

**DATE:** November 6, 2000

**TO:** All Local Health Departments  
Attn.: Health Officer/Director of Environmental Health/Chief Sanitarian

**FROM:** Neal D. Fortin, Manager  
Food Service Sanitation Section  
Food and Dairy Division

**SUBJECT:** Training Program for the Professional Food Service Sanitarian

I am pleased to announce that we have posted the food service sanitarian training program on our MDA web site ([www.mda.state.mi.us](http://www.mda.state.mi.us)). Attached is a copy of the general contents for each of the 12 Modules in the program. I encourage you and your staff to browse the program and let us know what you think.

The voluntary training program is intended for use by sanitarians new to the food service program. However, veteran sanitarians will also likely find the modules to be an excellent source of food safety information. The program is designed as a tool for your trainer to use to help develop competent professional food service sanitarians. Individuals who complete all 12 modules, working under your trainer, will receive an MDA certificate of training.

The training program has three components:

- Local Health Department Trainer: The trainer is the key element. The trainer is the role-model, mentor, and coach who skillfully teaches and develops the trainee into a competent professional. “Train-the-Trainer” workshops will be offered within the next few months. Your standardized field trainer is a likely candidate.
- Trainer’s Guide: A training manual has been developed to assist the trainer. The purpose of the guide is to help the trainer create discussion and hands-on activities in order to make the learning experience real-life and relevant. Each module includes:
  - a. A chart for tracking the trainee’s progress through each module.
  - b. Suggested topics for discussion.
  - c. Field activities.
  - d. Videos and discussion guides (videos can be borrowed from MDA).
  - e. Quiz & answer key.

- Electronic Component: The text book portion of the training program will be available in two formats. One source will be from the MDA web site. A CD will also be made available at no charge.

Recognition and appreciation is given to the following "Training Program for the Professional Food Service Sanitarian" committee members:

Kevin Besej, Assistant Professor, Ferris State University  
Leslie Bourquin, Ph.D., MSU Extension Food Safety Specialist  
Tom Crook, Food & Dairy Division, MDA  
Michelle Varran, R.S. Wayne County Health Department  
Ron Miller, R.S., St.Clair County Health Department

We plan to create an editorial board comprised of volunteer local health department trainers to help keep the program current.

Together, we have come a long way in reshaping the design of our approach to training food service sanitarians while at the same time bolstering the profession.

- Minimum Program Requirements have established important knowledge and skill standards for trained regulatory staff.
- The "Field Standardization" procedure for local health department trainers blends HACCP and communication skills into the traditional food service inspection process.
- The voluntary "Training Program for the Professional Food Service Sanitarian" program should be a valuable local health training resource covering all areas of knowledge required by the MPRs.
- MDA will continue to provide traditional training programs (i.e. Food Code, HACCP, Plumbing, Plan Review, Foodborne Illness Investigation, One-on-One field training, round tables, etc.).
- MDA will continue to work with local health organizations and others to plan food safety related conferences such as the MEHA Fall Food Conference and Great Lakes Conference on Food Protection.

It is our hope that MDA's overall approach to training will have a positive and noticeable effect upon the profession, your department, and the food service industry in your jurisdiction.

You may contact Tom Crook at (517) 241-0933 if you have any questions regarding new training program.

NDF:tec:khg  
Enclosures

## **Contents:**

### **Module 1 – Food Service Sanitation Program Introduction**

Purpose, Introduction to Michigan's Food Service Sanitation Program, MDA Food and Dairy Division Mission Statement, Food Safety and the Role of the Sanitarian, The Inspection Process, Important Contacts

### **Module 2 – Introduction to the Food Service Industry**

Industry Facts and Figures, Food Service Positions, Culinary Glossary, Cooking Equipment, Cold Holding Equipment, General Equipment and Fixtures, Utensils, Dishwashing Equipment

### **Module 3 – Risk Communication**

Definition, Forecasting Risk Communication Problems, Redefining Risk Communication, Seven Cardinal Rules of Risk Communication, Five Most Frequent Interview Failures, Ten Reasons to Release Information Early, Listening Skills

### **Module 4 – Facility Operation**

Good Manufacturing Practices; Cleaning and Sanitizing; Cooking at the Retail Level; Hot Holding, Cooling, Cold Holding, Date Marking, Reheating, Time as a Public Health Control; Thermometers and Their Use; Food Processing; Emerging Technology

### **Module 5 – Pest Control**

Integrated Pest Management, Pest Birds and Their Management, Rodents and Their Management, Insects and Their Management, Characteristics and Effects of Fumigants

### **Module 6 – Food Microbiological Control**

Overview of Microbiology, Bacterial Growth, Types of Foodborne Illness, Laboratory Testing, Foodborne Bacterial Pathogens, Viruses, Parasites, Natural Toxins, Infective Dose Information, Epidemiology Summary Table, Factors Affecting Microbial Growth in Foods

### **Module 7 – Foodborne Illness Investigations**

History of Epidemiology, Collecting Surveillance Data, Developing Sources of Information, Planning for the Investigation, Beginning the Investigation, Expanding the Investigation, Environmental Investigation and Food Safety Review, Clinical Food Samples, EPI Statistics, Final Report, Glossary

### **Module 8 – Introduction to HACCP**

Introduction, Foodborne Illness Primer, How Can the Hazards Be Controlled?, HACCP, Process Control HACCP, Standard Operating Procedures, How to Develop a Successful HACCP Food Safety System

### **Module 9 – Introduction to Food Labeling**

What Is NLEA? Basics of Food Labeling, Nutrient Content Claim, Exemptions and Special Labeling Provisions, Nutritional Information on Restaurant Menus

### **Module 10 – Michigan's Food Law & Regulations**

The 1999 Food Code. Michigan's Food Law 2000

### **Module 11 – Enforcement Procedures**

Model Food Protection Program Enforcement Procedures

### **Module 12 – Introduction to the Plan Review Process**

FDA Food Establishment Plan Review Guide; Regulatory Authority Compliance Review List; Food Establishment Guide for Design, Installation, and Construction Recommendations; Plumbing