



TEAM CHARTER

NAME OF PROJECT MICROBIOLOGY TRAINING FOR FOOD INSPECTORS **DATE:** 12/19/14

PROJECT AIM STATEMENT AND MEASURES

The aim of the project is to: Improve competency of food inspectors by requiring for new inspectors and providing access to current food inspectors basic microbiology training as it relates to foodborne illness and disease.

Measure	Definition	Baseline	Goal/Target
# of CFI candidates that complete the FDA online Micro course by January 2016	Proof of course completion provided by FDA	0	100% of candidates from LHDs requesting field standardization
# of CFIs who complete the FDA online Micro course by January 2016	Proof of course completion provided by FDA	0	30%
Assess risk factor violation frequencies after January 2016 to see if gap has lessened.	Comparison of RF frequencies from 2012-13 data with 2015 data	3a 2% [40, 49]* 3b 11% [72, 61] 3c 7% [76, 71] 13c 1% [29, 22] 13d 5% [76,75]	Increase by 10% by 2016 Increase by 20% by 2017

PROJECT DELIVERABLES (These are products, use nouns to describe) Circular letter sent to LHDs; Topic covered at Food Inspector Training Course January 2015 as requirement for new inspectors; Course added to Maven system for tracking CFI educational training requirements.

PROJECT SCOPE (What is within the scope of the project and what is not?)

In Scope	Out of Scope
Provide course to candidates and CFIs	Require CFIs to take course

TEAM PARTICIPATION

- *T. Weeks- Team Leader*
- *Joanne Houser, Cindy Costa, Christine Applewhite – Team members*
- *Team meeting schedule: Alternate Mondays to review progress*
- *Ground rules for team: Majority rules*

STAKEHOLDERS (Who cares about this? Who is affected by the project?)

Stakeholder Name	Impact on /Interest in Project	Strategies to Communicate and Gain Support
CFIs		Offer as an option for contact hours for required training; no charge, quality course; complete at their own pace
Candidates for certification		Introduce during 1 st class at EHTP, provide information

Is there an IT component to this project? Yes but easy to add to existing Maven system No

SENIOR LEADERSHIP SIGNATURE APPROVAL

Printed Name	Signature	Date
Senior Sponsor: Suzanne Blancaflor		

Inspection Form Item# frequency debited by local health departments [frequency by FDA, by DPH FPP]

- 3a PHF Hot-held above 140oF
- 3b PHF Cold-held below 45oF
- 3c PHF properly cooled from 140oF to 70oF
in 2 hours and from 70oF to below 45oF
in an additional 4 hours
- 13C Handwashing facilities
accessible/convenient
- 13D Personnel hands washed, proper
procedure