Training Reciprocity Program (TRP)

Establishing DOE Radworker Training Reciprocity between DOE Contractors and Sites

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Introduction

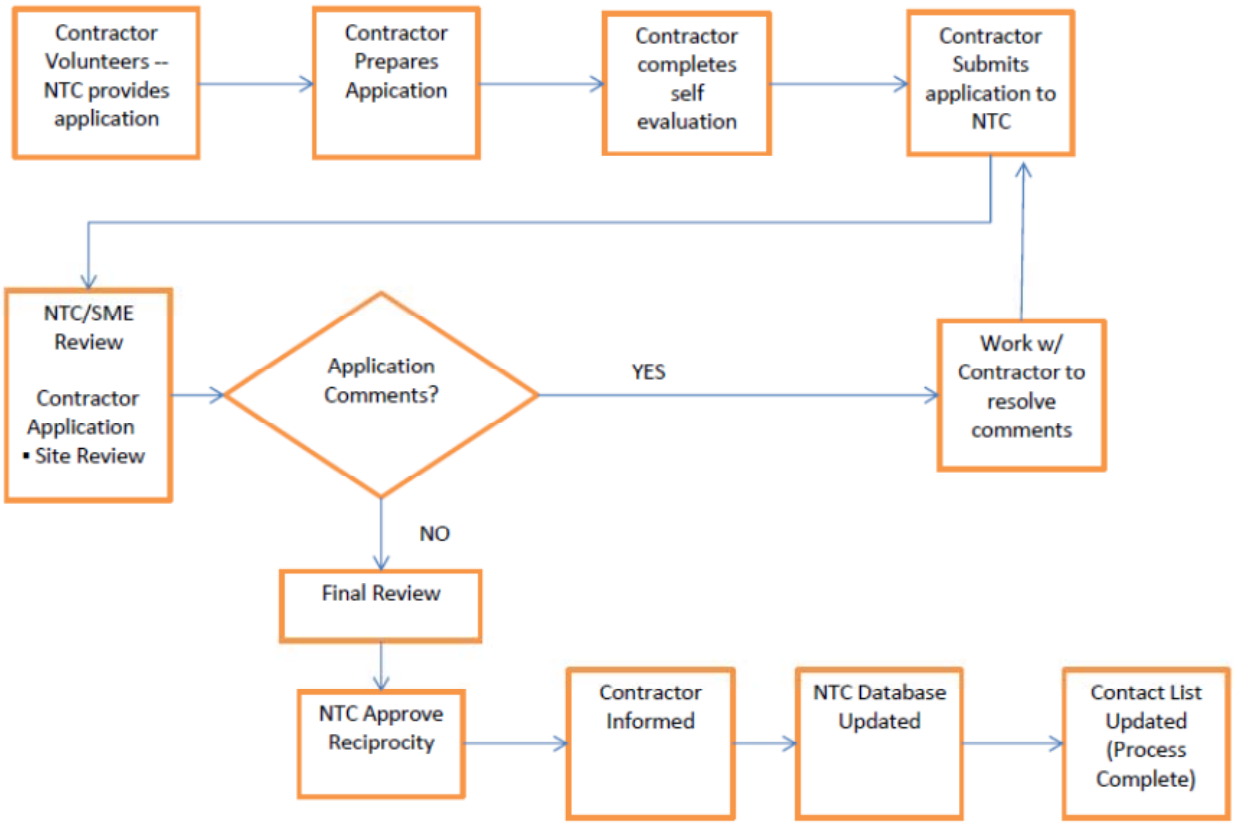
Since 2009, the Department of Energy (DOE) Office of Health, Safety and Security (HSS) has sought to improve worker safety and health training through a partnership with the National Training Center (NTC), the National Institute for Environmental Health Sciences (NIEHS) and the Volpentest HAMMER Training and Education Center (HAMMER). Under the guidance of the HSS/Union Focus Group, this partnership hosted a series of workshops across the DOE complex to discuss training reciprocity and standardization. The Partnership has made tremendous progress in furthering the goal of enhancing and expanding the use of collaborative worker safety and health training improving the quality of training while increasing efficiencies and improving transportability of training across DOE contractors, facilities, and sites. The partnership is currently working with DOE Federal and contractor leadership to identify opportunities and processes for establishing reciprocity agreements that will improve worker safety and health, enable workers to move more easily between sites, and put workers to work faster, minimizing redundant training thus yielding significant cost savings and efficiencies.

