

TRAINING PROGRAM CONTENT

1.0 Objective

The objective of this surveillance is to evaluate the effectiveness of the laboratory's program for establishing the content of training programs. The process to be evaluated includes (1) determining the tasks individuals must perform; (2) specifying the required knowledge, skills, and abilities for performing tasks; (3) selecting knowledge skills and abilities for training; and (4) selecting appropriate training settings. The Facility Representative or Environmental, Safety, and Health Support Specialist reviews records and interviews personnel to evaluate the effectiveness of the process. The Facility Representative or Environmental, Safety, and Health Support Specialist evaluates compliance with DOE requirements and implementation of best practices.

2.0 References

- 2.1 DOE O 3601.1, *Training*
- 2.2 DOE 5480.20A, *Personnel Selection, Qualification, Training, and Staffing Requirements at DOE Reactor and Non-Reactor Nuclear Facilities*
- 2.3 10 CFR Part 835, Subpart J, Section 901, *Radiation Safety Training*
- 2.4 DOE-STD-1070-94, June 1994, *Guidelines for Evaluation of Nuclear Facility Training Programs*

3.0 Surveillance Activities

This surveillance is focussed on training for personnel at DOE nuclear facilities. The principles of applying a systematic approach to training should be used for a cross-section of training programs for various positions including operators, maintenance technicians, radiological control technicians, technical staff, etc. The Facility Representative or Environmental, Safety, and Health Support Specialist selects a specific training program for conducting this surveillance.

In performing this surveillance, the Facility Representative or Environmental, Safety, and Health Support Specialist completes the following activities :

1. Review the bases for the Training Program.
2. Interview Trainees.
3. Interview Supervisors.

**Surveillance Guideline
 TRAINING PROGRAM CONTENT**

Surveillance No.: _____

Facility: _____

Date Completed: _____

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Activity One - Review Training Program			
1. Has a systematic analysis been completed to identify the tasks performed by the trainee?	_____	_____	_____
2. Does the analysis include input from trainees, supervisors, and subject matter experts?	_____	_____	_____
3. Does the task list appear complete, based on current roles and responsibilities, facility mission, and ongoing activities?	_____	_____	_____
4. Have the required knowledge, skills, and abilities to perform the identified tasks been defined?	_____	_____	_____
5. Have trainees, supervisors, and subject matter experts provided input on the required knowledge, skills, and abilities?	_____	_____	_____
6. Are the task list and required knowledge, skills, and abilities inventory reviewed and updated periodically to reflect changes in procedures, facility systems/equipment, job scope and advances in technology?	_____	_____	_____
7. Have knowledge, skills, and abilities to be enhanced through training been selected?	_____	_____	_____
8. Have training settings including classroom, laboratory, or "on-the-job" training been selected appropriately for the selected knowledge, skills, and abilities?	_____	_____	_____
9. Has a logical sequence for training that builds upon a growing base of knowledge, skills, and abilities been defined?	_____	_____	_____

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
10. Have entry level requirements been specified for trainees?	_____	_____	_____
11. Do entry level requirements include physical abilities, educational, technical, and experience requirements?	_____	_____	_____
Activity Two - Interview Trainees			
12. Does the training program improve the ability of the trainee to perform his/her job?	_____	_____	_____
13. Are there elements of their job or specific tasks where they receive no training, but feel that training is needed?	_____	_____	_____
14. Are training settings appropriate for the material covered? (Classroom training covers required knowledge, laboratory training addresses skills, and on-the-job training strengthens abilities to perform tasks)	_____	_____	_____
15. Has training been sequenced properly?	_____	_____	_____
Activity Three - Interview Supervisors			
16. Are personnel able to perform their jobs more effectively following training?	_____	_____	_____
17. Are there essential tasks or elements of employees' jobs that are not addressed in current training?	_____	_____	_____
18. Does a mechanism exist to inform the training organization of changes in job responsibilities, in work practices, and in equipment so that job/task analyses are updated?	_____	_____	_____
OTHER:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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YES NO N/A

OTHER (Cont.)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTES/COMMENTS:

PERSONNEL CONTACTED: _____

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**IF MORE SPACE IS NEEDED FOR FINDINGS, OBSERVATIONS, AND FOLLOWUP
ITEMS - USE ADDITIONAL SHEETS**

FINDINGS:

Finding No.: _____

Description: _____

Finding No.: _____

Description: _____

Finding No.: _____

Description: _____

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OBSERVATIONS:

Observation No.: _____

Description: _____

Observation No.: _____

Description: _____

Observation No.: _____

Description: _____

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FOLLOWUP ITEMS:

Followup Item No.: _____

Description: _____

Followup Item No.: _____

Description: _____

Followup Item No.: _____

Description: _____

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LABORATORY MANAGEMENT DEBRIEFED AND RESULTS: _____

Signature: _____ Date: _____

Facility Representative or
Environmental, Safety, and Health Support Specialist