

New Hampshire WIC Policy & Procedure Manual

Chapter 2 NUTRITION & BREASTFEEDING SERVICES

C. Staffing Training

Staff Training Requirements

Purpose	To ensure a consistent level of competence among all local WIC staff in providing WIC nutrition services and breastfeeding promotion and support.
Policy	Local programs will ensure that staff is appropriately trained to perform their functions according to policy.
Authority	7 CFR 246.11(c)(2)—Provision of training 7 CFR 246.11(c)(7)(iii)—New staff training
Procedure	Local program staff shall complete selected training modules as appropriate for their position. Local program staff shall demonstrate an adequate level of competence in performing their job functions. Local agency staff shall attend State organized bi-annual trainings and other trainings as determined. Local agency shall send the Nutrition Coordinator (NC) to State Agency scheduled nutritionists' meetings and the Breastfeeding Coordinator (BFC) to breastfeeding coordinators' meetings; with SA approval a local agency representative may be sent in place of the NC or BFC on case-by-case basis.

Local Agency Responsibilities for new professional hires:

1. Submit the candidate's resume or other evidence of education and qualifications and the local agency training plan to the Section prior to employment of the Competent Nutrition Authority (CPA). Staff hired shall meet the minimum qualifications per CPA policy in Chapter IV.
2. Create a training plan for new professional staff that complements the state training.
3. Provide orientation to local agency organization, including agency's policies and procedures and annual Nutrition Education and Breastfeeding Plan.
4. Identify local nutrition and human resources.
5. Budget to provide for adequate travel and staff time to meet continuing education and in-service needs, including attendance at biannual State Agency trainings, in-services and meetings.

The newly hired employees must have State New Nutritionist training within the 3-6 months of employment. The State training will consist of the following:

- Federal WIC Regulations, which govern Certification, Supplement Foods, and Nutrition Education.
- The New Hampshire WIC Program Policy and Procedure Manual.

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- Assessment and counseling competencies.
- Review of WIC nutrition and breastfeeding education materials, including recommended reading materials and modules. (See Task List for new nutrition and breastfeeding staff)
- VENA competency, including a State Agency follow-up observation visit after the New Nutritionist training for new staff.
- Other areas as determined by State agency.

The local agency Nutrition Coordinator is to provide supervision of new hired staff in nutrition and breastfeeding services (i.e. nutritional management of a high risk participant or determination of nutritional risk eligibility). Nutrition Coordinator is to observe and provide feedback for new staff certifying and counseling the following situations:

- Pregnant woman
- Post-partum women
- Breastfeeding woman
- Infant, breastfeeding
- Infant, formula feeding
- Mid-certification of an infant
- Child, 1 to 2 years old
- Child, 3-4 years old
- Child, 4-5 year old
- Providing high risk follow-up (FUN-HP)
- Providing low risk follow-up (FUN)

(See Task List for new nutrition and breastfeeding staff)

The New Hampshire State WIC Program strives to offer all WIC staff, professional and paraprofessional, with training opportunities at least biannually. Trainings focus on nutrition education, counseling, and breastfeeding promotion and support. Guest speakers are frequently contracted. The State Agency also supports local agencies with the funding for professional and paraprofessional staff attendance at national conferences. Trainings are determined with local agency input and are frequently planned around current nutrition topics. Participation in teleconferences or web-based trainings is coordinated based on availability.

Professional Staff & Paraprofessional Staff—WIC professional and paraprofessional staff must attend bi-annual State agency training to continue employment by a Local Agency WIC Program.

All training and meetings attended shall be documented in the LA TOM Log.

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Exception

Some training may not be required for support staff.
Exceptions to this policy must be approved by the State Agency.

Best Practice

The newly hired employees must have State New Nutritionist training preferably within the 3 months of hire.