

CHECKLIST FOR VETERINARY MENTORS OF PROCEDURES TO REVIEW WITH PHV TRAINEES

Trainee _____ Mentor _____

Dates _____ Establishment _____

Procedures	Description	Tools	Date completed	Competency
Ante mortem inspection	<p><i>Techniques accomplished:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>BSE/CNS Inspections</i> <input type="checkbox"/> <i>Reportable diseases</i> <input type="checkbox"/> <i>Foreign Animal Diseases</i> <input type="checkbox"/> <i>Suspect classification</i> <input type="checkbox"/> <i>Disabled livestock</i> <input type="checkbox"/> <i>Become aware of unique requirements that apply to the duty station.</i> <input type="checkbox"/> <i>Become familiar with safety protocols to be followed.</i> <input type="checkbox"/> <i>Observe animals at rest and in motion.</i> <input type="checkbox"/> <i>Take official control action (suspect, condemn).</i> <input type="checkbox"/> <i>Complete paperwork.</i> <p><u>Questions:</u> Why do we conduct ante mortem inspection? What do we gain from adequately conducting ante mortem inspection? How does my expertise contribute to the safety and security of the food supply?</p>	Flashlight Thermometer Watch Pen PBIS Safety equipment Regulations, directives, notices APHIS documentation		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Able to perform the assigned duties accurately and consistently without intervention from the mentor.</p> <p>Comments:</p>

Procedures	Description	Tools	Date completed	Competency
<p>Humane Handling</p>	<p><input type="checkbox"/> <i>Become aware of the regulatory requirements for humane handling that apply to the particular species slaughtered at the duty station.</i></p> <p><input type="checkbox"/> <i>Inspect ante mortem facilities.</i></p> <p><input type="checkbox"/> <i>Observe handling of animals and stunning routines.</i></p> <p><input type="checkbox"/> <i>Take official control actions when required.</i></p> <p><u>Questions</u> Why are we charged with the responsibility of ensuring humane handling? Why is it important?</p>	<p>Regulations, directive, notices Flashlight Pen Note pad U.S. Reject tag Work safety equipment</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Able to perform the assigned duties accurately and consistently without intervention from the mentor.</p> <p>Comments:</p>
<p>Postmortem inspection</p>	<p><input type="checkbox"/> <i>Carcass presentation and line speed responsibilities- assure line speeds and presentation are consistent and adequate and do not interfere with proper inspection</i></p> <p><input type="checkbox"/> <i>Inspection techniques – perform hand motions, observations, palpations, incisions</i></p> <p><input type="checkbox"/> <i>Tuberculin Reactor procedure</i></p> <p><input type="checkbox"/> <i>Carcass dispositions – recognize normal; use thought process to diagnose abnormal conditions and diseases; make proper carcass dispositions</i></p> <p><input type="checkbox"/> <i>Condemned and inedible control – understand, observe, and verify that establishment maintains control</i></p> <p><input type="checkbox"/> <i>Inspection reports – properly fill out applicable reports</i></p>	<p>Regulations, directive, notices Guidelines (NELS, SIS, etc.) Stop watch Knife Hook Locks Seals EADR Forms</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Able to perform the assigned duties completely, accurately, and consistently without intervention from the mentor.</p> <p>Comments:</p>

Procedures	Description	Tools	Date completed	Competency
<p>5000.1 methodology</p>	<p><i>Cover all methods outlined in the 5000.1 Directive from the inspector and supervisor perspective:</i></p> <p><input type="checkbox"/> <i>Rules of Practice – explain regulatory control actions; show tags and explain how they are used; show copies of NOIEs in the government file; walk through scenarios based on past experience</i></p> <p><input type="checkbox"/> <i>Sanitation Performance Standards – demonstrate performance of procedures; explain how to randomly select the requirement to verify; review how to document noncompliance and how to interact with the plant when noncompliance occurs; show examples of NRs in the government file; walk through scenarios based on past experience; explain how to determine if the noncompliance found is SSOP (e.g., contamination/adulteration of product or product contact surface) or HACCP (contamination is food safety concern).</i></p> <p><input type="checkbox"/> <i>SSOPs – review establishment’s SSOP; demonstrate performance of procedures; review how to document noncompliance and how to interact with the plant when noncompliance occurs; show examples of NRs; walk through scenarios based on past experience</i></p> <p><input type="checkbox"/> <i>HACCP – review establishment’s HACCP plan and hazard analysis; demonstrate performance of procedures; explain that when noncompliance is found when performing 01 procedure to follow up by performing 02 procedure; explain how 01 and 02 procedures are different; review how to document noncompliance and how to interact with plant when noncompliance occurs; show example NRs; walk through scenarios based on past experience.</i></p>	<p>Regulations, Directives, Notices Establishment’s SSOP and HACCP plan; establishment SSOP and HACCP records: sample NRs; establishment’s E. coli written plan and records; Salmonella sampling supplies, forms, and shipping materials; food safety sampling supplies, forms, shipping materials.</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Able to perform the HACCP, SPS, and SSOP duties completely, accurately, and consistently without intervention from the mentor.</p> <p>Prepares and submits <i>Salmonella</i> and food safety samples correctly; completes forms accurately; makes proper disposition of carcass; retrieves results from LEARN.</p> <p>Able to review generic <i>E. coli</i> records.</p> <p>Understands when and how to document noncompliance, and when and how to follow the Rules of Practice when taking regulatory control actions.</p>

