

# Training course syllabus

## On-line live streaming training course

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| <b>Title:</b>              | <b>Health and hygiene training course for the shipping industry</b>   |
| <b>Purpose:</b>            | The EU SHIPSAN ACT training courses are designed to help you to perform your supervisory and training duties and to maintain a high standard of health and hygiene on board ships.  |
| <b>Dates and time:</b>     | <b>29 May – 1 June 2018</b><br>4 hours per day attending live webcasting and 1 hour per day for self-study and completing short assessments.<br><br>Total: 20 Hours   |
| <b>Who should attend?</b>  | <ul style="list-style-type: none"> <li>• Managers with duties related to health and hygiene</li> <li>• Ship officers working at a supervisory level</li> <li>• In-house or contracted trainers responsible to deliver health and hygiene training to crew members</li> </ul>  |
| <b>Course objectives:</b>  | <ul style="list-style-type: none"> <li>• Demonstrate knowledge on the health and hygiene standards on ships, focusing on the European Manual for Hygiene Standards and Communicable Disease Surveillance on Passenger Ships. Click <a href="#">here</a> to download the 2<sup>nd</sup> Version of the European Manual.</li> <li>• Be aware of the principles of hygiene and communicable disease prevention and control on ships as required in the European Union legislation, as well as in the international standards.</li> <li>• Apply methods for supervising corrective actions implemented in response to non-conformities.</li> <li>• Develop inter-department cooperation for implementing ship health and hygiene management plans.</li> <li>• Develop plans for ensuring that risks have been identified, control measures are implemented by trained staff, and monitoring and corrective actions are in place.</li> <li>• Apply health and hygiene training principles for crew member training on the ship.</li> </ul> |
| <b>Course methodology:</b> | <p>The lessons will be a combination of lectures, focused on application of skills, exercises, case studies and self-study of the various topics. Trainees are given plenty of time to practice hands-on skills, as these will be utilized in the exercises.</p> <p>The training approach of the course consists of:</p> <ul style="list-style-type: none"> <li>• Lectures – instruction and theory on the subject matter</li> <li>• Case studies – use of scenarios to exercise problem solving</li> <li>• Questions and answers – updating skills and knowledge</li> <li>• Resources in the form of support documentation will be sent in an electronic format</li> </ul>   |

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| <b>Modules:</b>                    | <ul style="list-style-type: none"> <li>• Planning training on ships</li> <li>• Food safety</li> <li>• Potable water safety</li> <li>• Outbreak management and control</li> <li>• Recreational water safety</li> <li>• Housekeeping</li> <li>• Nursery and play areas</li> <li>• Pest management</li> <li>• Hairdressers and beauty salons</li> <li>• Hazardous chemical agents</li> <li>• Waste management</li> </ul> |
| <b>Assessment:</b>                 | <p>At the beginning and at the end of the training course, there will be an assessment. It will include multiple choice and short answer questions covering the topics discussed in the course. Pre-assessment begins 28 May. Please review instructions.</p> <p><b><u>Aim of the assessment:</u></b> It is a tool to give a better idea of the trainees' abilities and learning progress.</p>                        |
| <b>Administrative Information:</b> | <p>The cost for attendance at this course is 500 euros.</p>   |
| <b>Certification:</b>              | <p>A certificate of successful completion will be issued to participants who successfully pass the final assessment. You must attend all days and complete all modules including the everyday self-studies to receive your certificate.</p>   |
| <b>Registration:</b>               | <p><b>Click on the following link to register on-line for the training course:</b><br/> <a href="http://surveys.shipsan.eu/index.php/285216/lang-en">http://surveys.shipsan.eu/index.php/285216/lang-en</a></p>   |
| <b>Registration deadline:</b>      | <p><b>16 May 2018</b></p>   |
| <b>Materials required:</b>         | <p>This training course will be delivered in real time live broadcasting.</p> <p>Basic requirements:</p> <ul style="list-style-type: none"> <li>• PC, laptop, Mac, iPad or tablet (<b>please review technical instructions for devices</b>)</li> <li>• Web browser</li> </ul> <p>Further information regarding access to the on-line platform will follow after registration.</p>                                     |
| <b>To get more information:</b>    | <p>For any further information please contact us via email <a href="mailto:training@shipsan.eu">training@shipsan.eu</a></p>   |

## Content overview

### Pre-course material

Trainees will be given access to the e-learning platform in order to complete one introductory training module. The module is about the European Manual for Hygiene Standards and Communicable Disease Surveillance, and how to use it in a methodology to organise on board inspections.

