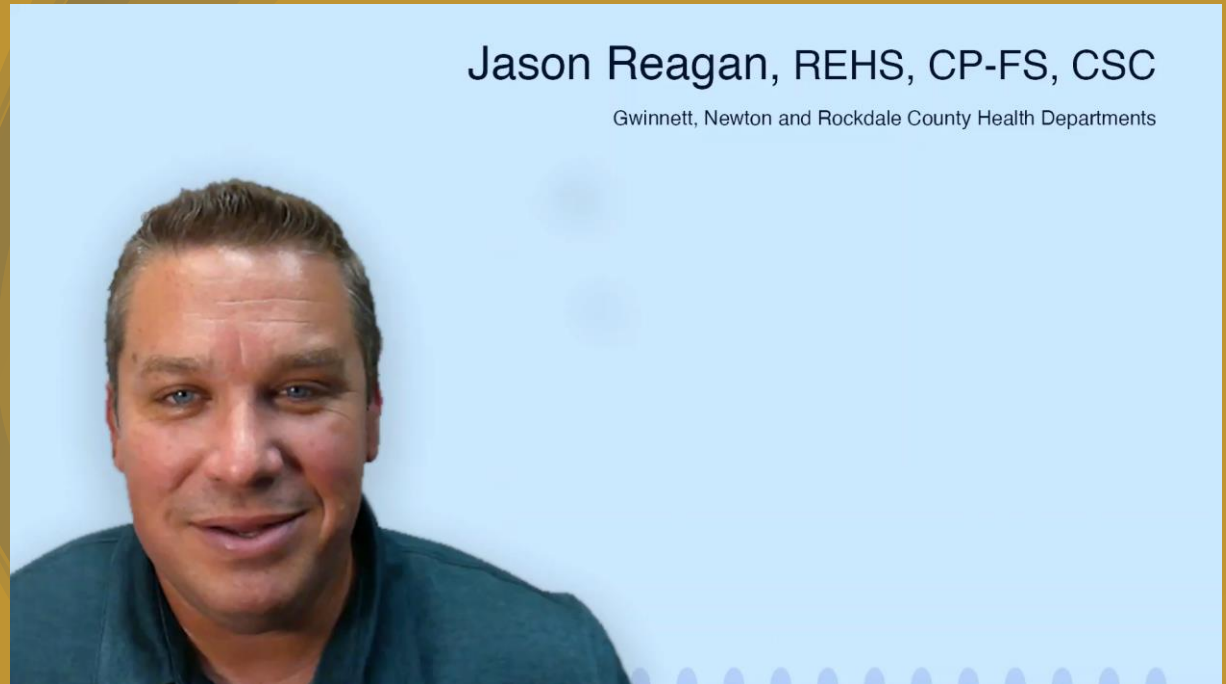
- a. The jurisdiction's regulatory staff shall have access to training provided by state or federal agencies
- b. The jurisdiction's regulatory staff shall have the knowledge, skills, and ability to adequately perform their required duties
- c. The jurisdiction's training records should include college transcripts for all food safety inspection officers.
- d. The jurisdiction's regulatory staff will have the ability to choose which training is important for them.

Submit

Conversations with Experts in the Field

Subject Matter Expert interviews offer a real-world perspective on different aspects of the Standards.

Each module has several interviews, with experts offering insights from their own experience, advice for success, and other relevant perspectives.



With Regards to the RFFM

Three “stages” of funding

1. Continuous Improvement - \$3K

- Working towards meeting a standard

2. Conformance - \$10K

- Standard is met, waiting on verification

3. Maintenance - \$5K

- Standard is met and verified, want to keep meeting it