Currently, the partnership has embarked on a project to encourage Radiation Worker (Radworker) training reciprocity across DOE sites. DOE Radiological Control Manual (RCM) was issued twenty years ago with chapter six mandating a standardized Radiological Worker training (RWT) program. DOE sites in the complex were required to implement a program with consistent learning objectives, supporting materials, and evaluation practices. The purpose was to allow workers trained at one site to easily transfer to another site within the complex with little or no additional training. Due to the diversity of DOE sites (laboratory, accelerator, clean up, operating facility, etc.) a "one size fits all" approach did not work and the RCM was redefined as a guide to good practices.

The need for reciprocity in RWT across the complex still exists. Several sites have workforces that perform radiological work at multiple sites. Each time they relocate, they are required to attend that site's version of RW training (amongst other training). The National Training Center (NTC) is working to re-establish the reciprocity program, this time on a strictly voluntary basis. The DOE curriculum (DOE-HDBK-1130-2008) is already set up on a training module format that lends itself to reciprocity on common program elements.

Those sites wishing to participate are encouraged to do so. Once reciprocity has been established with a number of contractors, the process of getting Radworkers into work should be quicker and less expensive. Reciprocity will be granted by module.

NTC will maintain the process and program to support reciprocity information for participating DOE contractors. The first step in the process is for the DOE contractor to apply for the reciprocity program with NTC. This will be done by visiting the NTC web site and following the instructions.



Training Reciprocity Program
Figure 1

Self Evaluation Process

Prior to applying for participation in the reciprocity program, the applicant will conduct an internal review to the NTC objectives and criteria provided in this attachment.

Application Submittal

The application Self-Evaluation will be documented in the *Radworker Portability Validation Record*, along with supporting documentation (electronic preferred), providing a record of how the training program meets the objectives and criteria. The following provides general guidelines for completing the *Radworker Portability Validation Record*:

> Avoid jargon, acronyms, or other language that requires a working knowledge of your site and training program.
>
> Minimum report content:

- Facility description – provide a description of the contractor's primary mission, especially as it applies to factors that relate to the training program. This may include facility size, number of people in the program, years of operation, etc.
- Program description – provide a brief description of the RW program; include how it was designed and currently implemented.

Application Submission

Application must identify training provider and DOE/Contractor sponsor. Contractor completes the application and submits electronically through the sponsoring organization web portal. Supporting documentation, to include training manuals, must be submitted to support identified criteria.

NTC/SME review of Application Package

Upon receiving the application the NTC will evaluate the submittal against all required criteria and provide feedback.

Site Visit/Review

A team consisting of NTC representative(s) and subject matter expert(s) will validate the established criteria and supporting documentation. An out-brief will be given to the applicant.

Specific comments will be reviewed with all parties. The NTC will provide assistance necessary upon request to facilitate module reciprocity. The requesting contractor may initiate additional actions at their discretion.

Documentation into NTC data base

Training Reciprocity will be documented and posted to the Training Reciprocity NTC Web Portal.

Data Retrieval by Contractors

The data retrieval will be a phased approach. For the initial phase (pilots and initial implementation) NTC will maintain a list of participating training provider contacts on NTC WEB portal. When an individual requires verification of training, the requesting contractor contacts the training provider who will provide verification of training completion by modules, any exceptions, date of qualification, and date of

training expiration. A second phase will automate training record retrieval requests through an NTC training portal.

Periodic review/recertification (2 years)

Training Reciprocity Program certification will remain in effect for two years from date of approval. The NTC will notify the contractor six months prior to certification expiration at which time the contractor will update the existing submittal report. The NTC will determine if a site reevaluation visit will be required. NTC will develop expedited procedures to address specific situations involving training providers such as contact transition or training provider change.

