

11.01 WIC Training Modules

Policy

All newly hired Local Agency WIC staff will complete designated WIC Modules. The purpose of WIC Modules is to acquaint those who may not be familiar with the West Virginia WIC program.

Procedure

This training program is intended for those in orientation, those seeking official recognition as a Competent Professional Authority (CPA), and those who wish to provide basic nutrition education.

A. Clerical/ Lab Staff:

1. Must complete and successfully pass with a 90% or higher on the post-tests the following:
 - Module 1 - What is WIC?
 - Module 2 - What are the Rights & Responsibilities of WIC Participants?
 - Module 8 - What Should I Know About Other Cultures?
 - Module 11 - How Can We Make Our Service Outstanding?
2. Immediately after each post-test has been taken, submit to supervisor for scoring.
3. Complete any other activities to supervisor's satisfaction.

B. Breastfeeding Counselors and Breastfeeding Coordinators:

1. Must complete and successfully pass with a 90% or higher on the post-tests the following:
 - Module 1 - What is WIC?
 - Module 2- What are the Rights & Responsibilities of WIC Participants
 - Module 3 – Basic Education
 - Module 4 - What are Nutrition Needs of WIC Participants?
 - Module 7- How is Nutrition Education Provided?
 - Module 8 - What Should I Know About Other Cultures?

11.01 WIC Training Modules

- Module 10 – How Can I best Promote Breastfeeding?
 - Module 11 - How Can We Make Our Service Outstanding?
2. Immediately after it has been taken, and submit to supervisor for scoring.
 3. Complete any other activities to supervisor’s satisfaction.

NOTE: Breastfeeding Counselors and Breastfeeding Coordinators must attend a series of breastfeeding classes which includes a 16-hour competency-based course overseen by the Local Agency Breastfeeding Coordinator (see **policy 5.20, WV Best Start Breastfeeding Program, attachment #2**).

C. Nutrition Assistants

This training is intended for all WIC staff that wish to provide basic nutrition education to participants, but do not seek to obtain the recognition of Competent Professional Authority.

1. Must complete and successfully pass with a 90% or higher on the post-tests the following:
 - Module 1 - What is WIC?
 - Module 2 - What are the Rights & Responsibilities of WIC Participants?
 - Module 3 – What do I Need to Know about Nutrition?
 - Module 4 – What are the Nutrition Needs of WIC Participants?
 - Module 7 – How is Nutrition Education Provided?
 - Module 10 – How Can I Best Promote Breastfeeding?
2. Immediately after each post-test has been taken, submit to preceptor for scoring.
3. In conjunction with a nutritionist, complete the Lesson Plan Form (found under Appendix within the modules) and deliver the planned training to WIC participants.
4. Once the planned training has been completed, fill out the Self-Assessment Counseling Checklist (also found under Appendix within the WV WIC training module notebook) and discuss with your preceptor.

11.01 **WIC Training Modules**

5. Complete all assignment listed on the Completion Checklist for each module located in the WV WIC training module notebook. Once completed to preceptor's expectations, they must sign-off on them and file.
6. The preceptor and/or Local Agency WIC Director will then discuss areas of improvement.

D. Nutritionists:

1. Must complete all of the modules and successfully pass with a 90% or higher on the post-tests.
2. Immediately after each post-test has been taken, and submit to supervisor for scoring.
3. Complete any other activities that the supervisor has assigned.

E. State Nutritionist Observation

1. Once a trainee has completed all required tasks, the **Official Request for Observation, (see attachment #1, 10.01)** form will need to be completed by both the WIC Director and the trainee's preceptor.
2. It is the responsibility of the Local Agency WIC Director to return this form, along with the test scores (90% or higher) of the trainee, to the State Nutrition Coordinator.
3. A State Nutritionist will schedule an observation visit in a timely fashion; more time may be taken in the event of extenuating circumstances.
4. During the observation visit, the State Nutritionist will attempt to monitor the trainee performing as many duties as possible.
5. At the observation, no more than 4 hours of observation is necessary for each candidate at which point the **WV WIC Policy 9.03, Local Agency Internal Review Form Nutrition Monitoring Attachment #1, pages 4-18**, needs to be completed by the State Nutritionist. The original **WV WIC Policy 9.03, Local Agency Internal Review Form Nutrition Monitoring Attachment #1, pages 4-18**, that the preceptor completed will need to be shared with the State Nutritionist at this visit and the module exercises should be made available for review.
6. After the observation, the State Nutritionist will issue a letter to approve the trainee as a Competent Professional Authority, CPA, based upon performance, or to suggest further areas of improvement. If the trainee is not certified, inform them that another observation can not be scheduled until after a three (3) month period.

11.01 **WIC Training Modules**

7. A letter of approval will be mailed once the trainee has been approved and the State Nutritionist has returned to the state office.

8. It is the responsibility of the Local Agency WIC Director and the trainee to keep the original approval letter on file for evaluation/audit purposes. *The original must be available upon request by the state or the US Department of Agriculture.*

Attachments:

- 1. Official Request for Observation**