Procedures	Description	Tools	Date completed	Competency
<p>5000.1 methodology (continued)</p>	<p><input type="checkbox"/> <i>Pathogen reduction (Salmonella Performance Standards; Generic E. coli verification) – Demonstrate sampling procedure; explain when and how to sample; demonstrate how to complete forms and submit samples; explain what is done when sample set failure occurs; show plant generic E. coli written plan and records of plant sampling; explain what to review in plant records and what constitutes noncompliance.</i></p> <p><input type="checkbox"/> <i>Food safety sampling (E. coli O157:H7, Listeria) – Demonstrate sampling techniques; explain why sampling is done; explain what products are sampled; explain how OPHS determines what products to sample; show how to check records of in plant testing based on instructions in Directive 5000.2; explain what constitutes noncompliance and how to document noncompliance; show how to submit samples and how to check LEARN for results.</i></p>			<p>Comments:</p>
<p>Food Safety Standard for feces, ingesta, milk (red meat), feces (poultry)</p>	<p><input type="checkbox"/> <i>Poultry</i> <i>On line duties</i> <i>Off line duties –examine 10 randomly selected carcasses prior to chiller; identify appearance of feces</i> <i>Verifying compliance with HACCP requirements</i></p> <p><input type="checkbox"/> <i>Red meat</i> <i>On line duties</i> <i>Off line duties – identify appearance of feces, milk, and ingesta on heads, weasand meat, cheek meat, and carcasses</i> <i>Verifying compliance with HACCP requirements</i></p>	<p>FSIS Directive 6420.4 Establishment’s HACCP plan</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Accurately identify contamination; know location to perform procedure; understand plant actions required when it occurs</p> <p>Comments:</p>

Procedures	Description	Tools	Date completed	Competency
<p>Sampling and submission of laboratory specimens for pathology and residue</p>	<p><input type="checkbox"/> Pathology (use proper terminology describing pathologies) and TB – NVSL suspect granuloma submissions – identify lesions; collect representative tissues; retain carcass/product pending results; prepare tissue for submission; prepare forms; ship samples; security of samples; check for results in LEARN</p> <p><input type="checkbox"/> Residue – Demonstrate how to use STOP, FAST; request supplies; location for collecting sample; collect tissue samples; complete forms; make proper disposition of animals; directed/headquarters generated; timing of samples; submission of lab forms; shipping samples; agar plate preparation; check for results in LEARN; explain how to be familiar with how the establishment addresses residues in their HACCP plan and/or plant procedures; identify animals during ante mortem and post mortem inspection that exhibit conditions and symptoms that may warrant collection of samples for residue; explain how to segregate the animals and/or have the carcasses railed out or hung back for disposition; read and interpret the test results; gather the initial producer information from the plant; complete form 10,000.2 correctly.</p>	<p>Sample kits Seals Shipping labels Regulations, directives, notices Retain tags LEARN</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Prepares and submits samples correctly; completes forms accurately; makes proper disposition of carcass; retrieves results from LEARN</p> <p>Comments:</p>
<p>Plant Management Communication</p>	<p><input type="checkbox"/> Understand weekly meetings held, attend at least one meeting – review NRs, discuss trends, systems and public health issues; document meetings</p> <p><input type="checkbox"/> Be prepared to institute needed meetings upon arrival to duty station</p>	<p>Relationship principles NRs PBIS data memos</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Effectively conducts on going communication with plant management (oral and written)</p> <p>Comments:</p>

