

DVMO On-the-Job (OJT) Procedures Tool to Familiarize & Demonstrate v5-29-24

DVMO: _____

Date of Completion: _____

- This OJT training tool will be used as the District Management team outlines in their District Office.
- Recommendation: DVMO should work with DVMSs, experienced DVMOs, or similarly experienced mentors to demonstrate the procedures below. The procedures below supplement the HH/GCP content within the DVMO Training. The DVMO may complete these procedures before, during, or after taking the DVMO Training course. If it is not possible to conduct a procedure because of assignment (for example, species not available), discuss the methodology instead. Wherever possible, perform or observe the procedures, rather than discuss.
- The DVMO may self-attest to completing these procedures with their initials and keep a copy for their records. The DVMO should send a completed copy within the first 3 months to their direct supervisor. A copy does not need to be sent to Center for Learning.

Objective	Procedures	Tools	Date completed	Self-Attestation
HH/GCP Overview: HH/GCP Policy & DVMO role				
Recognize the leadership role of the National Humane Handling Enforcement Coordinator and coordinating with the HHEC on HH/GCP related issues and communications, to include external stakeholders.	<input type="checkbox"/> Attend National HH/GCP monthly correlation call. <input type="checkbox"/> Discuss examples of when communications with the HHEC were necessary. <input type="checkbox"/> Review an example of an anonymous complaint, focusing on how DVMO would provide their expertise to FSIS (District Management or HHEC). <input type="checkbox"/> Discuss when and how to respond to and correlate with HHEC on "national issues" (e.g., CO2 letter campaign; Petition 23-05).			DVMO initials/date signifying completion of this section: Names of mentors DVMO worked with:
Explain the importance of HH/GCP correlation and fostering a collaborative	<input type="checkbox"/> Attend meetings and participate in conversations with			DVMO initials/date signifying completion of this section:

<p>partnership amongst the HHEC, District Management, other DVMOs, the FLS, and the IIC.</p>	<p>District, FLS, and IICs while conducting HH/GCP DVMO procedures.</p> <p><input type="checkbox"/> Discuss examples of where effective communication improved HH/GCP mission results outcomes.</p>			<p>Names of mentors DVMO worked with:</p>
HH/GCP Overview: HATS Verification				
<p>Demonstrate how to verify HATS activities, identify HATS errors, and how to use HATS data to identify potential humane handling issues or trends.</p>	<p><input type="checkbox"/> Review HATS data in PHIS and discuss the findings.</p> <p><input type="checkbox"/> Discuss common HATS errors and how to resolve them.</p>	<p>FSIS Directive 6900.2</p>		<p>DVMO initials/date signifying completion of this section:</p> <p>Names of mentors DVMO worked with:</p>
HH/GCP Overview: Stunning, Handling, and Systematic Approach				
<p>Recognize current approved stunning and handling methods for livestock and poultry.</p>	<p><input type="checkbox"/> Observe multiple types of stunning and handling methods in multiple species, including ritual slaughter.</p> <p><input type="checkbox"/> Observe how to verify compliance with the regulations specific to each method.</p> <p><input type="checkbox"/> Identify the common characteristics of each type of method the DVMO must assess (e.g., for firearms, consider the size and type of livestock, caliber of firearm and type</p>	<p>FSIS Directive 6900.2</p> <p>FSIS Directive 6110.1</p> <p>FSIS Directive 6090.1</p> <p>AgLearn: HH Basics Modules 1, 2 and 3</p> <p>AgLearn: HH Consciousness and Stunning</p> <p>Situation Based Humane Handling Training Modules 1 & 2 (scroll down the page to find)</p>		<p>DVMO initials/date signifying completion of this section:</p> <p>Names of mentors DVMO worked with:</p>

	<p>of ammunition; for electrical stunning, point out how to determine the equipment is maintained in good repair, such as any indicators, instruments, or measuring devices available).</p> <p><input type="checkbox"/> Discuss DVMO role in firearm safety using FSIS Directive 6090.1.</p> <p><input type="checkbox"/> Describe examples of stunning noncompliance.</p>			
<p>Assess whether the establishment has implemented a systematic (or robust systematic) approach to humane handling and slaughter, or a systematic approach to GCP.</p>	<p><input type="checkbox"/> Review an establishment's robust systematic approach in both livestock and poultry. Point out the components that make the program robust.</p>	<p>FSIS Directive 6900.2</p> <p>FSIS Directive 6110.1</p> <p>69 FR 54625</p> <p>70 FR 56624</p> <p>Compliance Guide for a Systematic Approach to the HH of Livestock</p>		<p>DVMO initials/date signifying completion of this section:</p> <p>Names of mentors DVMO worked with:</p>
DVMO Visits: Verification Visits				
<p>Describe how to prepare for a HH/GCP verification visit.</p> <p>Analyze data utilized to prepare for a HH/GCP verification visit.</p> <p>Describe how to conduct a humane handling verification visit and a GCP verification visit.</p>	<p><input type="checkbox"/> Use PHIS to pull reports in preparation for a HH and GCP verification visit.</p> <p><input type="checkbox"/> Analyze the data from PHIS reports in preparation for a HH and GCP verification visit.</p>	<p>FSIS Directive 6900.2</p> <p>FSIS Directive 6110.1</p> <p>69 FR 54625</p> <p>70 FR 56624</p>		<p>DVMO initials/date signifying completion of this section:</p> <p>Names of mentors DVMO worked with:</p>

