

Virtual Inspection Method (VIM) Course On-the-Job Training (OJT) PHIS Checklist

VIM Participant Name: _____

VIM Session Number: _____

Supervisor Name: _____

District: _____

The objective of this OJT Checklist is to verify that the IM participant practiced navigating through PHIS pages, tabs, tasks entries and applied what they learned during training.

Supervisors should coach the VIM participant in the following PHIS Tasks. Give them the opportunity to shadow an experienced employee while navigating PHIS pages and entering data into PHIS tasks.

The time dedicated for each task can be adjusted according to staffing needs and supervisor decisions. The Center for Learning (CFL) recommends completing the checklist within the first week after finishing the VIM training. PHV participants can complete this during Mentoring. Certification for CSI participants must be provided to CFL within 3 weeks of completing the IM Virtual course in order to achieve successful completion.

Upon completion of the OJT, the VIM participant should keep the OJT form for their record. The supervisor should certify completion via sending email to FSISAqLearn@usda.gov stating that the student has completed the OJT. The email should include the student's name, the class number, the name of the supervisor who mentor the student during the OJT, and the date of completion.

Tasks	Estimated Time in PHIS	Date	Participant Signature	Supervisor Signature**
Update Establishment Profile task*	60 minutes			
SPS task*	60 minutes			
SSOP task*	60 minutes			
HACCP Verification task*	60 minutes			
Create an Inspection Note, prepare an Agenda, and document an Establishment Weekly Meeting on MOI	60 minutes			
Zero Tolerance task*	60 minutes			
NR documentation in PHIS, any task (if no noncompliance found during OJT, provide an alternate noncompliance scenario to document.)	60 minutes			
Schedule any sampling task and enter sample information in PHIS questionnaire	60 minutes			
Document data in Animal Disposition Reporting (ADR)	60 minutes			
Humane Handling or Poultry Good Commercial Practices task*	60 minutes			

*Includes scheduling task from the task list to the task calendar, and rescheduling one task

Comments**: (explain any task substitutions or items not practical to complete)

Resources: VIM Student Materials, PHIS Quick Reference Guide, and IPP Help button