This is a 40 minute self-paced audio module that should be completed by the participants at any time before the start of the training course.

### On-line live streaming training course

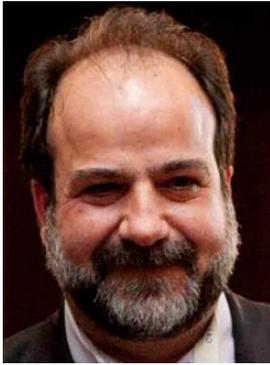
| Module                            | Overview, learning objectives and content   |
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| <b>Planning training on ships</b> | <p>This module will introduce the European and the global legal framework for ship operators' obligations about training of their staff. It will further explain the training plan provided in the European Manual and introduce training principles.</p> <p>Learning objectives</p> <ul style="list-style-type: none"> <li>- Demonstrate knowledge on the legal obligations of ship operators about training in health and hygiene.</li> <li>- Verify a training policy for health and hygiene on ships.</li> <li>- List the principles of adult learning in developing educational programmes.</li> </ul>   |
| <b>Food safety</b>                | <p>This module will provide an overview on food safety principles for supervisors and HACCP audit techniques. It will cover the European legislation requirements about food traceability and food information to consumers (i.e. potential allergens). Examples of non-conformities based on real inspection findings will be presented. Learning about findings from inspections conducted previously in ports in Europe will help participants to better implement the European Manual standards.</p> <p>Learning objectives</p> <ul style="list-style-type: none"> <li>- Better implement the principles of food hygiene and the HACCP principles.</li> <li>- Develop or improve the instructions and guidance on HACCP principles in the department or areas you supervise/manage on board.</li> <li>- Effectively supervise food handlers on all hygiene and food safety issues.</li> <li>- Carry out food hygiene inspections and audits.</li> <li>- Provide guidance and advice on the management of food hygiene in the passenger ship food operations.</li> <li>- Demonstrate technical knowledge necessary for management of complex food production processes.</li> </ul> |

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| <p><b>Potable water safety</b></p>            | <p>Based on the principles of the Water Safety Plan approach, this module is intended for all ship supervisors, as well as those who have specific duties for water safety. Water is distributed throughout the ship and everyone should be aware to some extent of the water safety principles. This module will help participants to apply the requirements from the European Manual in evaluating the Water Safety Plan implemented on board the ship.</p> <p>Learning objectives</p> <ul style="list-style-type: none"> <li>- Ensure potable water is produced safely.</li> <li>- Avoid contamination of bunkered water.</li> <li>- Ensure correct disinfection of potable water.</li> <li>- Reduce the risk of Legionnaires' disease.</li> <li>- Ensure that operational monitoring is in place.</li> <li>- Ensure that corrective actions are taken whenever required.</li> <li>- Verify correct operation of the Water Safety Plan.</li> </ul>   |
| <p><b>Recreational water safety</b></p>       | <p>The module will help those who have responsibility for pool and hot tub/spa operations and maintenance, as well as those who are involved in the prevention and control of waterborne diseases to apply the requirements from the European Manual in evaluating control measures for Recreational Water Facilities.</p> <p>Learning objectives</p> <ul style="list-style-type: none"> <li>- Ensure water is halogenated while the pool is open for use.</li> <li>- Ensure that the filters are maintained appropriately.</li> <li>- Audit the monitoring procedures.</li> <li>- Schedule microbiological monitoring.</li> </ul>  |
| <p><b>Outbreak management and control</b></p> | <p>This module will provide an overview of prevention and control measures on board ships for gastroenteritis, Legionnaires' disease, vaccine preventable diseases and influenza. Those who attend the course will be better able to identify the illnesses commonly found on passenger ships and recognise, when case reports exceed expected values, the need to rapidly implement the management strategies that allow control of illness outbreaks. It will further give advice on resources where ship operators can find up to date information about alerts for food safety and infectious diseases globally and in Europe.</p> <p>Learning objectives</p> <ul style="list-style-type: none"> <li>- Describe transmission routes for gastroenteritis, Legionnaires' disease, vaccine preventable diseases and influenza.</li> <li>- Demonstrate knowledge on surveillance demands and pre-boarding passenger and crew screening principles.</li> <li>- Use of the Outbreak Management Plan tool to organise both routine and elevated levels of illness when triggers are reached.</li> <li>- Evaluate the pro-active role of supervisors on implementing the response actions and observation of activities to ensure guidance is followed strictly.</li> <li>- Apply control measures which match the illness and response phase established.</li> <li>- Assess the methods followed in housekeeping closely to prevent illness spread and repeat cabin occurrence.</li> </ul> |

