

## New Nutritionist's Task List\_WIC

**Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **Agency:** \_\_\_\_\_

Complete the following tasks, unless otherwise indicated, prior to the new nutritionists' training. Bring a copy of this in-progress task list your to the training.

Check Off	Task	Nutrition Coordinator initials, and date.
	<b>Civil Rights Training (Prior to direct service w/ WIC participants &amp; w/in 60 days of hire )</b>	
	Go to the WIC Works Resource Center at <a href="http://wicworks.nal.usda.gov/">http://wicworks.nal.usda.gov/</a> Select On-line training, set up an account. <a href="https://wicworks.fns.usda.gov/wic-learning-online">https://wicworks.fns.usda.gov/wic-learning-online</a>	
	Complete at least one of the following WIC –WORKS modules. ALL must be completed within 6 weeks of this training. Print out and bring a copy of one certificate of completion. For remaining modules send a copy of the certificate of completion to the State Office once successfully done.	
<input type="checkbox"/>	WIC 101 (1.0 hour)	
<input type="checkbox"/>	Communicating with Participants	
<input type="checkbox"/>	Confronting Your Assumptions (24 minutes)	
<input type="checkbox"/>	Using Active Listening in Workplace Situations (34 minutes)	
<input type="checkbox"/>	Value Enhanced Nutrition Assessment (VENA) (1.0 hour)	
<input type="checkbox"/>	VENA: Connecting the Dots btw Assessment and intervention (1.0 hour)	
<input type="checkbox"/>	Feeding Infants: Nourishing Attitudes and Techniques (1.5 hours)	
<input type="checkbox"/>	WIC Baby Behavior (1 hour)	
<input type="checkbox"/>	Diversity, Equity and Inclusion (1.5 hours)	
	<b>OTHER training/webinars/modules:</b>	
<input type="checkbox"/>	CDC WHO growth charts module <a href="https://www.cdc.gov/nccdphp/dnpao/growthcharts/who/index.htm">https://www.cdc.gov/nccdphp/dnpao/growthcharts/who/index.htm</a>	
<input type="checkbox"/>	HemoCue Training <a href="https://www.hemocue.com/en/knowledge-center/learning-center/online-training">https://www.hemocue.com/en/knowledge-center/learning-center/online-training</a>	
	<b>Getting to the Heart of the Matter (GTHM)</b>	
	Read the GTHM project overview and General tips on using the GTHM tools. (See attachments folder CH 2A NH PPM.). Read the instructions for each of the following tools and talk w/ LA Nutrition Coordinator for practice/roll playing w/ the tools. The following tools are available for use: doors, metaphors, paint chips, textures, and the magic wand and black/white feeling faces:	
	GTHM: Doors	
	GTHM: Metaphors	
	GTHM: Paint Chips (Ask to see the paint chips)	
	GTHM: Textures (Ask to see the texture samples)	
	GTHM: Magic Wand	
	GTHM: feeling faces cards	
	GTHM: _Card Sort	
	Shadow at least one appointment for each of the following participant types: (Ask staff to observe at least 2 appointments with staff using a GTHM tool. Write which tool was used.)	
<input type="checkbox"/>	Pregnant woman	
<input type="checkbox"/>	Postpartum woman	
<input type="checkbox"/>	Breastfeeding woman	
<input type="checkbox"/>	Infant-newborn breastfed	
<input type="checkbox"/>	Infant newborn formula fed	
<input type="checkbox"/>	Infant-mid-certification	

	Appointment type to shadow --continued	
<input type="checkbox"/>	Infant 9-12 months	
<input type="checkbox"/>	Child 1-2 years	
<input type="checkbox"/>	Child 2-3 years	
<input type="checkbox"/>	Child 3-4 years	
<input type="checkbox"/>	Child 4-5 years	
<input type="checkbox"/>	High Risk FUN appointment	
	Spend at least one-hour observing/doing FUN appointments at your agency.	
	If applicable, bring/have available a copy of your agency's second nutrition contact script [FUN] provided to program staff that is providing the contact for this quarter and the handouts used.	
	Review at least 10 handouts available for use in the NH WIC Program.	
	Bring/have available your agency's referral sheet to the training.	
	Review the <b>Infant Nutrition &amp; Feeding Guide</b> at your agency.	
	Locate your agency's <b>VENA Guidance Manual</b> —review Appendix C Health Outcomes	
	Locate in your agency the complete Risk Criteria binder.	
	Read the complete RC write-up and justification for the dietary risk codes: ___401, ___411, ___425, ___427, and ___428.	
	Bring/have available your set of Risk Criteria (RC) daily sheets to the training. (There are 2 sets.)	
	Bring/have available the NH WIC Formulary Sheet to the training.	
	Bring/have available your agency's store list to the training.	
	Review the NH Policy & Procedure Manual—Chapters 2 and 8, including the attachments Folders	
	Locate your agency's copy of the FEDERAL REGULATIONS or access on-line.	
	Within 6 weeks of this training be observed by your agency's nutrition coordinator completing a WIC certification of the following participants: ( Use a GTHM tool for at least one appointment, write which tool you used.)	
<input type="checkbox"/>	Pregnant woman	
<input type="checkbox"/>	Postpartum woman	
<input type="checkbox"/>	Breastfeeding woman	
<input type="checkbox"/>	Infant-newborn breastfed	
<input type="checkbox"/>	Infant newborn formula fed	
<input type="checkbox"/>	Infant-mid-certification	
<input type="checkbox"/>	Infant 9-12 months	
<input type="checkbox"/>	Child 1-2 years	
<input type="checkbox"/>	Child 2-3 years	
<input type="checkbox"/>	Child 3-4 years	
<input type="checkbox"/>	Child 4-5 years	
<input type="checkbox"/>	High Risk FUN appointment	
	Send a completed copy of this Task List to the State office to the attention of the Nutrition Coordinator or as directed at the training	
	Complete the <i>VENA Self-Evaluation/checklist</i> ~ 6 weeks after the New Nutritionists' training. Send copy to State office attention of the Nutrition Coordinator or as directed at the training	