Procedures	Description	Tools	Date completed	Competency
<p>Labor Management Agreement</p>	<p><input type="checkbox"/> <i>Assignment rosters/scheduling – know who prepares; know how to read it; where to find it; what to do for staffing shortages; resource people and tools</i></p> <p><input type="checkbox"/> <i>Management rights and union rights – changes from old contract to new that cause problems; no consultation; right to assign work; 10MR/12 rule</i></p> <p><input type="checkbox"/> <i>Breaks – official breaks; who is responsible for breaks; when they are given</i></p> <p><input type="checkbox"/> <i>Grievances – understand they are part of the process; don't panic; don't take it personally; what to tell bargaining unit employee about continuing to work and filing grievance later</i></p> <p><input type="checkbox"/> <i>No past practices – national bargaining; what can set up past practice; how to avoid forming a past practice; understanding supervisory chain of command</i></p>	<p>LER specialist contact</p> <p>LER training manual</p> <p>Contract</p> <p>Local duty rosters/schedule</p> <p>Copies of grievance and response</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Understands processes and knows who to contact with questions</p> <p>Comments:</p>

Procedures	Description	Tools	Date completed	Competency
<p>OCP verification</p>	<p><input type="checkbox"/> Using methods described in FSIS Directive 7000 – understands 10% scheduling; demonstrate performance of various OCP procedures as appropriate (e.g., FPS for poultry; carcass AQL, net weights; formulation check; X % solution; show plant labeling files; understands when and how to document noncompliance</p>	<p>Regulations, Directive 7000</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Able to perform the assigned duties completely, accurately, and consistently without intervention from the mentor.</p> <p>Comments:</p>
<p>Wellness, Health and Safety in the plant</p>	<p><input type="checkbox"/> Demonstrate safe working habits – conduct plant tour of exits, review emergency plan; review emergency phone numbers</p> <p><input type="checkbox"/> Use of personal protective equipment (including lockout/tagout) – review proper use of knives; verify they have all PPE; demonstrate lockout/tagout procedures; show location of first aid kit</p> <p><input type="checkbox"/> Safety reports – demonstrate how to complete injury reporting forms; show log of injuries; review OWCP information; share information on contact at HRD</p> <p><input type="checkbox"/> Workplace violence – explain policies and procedures; show red folder in government files; share information on 1-800 number to report incidents</p>	<p>Emergency posters, phone numbers, evacuation plan; Directive 4791; injury report forms; OWCP Handbook; contact information</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Demonstrates safe working habits and knowledge at an acceptable level; accesses appropriate forms and knows how to make appropriate contacts</p> <p>Comments:</p>

Procedures	Description	Tools	Date completed	Competency
<p>Water Retention Issues</p>	<p><input type="checkbox"/> <i>Able to verify compliance to applicable directive – review plant program, records, labeling</i></p>	<p>Plant protocol</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Able to perform the assigned duties without intervention from the mentor. Comments:</p>
<p>Administrative</p>	<p><i>Has experience in and shows competence in completion of forms and proper distribution</i></p> <p><input type="checkbox"/> <i>T&A reports (full time and WAE) – how to check inspector’s T&As; when and how to approve leave; leave balance; proper use of FMLA, FFLA; who applies for what leave</i></p> <p><input type="checkbox"/> <i>Staffing – process; who to contact with questions; pull patterns; District practices</i></p> <p><input type="checkbox"/> <i>Appeals – format; how to respond; who to call with questions</i></p> <p><input type="checkbox"/> <i>Travel vouchers – where to submit; travel authorization; who to call with questions; CONUS;</i></p> <p><input type="checkbox"/> <i>FSIS form 5110 – 1</i></p> <p><input type="checkbox"/> <i>Supply requisitions – show forms; how to place order; when to place order by fax, email, mail, in case of emergency; how to handle accountable items</i></p> <p><input type="checkbox"/> <i>Official reference material; able to locate, use and apply – PC Dials, Index, Outlook, FSIS web site; how to locate Directives, Notices, Regulations, Interim Regulations, etc.</i></p>	<p>Forms Directives Resource persons name, phone number Government files</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Able to complete forms accurately and completely; able to access Agency resources; able to make necessary contacts to get answers to questions</p> <p>Comments:</p>