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| <p><b>Housekeeping</b></p>           | <p>This module will provide an overview of cleaning and disinfection principles and on how to organize an audit on housekeeping activities on board. It will give emphasis on the European legal framework for biocidal products.</p> <p>Learning objectives</p> <p>By completing this module, trainees will be better able to apply the requirements from the European Manual in evaluating housekeeping activities:</p> <ul style="list-style-type: none"> <li>- Cleaning and disinfection</li> <li>- Body spillage policies</li> <li>- Personal hygiene and uniform policies</li> <li>- Areas at high risk of disease spread</li> <li>- The laundry process</li> </ul>   |
| <p><b>Nursery and play areas</b></p> | <p>This module will help ship officers performing their duties to conduct focused inspections to verify prevention and control of infections is implemented.</p> <p>Learning objectives</p> <p>By completing this module, trainees will be better able to apply the requirements from the European Manual in evaluating nursery and play areas for compliance with infection control processes:</p> <ul style="list-style-type: none"> <li>- Ensure that fixed facilities have supplies and necessary equipment.</li> <li>- Hand contact surfaces in facilities and furnishings are easy to clean.</li> <li>- Surfaces of furnishings and toys are cleaned and disinfected often daily</li> <li>- Surfaces are visibly clean.</li> <li>- Signs are posted and logs on illness and body fluid events maintained.</li> <li>- Infectious illness guidance and exclusion policy provided and explained.</li> <li>- Staff training demonstrated and records of training maintained.</li> </ul> |
| <p><b>Pest management</b></p>        | <p>This module will help ship officers perform their duties to conduct focused inspections to verify prevention and control of pest infestations is implemented.</p> <p>Learning objectives</p> <p>By completing this module, trainees will be better able to apply the requirements from the European Manual in evaluating the Integrated Pest Management (IPM) plan:</p> <ul style="list-style-type: none"> <li>- IPM team, roles and responsibilities and training records.</li> <li>- Pests that should be considered in the IPM plan.</li> <li>- Plan of the ship with the active and passive surveillance locations.</li> <li>- Records for active and passive surveillance inspection results and corrective actions.</li> <li>- List with authorised pesticides available on board.</li> <li>- Staff training demonstrated and records of training maintained.</li> </ul>   |