Return on Investment

The pilot will include gathering current metrics and available data for the development of additional metrics to quantify direct and indirect savings.

Process to withdraw from program

At any time Contractor management may submit written notification to the NTC to voluntarily withdraw from the Training Reciprocity Program. The NTC will work with sponsoring contractors in situations that jeopardize continuing reciprocity. Previously completed training will remain valid through the expiration date.

OBJECTIVES AND CRITERIA

Attachment A

Assumption: The Radiological Worker training program is developed to support implementation of a DOE approved Radiation Protection Program Plan required by 10 CFR 835. Training is performed by an organization who participates in the required 10 CFR 835.102 periodic reviews.

Objective One: Management and Administration of Training Programs

The contractor is organized, staffed, and managed to facilitate planning, directing, evaluating, and controlling a systematic training process that supports the facility mission.

Criteria:

1.1 An individual responsible for implementing the training and qualification program(s).

1.2 Goals, objectives, and plans are in place to describe the training and qualification program implementation and maintenance.

1.3 Training records are maintained to support management information needs and to demonstrate compliance with 10 CFR 835.

1.4 Training developed and/or implemented by personnel or organizations other than the contractor's staff is monitored and controlled to ensure it meets applicable requirements.

1.5 Training facilities, equipment, and materials effectively support training activities.

Objective Two: Development and qualification of Training Staff

Training staff (contractor and subcontractor) possesses the technical knowledge, experience, and developmental and instructional skills required to fulfill their assigned duties per [DOE HDBK 1107-97 for Key Radiological Positions].

Criteria:

2.1 Training staff has the requisite education, experience, and technical qualifications for their respective positions.

2.2 A training program is in place to ensure training staff gain the knowledge and skills required for their position.

2.3 A continuing instructional skills training program is in place to maintain, improve, and update the knowledge and skills of incumbent training staff based, in part, on the results of instructor evaluations.

Objective Three: Training Program Content Design and Development reflects DOE-HDBK-1130-2008

Training program materials identify and support the knowledge and skills needed by a radworker. The content of initial training prepares the trainee to be a radworker. The content of re-training (refresher) maintains and improves incumbent job performance.

Criteria:

3.1 Contractor enabling learning objectives match DOE recommendations.

3.2 Lesson plans and other training materials used in the selected training setting support the learning objectives.

3.3 Review, approval, and control requirements are established and utilized for all training materials.

3.4 A re-training (or refresher) program is in place.

Objective Four: Conduct of Training

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Training is conducted using approved lesson plans.

Criteria:

4.1 Training is conducted using approved and current training materials.

4.2 Training replicates actual job conditions to the extent practical, and allows for direct participation by the trainees.

Objective Five: Trainee Examinations and Evaluations

Individual trainee knowledge retention is examined at least every 24 months.

Criteria:

5.1 Trainees are evaluated using written examinations (80% passing criteria) and performance evaluations that assess pass/fail criteria, as well as good radiological practices.

5.2 Written examinations and performance evaluations are:

5.2.1 Based on learning objectives

5.2.2 Administered consistently

5.2.3 Controlled

5.2.4 Documented.

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5.3 Exams do not contain True/False type questions.

5.4 Written examination content is changed at intervals sufficient to prevent compromise.

5.5 Development, approval, security, administration, and maintenance of written examinations, and performance evaluations are formally controlled.

5.6 Exam analysis is performed periodically.

5.7 Remedial training and re-evaluation are provided when examination or performance standards are not met.

Objective Six: Training Program Evaluation

Training program evaluations are performed periodically.

Criteria:

6.1 Qualified individuals evaluate the radworker program periodically to identify program strengths and weaknesses.

6.2 Instructor instructional skills and technical competencies are evaluated.

6.3 Trainee (current and former) feedback is used to evaluate and refine the training program.

6.4 Change actions (e.g., procedure changes, equipment changes, facility-specific and operating experience) are monitored, evaluated and incorporated, as applicable.

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6.5 Changes to initial and re-training are systematically initiated, tracked, and incorporated to correct training deficiencies and performance problems.

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