

INSTRUCTIONS AND WORKSHEET FOR CONDUCTING A SELF-ASSESSMENT

STANDARD 8 – Program Support and Resources

STEP 1 – Review Staffing Level – FTE’s per Inspections Performed

The jurisdiction must have written documentation, calculations, or a program resource assessment that is used to determine staffing levels for retail food inspections. The “FTE (Full-Time Equivalent) per Inspections Performed” is the measure of a program’s capacity to fulfill its inspection obligations.

Full-Time Equivalent (FTE) is defined as the number of productive hours (conducting retail food inspections) contributed by one person working full-time for one year.

Determine Number of Inspections: For the purposes of this standard, “inspections” are defined as routine inspections, re-inspections, complaint investigations, outbreak investigations, compliance follow-up inspections, risk assessment reviews, process reviews, variance process reviews, foodborne illness complaint response, final construction inspections and other direct establishment contact time such as on-site training that is performed by the field inspection staff. If the same personnel who conduct inspections of the fixed-site establishments also conduct the inspections of temporary events and mobile units, then these inspection events should also be counted as “inspections” for purposes of calculating the workload ratio.

The jurisdiction must estimate the number of on-site contacts made in a year. The **Inspection-to-FTE Ratio** is then calculated as the *total number of inspections (or on-site visits)* divided by the *number of FTE’s*. To meet the Standard 8 criteria, the ratio must fall between 280 and 320 inspections per FTE.

The Conference for Food Protection’s Program Standard Committee has designed resource tools for assisting jurisdictions with calculating the **Inspection-to-FTE** ratio:

- Standard 8 – Staffing Level Assessment Workbook
- Standard 8 – Staffing Level Assessment Workbook; Instruction Guide

The above resources are available on the Conference for Food Protection web site: www.foodprotect.org

STEP 2 – Review Inspectional Equipment Documentation

- Documentation for inspection equipment: The self-assessor must confirm that the jurisdiction has documentation to verify that necessary inspection equipment is provided and assigned to each inspector, including head covers, thermocouples, flashlights, sanitization test kits, heat sensitive tapes or maximum registering thermometers, necessary forms and administrative materials.
- Documentation for accessing use of additional equipment: The self-assessor must confirm that the jurisdiction has documentation for obtaining use of equipment that may not be part of standard equipment issued for inspection purposes, such as computers, cameras, black lights, light meters, pH meters, foodborne illness investigation kits, sample collection kits, data loggers and cell phones.

STEP 3 – Review Administrative Program Support Documentation

- Documentation of equipment/supplies for maintaining program records: The self-assessor must confirm that the jurisdiction has documentation that equipment and/or supplies required for administering the program, including computers, software and other items necessary to support the record keeping system utilized by the program, are available.
- System to analyze data: The self-assessor must verify that a system is in place to collect, analyze, retain and report pertinent information about the program.

STEP 4 – Program Resource Assessment

The Standard 8 self-assessment worksheet is designed to assist jurisdictions with maintaining documentation and information required for assessing funding, staffing, and equipment needs associated with Standards 1 through 7 and Standard 9. The worksheet is included with these instructions.

There is no penalty for a jurisdiction’s failure to meet Standards 1 through 7 or Standard 9. Moreover, there is no penalty for failing to have the necessary funding and support under the criteria required in the Program Resource Assessment portion of the *Standard 8: Program Self-Assessment and Verification Audit Form*. The intent is for the jurisdiction to perform the assessment to determine if program resources are sufficient for each standard.

The self-assessor must document on the *Standard 8: Self-Assessment Worksheet* if the jurisdiction has sufficient funding, staff, and equipment to achieve each of the Standards listed on the worksheet. Each of the three resource areas (funding / staff / equipment) is assessed separately for each of the Standards. A check mark in the “YES” column indicates that the jurisdiction has sufficient resources. A check mark in the “NO” column indicates that the jurisdiction does not have sufficient resources. A “NO” response require an explanation as to what additional resources may be needed to assist the jurisdiction with meeting the Standard.

At the bottom of the worksheet, the self-assessor will indicate if the jurisdiction meets the Standard 8 requirements by checking either “YES” or “NO”. Upon completing the worksheet, the self-assessor must sign and date it. The self-assessor must retain the worksheet with the other Standard 8 self-assessment documentation

Standard 8: Program Support and Resources Self-Assessment Worksheet

Instructions: Do you have sufficient funds, staff, equipment, and resources to meet the following Standards? Answer "YES" or "NO" in each block. A "NO" answer requires explanation. Use additional pages as needed. Disclosure and analysis only is required for Standard 1 through Standard 7, and Standard 9. Standard 8 requires a positive response to the three identified items.
 **** The row at the bottom for "other shared resources" provides a place for you to identify needs that may not be easily attached to a specific Standard (i.e. copy machines, data lines).

Standard #	Funding	Staffing	Equipment	EXPLANATION - OTHER RESOURCES NEEDED
1	YES NO <input type="checkbox"/> <input type="checkbox"/>	YES NO <input type="checkbox"/> <input type="checkbox"/>	YES NO <input type="checkbox"/> <input type="checkbox"/>	
2	YES NO <input type="checkbox"/> <input type="checkbox"/>	YES NO <input type="checkbox"/> <input type="checkbox"/>	YES NO <input type="checkbox"/> <input type="checkbox"/>	
3	YES NO <input type="checkbox"/> <input type="checkbox"/>	YES NO <input type="checkbox"/> <input type="checkbox"/>	YES NO <input type="checkbox"/> <input type="checkbox"/>	
4	YES NO <input type="checkbox"/> <input type="checkbox"/>	YES NO <input type="checkbox"/> <input type="checkbox"/>	YES NO <input type="checkbox"/> <input type="checkbox"/>	
5	YES NO <input type="checkbox"/> <input type="checkbox"/>	YES NO <input type="checkbox"/> <input type="checkbox"/>	YES NO <input type="checkbox"/> <input type="checkbox"/>	
6	YES NO <input type="checkbox"/> <input type="checkbox"/>	YES NO <input type="checkbox"/> <input type="checkbox"/>	YES NO <input type="checkbox"/> <input type="checkbox"/>	
7	YES NO <input type="checkbox"/> <input type="checkbox"/>	YES NO <input type="checkbox"/> <input type="checkbox"/>	YES NO <input type="checkbox"/> <input type="checkbox"/>	
8		*	**	***
9	YES NO <input type="checkbox"/> <input type="checkbox"/>	YES NO <input type="checkbox"/> <input type="checkbox"/>	YES NO <input type="checkbox"/> <input type="checkbox"/>	
**** Other shared resources				

* Do you meet the full-time equivalent (FTE) staff to inspection ration as required in Standard 8?

** Do your inspectors have the equipment provided and available as required in Standard 8?

*** Does your department have the equipment and supplies necessary to maintain the records and reports system that supports the program as required in Standard 8?

The requirements of Standard 8 are met: YES NO

Signature: _____	Title: _____	Date: _____
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