<p>Demonstrate how to complete “Report of HH Verification Review” and “Report of GCP Correlation Visit” in PHIS.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Based on the data analyzed, plan for a HH and GCP verification visit. <input type="checkbox"/> Observe a HH and GCP verification visit (including a routine, for cause, and “new grant” visit if possible). <input type="checkbox"/> Based on verification visit findings, prepare for and then attend a verification visit exit meeting. <input type="checkbox"/> Verify access to DVMO/DVMS role in PHIS. <input type="checkbox"/> Use PHIS to complete a Report of HH/GCP verification visit. 			
--	---	--	--	--

DVMO Visits: DVMO Enhanced Outreach Visits

<p>Describe HH/GCP DVMO Enhanced Outreach pre-visit, visit, and post-visit methodology.</p> <p>Explain how to contact establishment management and IPP prior to a DVMO Enhanced Outreach Visit.</p> <p>List the goals to achieve during a HH/GCP DVMO Enhanced Outreach Visit.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review PHIS in preparation for DEOV. Identify specific information in the reports that should be utilized in preparation for DEOVs. <input type="checkbox"/> Prepare for and then contact establishment management prior to a DEOV. <input type="checkbox"/> Prepare for and then contact IPP prior to a DEOV. 	<p>Small and Very Small Plant HH DVMS Enhanced Outreach Plan</p>		<p>DVMO initials/date signifying completion of this section:</p> <p>Names of mentors DVMO worked with:</p>
--	---	--	--	--

<p>Demonstrate how to complete the Outreach Report in PHIS and enter survey information into the DVMO SharePoint.</p> <p>Demonstrate how to provide effective feedback to establishments at DVMO Enhanced Outreach Visits.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Observe a DEOV, with a focus on the communications between mentor and the establishment. <input type="checkbox"/> Locate resources to provide to the establishment during or after a DEOV. <input type="checkbox"/> Complete the Outreach Report in PHIS. <input type="checkbox"/> Complete the Survey information in the DVMO SharePoint. 			
HH/GCP: Noncompliance and Enforcement				
<p>Explain the DVMO role in HH/GCP noncompliance and enforcement.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Observe and participate in daily/weekly/monthly HH/GCP procedures routinely completed by mentor. <input type="checkbox"/> Participate in (or review recent) HH/GCP related appeals. Provide assessment and recommendation on the appeal decision. 	<p>FSIS Directive 6900.2</p> <p>FSIS Directive 6110.1</p> <p>FSIS Directive 13000.3</p>		<p>DVMO initials/date signifying completion of this section:</p> <p>Names of mentors DVMO worked with:</p>
<p>Assess HH/GCP events to determine what actions should be taken.</p> <p>Identify and respond to egregious humane handling events.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in responding to active/current HH/GCP events. Formulate response and receive mentor feedback. 	<p>FSIS Directive 6900.2</p> <p>FSIS Directive 6110.1</p> <p>FSIS Directive 5100.3</p> <p>FSIS Directive 5000.1</p>		<p>DVMO initials/date signifying completion of this section:</p> <p>Names of mentors DVMO worked with:</p>