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| <p><b>Hairdresser's and beauty salons</b></p> | <p>This module will help ship officers perform their duties to conduct focused inspections to verify prevention and control of diseases that can be transmitted in hairdresser's and beauty salons.</p> <p>Learning objectives</p> <p>By completing this module, trainees will be better able to identify the risks associated with hairdresser's and beauty salons, and assess how well the responsible crew understand, manage, and control them:</p> <ul style="list-style-type: none"> <li>- Responsible crew are trained on spread of pathogens, cross-contamination, personal health and hygiene, hand washing, and techniques of cleaning and disinfection.</li> <li>- Responsible crew demonstrate knowledge about infectious disease risk and hygienic practices in performing their duties.</li> <li>- Evaluate practices of cleaning, disinfection and sterilisation of equipment like combs, brushes, scissors, clippers and manicuring and pedicure instruments.</li> <li>- Review practices of razor and cosmetic use for each customer.</li> <li>- Assess waste under medical category and sharps storage, handling and disposal.</li> <li>- Analyse any logs or guidance on cleaning/disinfection and compliance with company policy on handling of minor wounds.</li> </ul> |
| <p><b>Hazardous chemical agents</b></p>       | <p>This module will cover the standards on hazardous chemical agents with emphasis to the European legal framework on hazardous chemical agents.</p> <p>Learning objectives</p> <ul style="list-style-type: none"> <li>- Demonstrate knowledge on the standards of the European Manual for hazardous chemical agents.</li> <li>- Organise an audit related to hazardous chemical agents on board passenger ships.</li> </ul>   |
| <p><b>Waste management</b></p>                | <p>This module will cover the hygienic aspect of the waste management process on board ships in segregation, handling, storage and disposal.</p> <p>Learning objectives</p> <ul style="list-style-type: none"> <li>- Demonstrate knowledge on the standards of the European Manual for waste management.</li> <li>- Organise an audit related to the hygienic aspect of waste management on board passenger ships.</li> </ul>  |

## Trainers



**Christos Hadjichristodoulou, Laboratory of Hygiene and Epidemiology, University of Thessaly, Greece**

Prof. Christos Hadjichristodoulou is a Professor of Hygiene and Epidemiology at the School of Medicine of the University of Thessaly, Larissa, Greece. He is the Director of the Department of Hygiene and Epidemiology, UTH, the Director of the Peripheral Public Health Laboratory of Thessaly and the scientific coordinator of the 2 year post graduate training program in applied public health and environmental hygiene. He is also the Head of the WHO Collaborating Center for the International Health Regulations: points of entry. Moreover he is the Coordinator of the EU HEALTHY GATEWAYS Joint Action. He is also a WHO expert providing technical advice for management of public health events on board ships and a WHO consultant for evaluating the EUDEVCO project. In the past he was the Coordinator of the EU SHIPSAN ACT Joint Action (2013-2016) and of the “Integrated surveillance and control programme for West Nile virus and malaria in Greece”, the Project leader of the SHIPSAN TRAINET project (2006-2008), the Scientific Coordinator of the SHIPSAN project (2008-2011), and the scientific coordinator of the project “Environmental Health Surveillance for the Athens 2004 Olympic Games”. He also held the post of the Director of the National Center for Surveillance and Intervention (December 1997 until February 2000). Prof. Christos Hadjichristodoulou has 190 publications in peer review journals.



**Jaret Ames, Senior Technical Expert**

Jaret began his public health career in 1984, working as a Sanitarian in health departments in Ohio and later Florida. He went on to work for two different environmental consulting firms in Florida, Georgia, and New York City. Jaret became an officer in the U.S. Public Health Service in 1990 and served in several assignments in New York, Maryland, Miami, and finally Atlanta, before his retirement as a Captain and Chief of CDC’s Vessel Sanitation Program in August 2016. Throughout his 18 years with CDC VSP, Jaret was both a supervisor and field inspector, conducting operational and construction inspections of ships, plan reviews, GI illness outbreak investigations, and presenter at ship supervisor sanitation training seminars. Jaret joined SHIPSAN and moved to Thessaloniki, Greece in September, 2016. There he trains inspectors on technical practices following the European Manual, and he develops training programs and delivers training to vessel staff and supervisors to help them improve in their compliance with the Manual. Jaret holds a BSc in Environmental Health from Wright State University and a MSc in Environmental and Occupational Health Sciences from Hunter College, NYC.



**Barbara Mouchtouri, Laboratory of Hygiene and Epidemiology, University of Thessaly, Greece**

Dr Barbara Mouchtouri has been the manager of the SHIPSAN projects and of the EU SHIPSAN ACT joint action for the last 12 years and now leader of Maritime transport Work Package of the EU HEALTHY GATEWAYS joint action. She holds an MSc in Public Health from the London School of Hygiene and Tropical Medicine and a PhD in the field of public health on ships and vector borne diseases. She has worked for the 2004 Olympic Games environmental health surveillance programme and the Hellenic Vessel Sanitation Programme. She had been occupied as technical

officer in WHO headquarters for the team in charge of the support to IHR Capacity Development at points of entry, as a researcher at the UK Health Protection Agency and as an adjunct lecturer at the University of Thessaly and the Technological Education Institute of Athens. She also supports the work of the WHO Collaborating Center for the International Health Regulations: points of entry. She has field experience as port health officer, as trainer in SHIPSAN inspections and as field investigator. Her research interests are ship sanitation and water safety and has several publications in scientific journals. She participated in expert groups for WHO guidelines in ship sanitation.



**Miguel Dávila-Cornejo, Deputy Directorate General of Foreign Health, Directorate General for Public Health, Quality and Innovation, Ministry of Health, Social Services and Equality, Spain**

Dr Dávila studied Medicine at the University of Salamanca and completed his postgraduate studies in General Surgery at Hospital La Paz (Madrid). Having passed a specific selection process, he was assigned to the Spanish Ministry of Health-Directorate General for Public Health in 2003. He is the Head of the Health Control Unit belonging to the Foreign Health Department, and coordinates the 28 Foreign Health Units located at Spanish international ports and airports. He has been collaborating with SHIPSAN since 2008 in different aspects of the project. He also collaborates with WHO as contributor in different projects and has participated as a trainer in several WHO training courses related to IHR implementation at Points of Entry.



**Allan Roy Johnson, Harlow District Council, UK**

Mr Allan Roy Johnson works as an outposted scientist at Public Health England, Food, Water and Environmental Microbiology Laboratory. He has a Bachelor of Science in Environmental Health. He previously worked in timber importing industry as a timber technologist and in catering running own outside event catering. He worked as an Environmental Health Officer for Tendring District Council responsible for the Ports of Harwich International, Harwich Navyard and Mistley and at Harlow. He worked at the UK Health Protection Agency and his responsibilities included Outbreak investigation entailing detailed and focused audit on food businesses including small and major manufacturers and NHS hospitals. In 2005, he established a private company, focusing on investigation and audit of systems, primarily food, water and infection control on ships.



**Charles S. Otto, III, REHS**

Charles retired after 30 years as a Captain and the Senior Environmental Health Officer in the U.S. Public Health Service in Sept. 2017. His seven USPHS assignments included those at the Food and Drug Administration, National Park Service (Public Health Program) and the Centers for Disease Control and Prevention. Before his commissioning in USPHS, Charles worked for 13 years in all areas of state and local environmental health in the field and program management in Alabama. Charles holds a Bachelor's of Environmental Health from Auburn University and a Masters of Public Administration from the University of South Alabama. He is a Diplomat in the American Academy of Sanitarians, and a Registered Environmental Health Specialist and a Certified Professional – Food Safety with the National Environmental Health Association. He was on the FDA team that authored the first

two editions of the modern Food Code, on the all stakeholder team that developed the CDC Model Aquatic Health Code. During his USPHS career, he has authored and co-authored more than a dozen published peer-reviewed published environmental health papers.



**Elina Kostara, Laboratory of Hygiene and Epidemiology, University of Thessaly, Greece**

Mrs Elina Kostara is a BSc Hons Environmental Chemist graduate from the Faculty of Applied Sciences of the University of West of England, Bristol, UK. She holds an MSc in Sustainable Environmental Management (University of Plymouth, UK) and an MSc in Applied Public Health and Environmental Hygiene (University of Thessaly, Greece). She worked for two years in the private sector in the UK as an Environmental Officer implementing Environmental Management Systems. From March 2007 until today she is working full time as a Researcher/Technical Officer for the SHIPSAN and SHIPSAN TRAINET projects and the EU SHIPSAN ACT Joint Action where she participated in the design of research studies, development of training material and organisation of training courses for health and hygiene and in the design and implementation of evaluation and dissemination activities. She has also participated in the external evaluation of a European funded project as an evaluation assistant researcher.