Procedures	Description	Tools	Date completed	Competency
Administrative (continued)	<ul style="list-style-type: none"> <input type="checkbox"/> Official file maintenance <input type="checkbox"/> Computer efficiency – how to maintain files; how to locate files specifically of interest to district (e.g., Outlook folders) <input type="checkbox"/> Access LEARN Pathogen Reduction and Residue Data Security maintenance <input type="checkbox"/> Access current regulations on PC Dials and the internet <input type="checkbox"/> Use of data – understand how to use PBIS, EADRS <input type="checkbox"/> SF1164 – Use Notice to complete their own; review other samples for adequacy <input type="checkbox"/> Credit card use – discuss responsibilities 			
Human Resources Administrative Duties	<p>Awareness of practical application of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Performance evaluation; select elements, establish standards, monitor performance, complete FSIS form 4430-5, conduct evaluation interview <input type="checkbox"/> Career counseling <input type="checkbox"/> Within-grade increase <input type="checkbox"/> EEO/civil rights <input type="checkbox"/> Merit promotion <input type="checkbox"/> Work Unit meetings – conduct one if possible <input type="checkbox"/> What is contained in the inspector’s personnel file <p>Demonstrate in-plant application. Show organization of files, bulletin boards. Demonstrate use of Agency resources. Reinforce the importance of setting performance standards and linking them to personnel actions.</p>	Government files Bulletin boards User guides Electronic resources Forms		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Demonstrates a basic understanding of how to access resources, use forms, and use processes.</p> <p>Comments:</p>

Procedures	Description		Date completed	Competency
IPPS Reviews	<p><input type="checkbox"/> <i>Process – Explain when and how to conduct reviews; how to give feedback; how to document and share results; review the method; frequency = Minimum of 3 times per year; who performs and who receives the IPPS reviews</i></p> <p><input type="checkbox"/> <i>Tools – Show how to access Supervisory Guidelines; show how to use Form 4330.8 and store results electronically;</i></p>	<p>FSIS Directive 4430.3; Form 4330.3; Supervisory Guideline</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Demonstrates a basic understanding of procedures</p> <p>Comments:</p>
Team leadership	<p><input type="checkbox"/> <i>Open communication – discuss expectations of both parties orally and electronically</i></p> <p><input type="checkbox"/> <i>Observe effective delegation of appropriate duties and supervision – discuss application in plant setting with inspection personnel</i></p> <p><input type="checkbox"/> <i>Begin developing Team Agency concept with rotating responsibilities</i></p> <p><input type="checkbox"/> <i>Problem solving observed; joint efforts</i></p>			<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Observation indicates behaviors are consistent with Agency expectations.</p> <p>Comments:</p>
Export certification	<p><input type="checkbox"/> Certificate preparation</p> <p><input type="checkbox"/> Product examination</p> <p><input type="checkbox"/> Requirement determination</p>	<p>Regulations, Directives (9000.1), Notices; Export Library</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Demonstrates a basic understanding of procedures</p> <p>Comments:</p>
Recalls	<p><input type="checkbox"/> <i>Explain procedures – identify District Recall Officer, District Case Specialist; explain how DO manages recalls</i></p> <p><input type="checkbox"/> <i>Understand role of VPHO in recall process – explain how they may be asked to assist with effectiveness checks based on direction from DO</i></p>	<p>Regulations, Directives (8080.1), Notices;</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Demonstrates a basic understanding of procedures</p> <p>Comments:</p>

Procedures	Description		Date completed	Competency
Professionalism	<input type="checkbox"/> Demonstrate the level of professionalism required by the Agency <input type="checkbox"/> Become familiar with the Code of Ethics and Conduct. <u>Questions</u> How will professionalism impact my ability to enforce the regulatory requirements?	Handbook of Professionalism IKE scenarios Directive 4735.3		Yes <input type="checkbox"/> No <input type="checkbox"/> Observation indicates behaviors are consistent with Agency expectations. Comments:
Computer skills	<input type="checkbox"/> <i>Apply FAIM training – review Outlook Public Folders; word processing; internet use; FAIM Help; forms library; IKE & HIKE scenarios; demonstrate how to synchronize routinely</i> <i>Use government computer – review how to use computer tools PBIS, eADRS, LEARN, PC Dials; show how to Send e-mails & attachments; how to access NR’s & Appeals</i>	PBIS, LEARN, eADRS, PC Dials, Outlook, Public Folders		Yes <input type="checkbox"/> No <input type="checkbox"/> Observation indicates behaviors are consistent with Agency expectations. Comments:

Final recommendation:

- This Public Health Veterinary Intern has mastered the basic survival skills.
- This Public Health Veterinary Intern has not mastered the basic survival skills.

Explanation/Comments: