

The Virginia Division of WIC and Community Nutrition Services

WIC Nutrition 101 Training Program

Purpose

The purpose of WIC Nutrition 101 is to acquaint those who may not be familiar with the Virginia WIC program.

Audience

This training program is intended for those in orientation, those seeking official recognition as a Competent Professional Authority (CPA), those who wish to provide basic nutrition education and those furthering their studies for the dietetic internship program. Also found within, is information concerning a State Nutrition Liaison observation visit for approval as a CPA, a narrative on the role of the preceptor and registration/enrollment procedures.

Orientation

Clerical Staff:

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

Nutrition Assistants, Nutritionists and Nurses:

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

Competent Professional Authority (CPA)

Intended for all WIC staff that wish to provide nutrition education and assist in clinic but do not hold a Bachelors Degree in Nutrition or a related area. This can include, but is not limited to, nutrition assistants, licensed practical nurses or home economists.

1. Find a preceptor to assist you in completing and monitoring of required activities.
2. Must complete all of the modules and all activities listed within each.
3. Successfully pass with a 90% or higher on the post-tests.
4. Print out the scores from each post-test, immediately after it has been taken, and submit to the preceptor.
5. Complete all assignment listed on the Completion Checklist for each module. Once completed to preceptor's expectations, they must sign-off on them and file.
6. After all modules, assignments and completion checklists have been completed, a State Nutrition Liaison (SNL) must be scheduled for an observation.
7. If the SNL finds that the trainee has successfully completed all requirements for the CPA training, an approval letter and Certificate of Completion will be mailed.

To Provide Nutrition Education

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 One - What is WIC?
 - Module Two - What are the Rights & Responsibilities of WIC Participants?
 - Module Three – What do I Need to Know About Nutrition?
 - Module Four – What are the Nutrition Needs of WIC Participants?
 - Module Seven – How is Nutrition Education Provided?
 - Module Ten – How Can I Best Promote Breastfeeding?
2. Print out the scores from each post-test, immediately after it has been taken, and submit to supervisor.
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 modules) and discuss with a nutritionist.
5. The nutritionist or supervisor will then discuss areas of improvement.

A State Nutrition Liaison is not required to observe before approving, this is left to the discretion of the WIC Coordinator, supervisor and/or nutritionist. However, if the trainee has not shown proficiency in accomplishing the tasks, the state office reserves the right to observe.

Dietetic Internship

1. Must complete and successfully pass with a 90% or higher on the post-tests the following:
 - Module Five – How is Information Collected for WIC Risk Assessment?
 - Module Nine – How Do I Best Communicate With and Counsel WIC Participants?
2. Print out the scores from each post-test, immediately after it has been taken, and submit to supervisor.
3. Complete any other activities to state office and/or supervisor's satisfaction.

State Nutrition Liaison (SNL) Observation

1. Once a trainee of WIC Nutrition 101 has completed all required tasks, the Official Request for Observation form will need to be completed by both the WIC Coordinator and the trainee's preceptor.
2. It is the responsibility of the WIC Coordinator to return this form, along with the test scores (90% or higher) of the trainee, to their State Nutrition Liaison.
3. A State Nutrition Liaison (SNL) 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 SNL will attempt to monitor the trainee performing as many duties as possible.

In the event that a State Nutrition Liaison can not make an observation visit within thirty (30) business days of begin notified, a temporary approval may be granted. A temporary approval can only be declared in consultation between the SNL and the preceptor; an approval is made on the basis of the trainee's performance on all requirements. If a temporary approval is made, the SNL has up to six (6) months to schedule and complete the observation and approval process.

5. At the observation, no more than 4 hours of observation is necessary for each candidate at which point the CPA Observation Checklist needs to be completed by the Nutrition Liaison. The original Observation Checklist that the preceptor completed will need to be shared with the Nutrition Liaison at this visit and the module exercises should be made available for review.
6. The State Nutrition Liaison then must reach a decision 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 six month period.
7. A letter of approval will be mailed once the trainee has been approved and the State Nutrition Liaison has returned to the state office.

8. It is the responsibility of the WIC Coordinator, or a specified WIC employee at each district, 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.*

Role of the Preceptor

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. 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. It is further recommended that the preceptor have extensive experience with the WIC program, in order to share their knowledge with the trainee.

Each trainee must have a preceptor, and as a preceptor, you may have multiple trainees. We advise that you only take on as many trainees as you feel comfortable; but caution taking on too many which could cost the trainee an upsetting learning experience.

As a preceptor, you will:

1. review and understand all content contained in the course modules;
2. share your knowledge and experiences with the trainee;
3. be available for questions by the trainee;
4. coordinate and verify completion of each training module;
5. keep a file on the trainees progress to include: (1) the scores that the trainee has received on each module post-test and (2) maintain a copy of the trainees completion checklists; and
6. notify the central office of the trainees completion of the training program as to schedule an observation visit.

We hope you make the wise decision to become a preceptor. It does require time and devotion in supporting your staff, but you will reap the benefits.

Registering for WIC Nutrition 101

To register for WIC Nutrition 101, in any of the scenarios listed above, a Registration Form must be completed for each individual enrolling.

To enroll:

1. Contact the State WIC Office training personnel:
Beverly Roberts
Beverly.Roberts@vdh.virginia.gov
(804) 864-7831
2. The supervisor or preceptor should complete the registration form for the trainee and return by either email or fax.

3. Once the registration form has been received, the trainee will be assigned a username and password. This information, along with directions on accessing the course website, will then be emailed to the trainee and their preceptor. *Expect a 24 to 48 hour turn around time.*
4. The trainee can access the course website at any computer that has Internet access.