

11.03

WIC preceptor

POLICY:

Each Nutrition Assistant and Nutrition Associate must have a preceptor. The preceptor will be appointed by the Local Agency Director.

PROCEDURE:

A. Role of the preceptor

1. A preceptor will:
 - a) review and understand all content contained in the course modules;
 - b) share your knowledge and experiences with the trainee;
 - c) be available for questions by the trainee;
 - d) coordinate and verify completion of each training module;
 - e) keep a file on the trainees progress to include: (1) the scores that the trainee has received on each modules post-test and (2) maintain a copy of the trainees Completion Checklists which is located in the WV WIC Training Module notebook;
 - f) review trainee using **WV WIC Policy 9.03, Local Agency Internal Review Form Nutrition Monitoring Attachment #1, pages 4-18.**
 - g) notify the Local Agency Director of the trainee's completion of the training program as to schedule an observation visit.

2. The following criteria must be met in order to become a Preceptor:
 - a) The preceptor must be a Nutritionist, who has the time available to spend with the trainee to coach and guide them through their learning endeavor.
 - b) A preceptor must be familiar with WIC regulations, as well as the state's policies and procedures, to successfully assist the trainee in their learning.
 - c) It is further recommended that the preceptor have extensive experience with the WIC program, in order to share their knowledge with the trainee.
 - d) A preceptor may have multiple trainees.