

1.19 **WIC Staff Training**

2. Per WV Travel Regulations, each trainee will be covered by the State Agency for Expenses incurred in obtaining the mandated training given by the State Agency. Routine and over-time compensation for hours worked will be the responsibility of the Local Agency.
3. Newly hired CPAs will receive Breastfeeding Peer Counselor Training Program material from the Local Agency to read and study or will attend the next scheduled Local Agency Breastfeeding Peer Counselor Training Program within the first six (6) months of employment.
4. Newly hired Breastfeeding Peer Counselors must complete a 16-hour competency-based course overseen by the Local Agency Breastfeeding Coordinator.
5. Staff who are not authorized to perform the functions of a CPA must first complete competency-based training at the Local Agency. *Competency-based* training requires that the trainee *demonstrate* competency in skills learned during training before he/she practices as a CPA.
 - a. The State Agency will provide the list of required training modules.
 - b. All competency-based training must be done by a preceptor appointed by the Local Agency Director (see **Policy 11.03, WIC Preceptor**).
 - c. All competency-based training must have an evaluation component, including WIC case studies.
 - d. The preceptor will observe the trainee using Nutrition Monitoring Forms (see **Policy 9.01, Attachment 3 Nutrition Monitoring Forms Internal and External Monitoring Clinic Observation**).
6. All training on policies and procedures within the **WV Policy and Procedure Manual** will be done by the Local Agency.

B. Mandatory Training Updates

1. Mandatory annual training for all WIC personnel will be conducted at the Local Agency on civil rights (see **Policy 1.08, Civil Rights**).
2. Mandatory annual training for those staff performing hemoglobin testing will be conducted by (see **Policy 2.13, Hematological Testing**):
 - a person assigned by the State Agency during the biennial state WIC meeting; or

1.19 WIC Staff Training

- b. The original copy of the **Training or Continuing Education Activities Form** will be sent to the State Agency Nutrition Coordinator who will distribute them as follows:
- Civil Rights: Staff Development Specialist/Trainer;
 - Nutrition Education: State Agency Nutrition Coordinator;
 - Breastfeeding: State Breastfeeding Coordinator;
 - Anthropometric: Staff Development Specialist/Trainer;
 - Hematological: Staff Development Specialist/Trainer;
 - Computer Updates: Staff Development Specialist/Trainer;
 - Policy and Procedure: State Policy and Procedure Coordinator;
 - Monitoring: Local Agency Monitor and/or Program Integrity Coordinator; and
 - Other topics: State WIC Director.
- c. A copy of the completed **Training or Continuing Education Activities Form** will be maintained in the **Local Agency Training File**.
- d. The **Local Agency Training File** will be available for review by the Local Agency Monitor and during the Local Agency Program Review.

D. Continuing Education Contact Hours for CPA

1. Each CPA with at least one (1) year of WIC experience is required to receive a minimum of twelve (12) hours per fiscal year (October 1 through September 30) on any of the following topics:
- Nutrition;
 - Breastfeeding;
 - Anthropometric measurement, assessment, and interpretation; hematological measurement, assessment, and interpretation;
 - Counseling;
 - Teaching and learning process for health care personnel or patients;

1.19 **WIC Staff Training**

- Target audience;
 - Content outline;
 - Copy of hand-outs;
 - Sources and references; and
 - Evaluation
7. Recommended nutrition and breastfeeding topics for continuing education for CPAs are listed below. These topics include, but are not limited to:
- Review of MyPlate and the US Dietary Guidelines;
 - Food safety;
 - Food labeling;
 - Nutrients contained in WIC-approved foods--protein, iron, calcium, vitamins A and C;
 - Iron-deficiency anemia;
 - Folic acid and neural tube defects;
 - Update on infant nutrition, including breastfeeding:
 - Failure to thrive
 - Low birth weight and /or prematurity
 - Constipation or diarrhea
 - Gastroesophageal reflux
 - Breastfeeding problems and solutions
 - Update on infant and adult exempt formulas or WIC-Eligible Nutritionals;
 - Update on maternal nutrition:
 - Adolescent pregnancy
 - Diabetes in pregnancy
 - Hypertensive disorders in pregnancy
 - Multiple gestation
 - Obesity and pregnancy
 - Underweight and pregnancy
 - Constipation, heartburn, and nausea/vomiting
 - Update on child nutrition:

1.19

WIC Staff Training

- Constipation and diarrhea
 - Obesity
 - Underweight or Failure to Thrive
 - Vegetarian
 - Children with special dietary needs
 - Congenital disorders
 - Inborn errors of metabolism
-
- Weight control;
 - Food preparation, and budgeting;
 - Substance abuse related to pregnancy, lactation, and outcomes for infant (Neonatal Abstinence Syndrome);
 - HIV exposure during pregnancy, lactation, or infancy;
 - Vegetarian diets;
 - Food intolerances and allergies;
 - Lead poisoning;
 - Teaching methods and presentation for group classes and nutrition contacts;
 - Ideas for exhibits or bulletin boards;
 - Preparation of lesson plans;
 - Interviewing and counseling skills;
 - Evaluation and development of education/outreach materials;
 - Sources of education and breastfeeding materials in the Local Agency library;
 - Monitoring requirements;
 - Communication/rapport building;
 - Multicultural awareness;
 - Critical thinking; or
 - Positive counseling approaches.

