

11.03

WIC Preceptor

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**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 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 trainee's progress to include but not limited to: the appropriate certificate verifying that the trainee has successfully completed each designated WIC Learning Online module and any other additional training.
  - f) Observe the trainee using **WV WIC Policy 9.01, Nutrition Monitoring Forms Internal and External Monitoring Clinic Observation, Attachment #3, pages 6 and 8-10**
  - 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.