<p>Identify how to adapt your communication style to effectively communicate with others in response to HH/GCP noncompliance and enforcement.</p> <p>Discuss how HH events are addressed in voluntary/exotic species services and custom exempt operations.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Observe how mentor communicates during active/current HH/GCP events (with establishment, IPP, District). <input type="checkbox"/> Review recent enforcements and discuss how mentor responded (compare/contrast NOIE vs. NOS). <input type="checkbox"/> If voluntary/exotic species are part of assignment, review any recent egregious enforcement documentation. Discuss handling of any custom exempt findings. 	<p>FSIS HIKE Scenarios</p> <p>FSIS Enforcement Actions</p>		
<p>Assess an establishment's response to a HH related enforcement action.</p> <p>Identify how to adapt your communication style to effectively communicate with others in response to HH/GCP noncompliance and enforcement.</p> <p>Develop a verification plan based on an establishment's proffered corrective actions in response to a humane handling enforcement.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review recent establishment responses to enforcement actions. Discuss how mentor assessed the establishment response. Review how the mentor constructed a VP based on the establishment response. <input type="checkbox"/> Participate in current/active enforcement actions as they occur, including assessing the establishment's response, 	<p>FSIS Directive 6900.2</p> <p>FSIS Directive 6110.1</p> <p>FSIS Directive 5100.3</p> <p>FSIS Directive 5000.1</p> <p>FSIS Directive 8010.3</p> <p>FSIS Enforcement Actions</p>		<p>DVMO initials/date signifying completion of this section:</p> <p>Names of mentors DVMO worked with:</p>

	<p>requesting additional information from the establishment, and constructing a VP based on the establishment's response.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Observe how mentor communicates with establishment when further clarification of their response to enforcement is necessary. <input type="checkbox"/> Observe how mentor follows evidence-collection procedures (in correlation with DCS) for AER case-file assembly. 			
<p>Describe actions to complete during the abeyance/deferral period and when to recommend closing an enforcement case.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Observe a follow-up visit on an open enforcement case. <input type="checkbox"/> Participate in documenting the follow-up visit findings. <input type="checkbox"/> Participate in closing an open enforcement case, or review official letters and recommendations involved in closing an enforcement case. 	<p>FSIS Directive 5100.3</p> <p>FSIS Directive 5000.1</p>		<p>DVMO initials/date signifying completion of this section:</p> <p>Names of mentors DVMO worked with:</p>
<p>Describe best practices for constructing FSIS documentation, including noncompliance records,</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review with mentor recent NRs, correspondence with establishments, 	<p>FSIS Directive 5100.3</p> <p>FSIS Directive 5000.1</p>		<p>DVMO initials/date signifying completion of this section:</p>

<p>enforcement letters, and memoranda.</p>	<p>enforcement letters, and other documentation related to HH/GCP. Identify documentation best practices within the documentation (e.g., clear, concise writing; key point up front; specific statutory/regulatory citations; any common/standard language for each type of correspondence used by the District).</p> <p><input type="checkbox"/> Review with mentor HH/GCP NRs and MOIs documented by IPP. Identify the type of feedback that may need to be provided to IPP on these types of documents to ensure supportability, common IPP mistakes, etc.</p>	<p>FSIS Directive 6900.2</p> <p>FSIS Directive 6110.1</p> <p>FSIS Enforcement Actions</p>		<p>Names of mentors DVMO worked with:</p>
--	---	---	--	---

HH/GCP: Correlation, Data, and Other Duties

<p>Identify situations where correlation with IPP and their supervisors is necessary.</p> <p>Practice how to write concise and effective communications for high-level FSIS management.</p> <p>Discuss the different types of individuals and groups that a DVMO will communicate with on HH/GCP related work.</p>	<p><input type="checkbox"/> Observe when mentor communicates with IPP and supervisory channels.</p> <p><input type="checkbox"/> Participate in communicating HH/GCP related situations with high-level FSIS management.</p> <p><input type="checkbox"/> Obtain District-specific lists of DVMO contacts</p>			<p>DVMO initials/date signifying completion of this section:</p> <p>Names of mentors DVMO worked with:</p>
--	---	--	--	--

	(e.g., OIEA, APHIS, State, FDA).			
Demonstrate how to respond to reports received for NASS requests.	<input type="checkbox"/> Participate in responding to a NASS request.			DVMO initials/date signifying completion of this section: Names of mentors DVMO worked with:
Review an odd-hour inspection report following guidance in FSIS Directive 6900.2.	<input type="checkbox"/> Participate in review of an odd-hours inspection report. Identify any errors/IPP follow up if necessary.	FSIS Directive 6900.2 FSIS Form 8100-1		DVMO initials/date signifying completion of this section: Names of mentors DVMO worked with:
Demonstrate how to apply management controls to analyze HH/GCP outcomes.	<input type="checkbox"/> Participate in completing any management control reports required by the District Office (may vary by District). <input type="checkbox"/> Assess the reports and draft a recommendation based on the data for mentor to review.			DVMO initials/date signifying completion of this section: Names of mentors DVMO worked with:
Other	<input type="checkbox"/> Verify access to appropriate systems and e-mail lists (e.g., Assurance Net, HH AER Notifications e-mail).			DVMO initials/date signifying completion of this section: Names of mentors DVMO worked with: