

State of Nevada
Women, Infant and Children (WIC)
Training Program

**WIC Clinic Staff Training
Policy & Procedure Manual**

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INTER-TRIBAL COUNCIL OF NEVADA
WOMEN INFANT CHILDREN

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Nevada WIC Clinic Staff Training Program Policies

Goals:

- To provide cognitive knowledge and practical experience essential to competent role function.
- To train paraprofessionals to provide quality service to WIC clients.
- To ensure that the paraprofessional will adhere to and support the vision and mission of the Nevada WIC Program and the local WIC Program's Agency.

Requirements:

Local Agency Directors and Clinic Managers will provide staff with adequate time, opportunity and preceptor mentorship to complete all training requirements for their position.

WIC Entry Training Modules: the three WIC entry training modules as designated on page 8 are to be completed by *clerical and administrative* employees within 2 months of employment.

CPA Training Modules: the 17 training modules must be completed by **all** CPA Trainees within 6 months of employment if hired as CPA or within 6 months of initiation of CPA training if promoting or cross training. The CPA trainee will:

- ✓ Be able to understand and state the WIC vision and mission
- ✓ Will demonstrate competency in all curriculum and practicum fields, as certified by their preceptor.
- ✓ Will demonstrate effective communication skills and cultural sensitivity.
- ✓ Successfully complete the 8 week instructor led nutrition course.

Breastfeeding Peer Counselor Training Modules: the five training modules as designated on page 9 are to be completed within 6 months of employment. The Breastfeeding Peer Counselors fundamental training is the *Loving Support* Peer Counselor Training Program which is offered by the State WIC Office.

The Definition of Competent Professional Authority (CPA)

Competent Professional Authority (CPA) definition taken directly from:

USDA Food and Nutrition Services Laws and Regulations- WIC Regulations are published by the Federal Register in the Code of Federal Regulations, 7 C.F.R. Part 246. The CFR is updated in January each year.

“Competent Professional Authority means an individual on the staff of the local agency authorized to determine nutritional risk and prescribe supplemental foods.” The following persons are the only persons the State agency has authorized to serve as a

competent professional authority: Physicians, nutritionists (bachelor's or master's degree in Nutritional Sciences, Community Nutrition, Clinical Nutrition, Dietetics, Public Health Nutrition or Home Economics with the emphasis in Nutrition), dietitians, registered nurses, physician's assistants (certified by the National Committee on Certification of Physician's Assistants or certified by the State medical certifying authority), or State or local medically trained health officials. This definition also applies to an individual who is not on the staff of a local agency but who is qualified to provide data upon which nutritional risk determinations are made by a competent professional authority on the staff of the local agency.

The Roles and Responsibilities of the WIC CPA

Taken from: WIC Nutrition Services Standards-USDA Food and Nutrition Services-March 2013

The WIC CPA will perform the following functions:

- Screen and assess nutritional status of WIC clients to determine nutritional risk and WIC eligibility according to written protocols and objective nutritional assessment tools.
- Acquire and interpret anthropometric and hematological measurements.
- Prescribe an appropriate food package based on participant condition and preferences.
- Provide nutrition education including breastfeeding promotion and support that is responsive to the identified needs/interests of each participant.
- Identifies the need and facilitates referral for individual high risk care plans.
- Provide medical and community agency referrals, documents in participant record and provides appropriate follow-up to referrals.
- Promote breastfeeding in a positive manner to WIC participants and community partners; provide breastfeeding education and support
- Enter appropriate data into the WIC application and document certification, counseling, and referrals.
- Communicates in a participant centered fashion which is culturally sensitive when interviewing participants one-on-one and when facilitating group nutrition education sessions.
- Determine WIC eligibility, certify clients and prescribe WIC food packages.
- Assist the RD or program manager with outreach.
- Ensures that screening and referrals for immunizations (using a documented immunization record) is performed.

WIC Nutrition Services Standards for Training the WIC CPA

Taken from: WIC Nutrition Services Standards-USDA Food and Nutrition Services-March 2013

State and local agencies that use “State or medically trained” paraprofessionals to serve as CPAs or provide nutrition services have a State approved training program for them with the following components:

1. A competency-based training curricula and materials that address the following

Federal Regulations and other recommendations:

- a. Nutrition Assessment process and risk determination
 - b. Anthropometric and hematological data collection
 - c. Critical Thinking
 - d. Food package prescriptions and individual nutrition tailoring
 - e. Appropriate external and internal referrals when an issue or concern is outside of the program's or a staff person's scope of practice
 - f. Basic nutrition education and breastfeeding promotion and support
 - g. The need for an individual care plan and its development for high-risk participants
 - h. Educational and counseling methods/techniques, including multicultural awareness and counseling skills.
 - i. Cultural competencies related to the participants population served
 - j. Customer service practices to include communication and rapport building
 - k. Principles in life-cycle nutrition
 - l. Issues specific to maternal and child nutrition
 - m. Immunization screening and referral
2. Training schedule, including the opportunity for paraprofessionals to obtain annually a specified number of training hours related to their job responsibilities.
 3. Demonstration and documentation that knowledge and performance skills have been met.
 4. Annual performance evaluations of paraprofessional staff who complete training.

Minimum Statewide Requirements to be a Candidate for Training

- High School or GED diploma

Individual local agencies can set requirements higher than the state minimums, but not lower. *Any special circumstances must be approved by the State WIC Office.*

Minimum Statewide Requirements for a Trainee to Become Certified

- Successful completion of all training curricula and courses developed by the State WIC office under the supervision of the trainee's preceptor. **This includes written documentation of observations and "sign-offs" on skills checklists certifying that the trainee has demonstrated competency in each of the competency areas.**
- Following completion of all course modules, the CPA must take the practical exam until they pass. Once the practical exam is passed and submitted in Canvas, the Final Knowledge Exam will unlock and trainee must obtain a passing score of at least 80%. Trainees will be given a second opportunity to retake the exam if they initially fail. If more than two retakes are needed, trainees' preceptor will have to

request exam to be reopened.

- A WIC CPA in Training (CPAT) will only be permitted to perform the tasks in which he/she has demonstrated competence under supervision of the preceptor and having passed that modules quiz.

WIC CPA Job Descriptions, Salary Ranges and Career Ladders

Local agencies will develop their own job descriptions, job titles, salary ranges and career ladders based on their individual agency personnel systems. The State Agency supports salary differentials for successful completion of the WIC CPA Training Program. The State recommends that trainees who successfully complete the WIC CPA training program and pass the certification exam be eligible for promotion.

Continuing Education Training and CPA Long-Term Competency Evaluation

Each year, WIC CPAs will be required to take a minimum of **twelve continuing education hours to support the WIC CPA roles and responsibilities listed previously in this manual. The training hours are in addition to the training provided by the State.** Local Agencies will maintain WIC CPAs continuing education training records. The State encourages Local Agencies to provide in-services or other training tools for WIC CPAs to obtain these hours for education. Some ideas include staff in-services, trainings, conferences, training modules hosted on WIC Works or by other States and professional articles.

Evaluation Plan

Each Local Agency will develop their own WIC staff evaluation plan that will monitor and evaluate the quality of the employee's work **at a minimum annually**. This evaluation can be done as part of the local agencies annual employee performance review and will be filed at each local agency. The WIC CPA Practical Exam Check-off Sheet (pages 14-18) may be used for the evaluation as well as any of the NV WIC C.A.R.E.S. observation tools found at www.nevadawic.org. Results of the review will be inspected by the State during local agency program reviews to validate that the staff has been evaluated for competency.

This review will consist of:

- Direct observation of general nutrition education group sessions
- Direct observation of one-on-one counseling sessions conducted by the WIC CPA
- Review of computer work
- Inspection of client files and other relevant written records kept by the WIC employee
- In areas where competencies are not met an action plan will be developed to meet standards

WIC Trainee, Preceptor and State Staff Roles and Responsibilities

WIC Trainee Responsibilities

1. Establish an account in the Canvas Learning Management System (LMS) to access modules through <https://nvwic.instructure.com>
2. Meet with the WIC Preceptor to discuss the study plans, before starting a module.
3. Collect the materials and supplies needed for each module.
4. Ask guidance from the WIC Preceptor when needed.

Preceptor

The Nevada WIC Training Program is delivered in an eLearning format through a Learning Management System (LMS). In order to ensure that trainees have mastered the skills taught in this program, a **preceptor** (*person distinguished as a specialist in the area who gives practical experience and training*) is required for all self-paced modules. **This practical experience under the supervision of a preceptor is an essential training component.** A main preceptor must be identified for each trainee at the beginning of his or her training program.

The WIC Preceptor must have the following education and/or experience:

- Registered dietitian, bachelors or masters degree in nutrition or health related field, registered nurse, physician assistant, or physician **AND/OR**
- A minimum of twelve months experience as a CPA in a WIC Program
- Expertise in performing WIC certifications
- In certain rural locations a designated State WIC staff member may also act as the preceptor.

Other CPAs or qualified staff may assist in the training process if they have a minimum of 6 months experience performing WIC certifications. For example, a CPA that has an expertise in issuing benefits to the Electronic Benefit Transfer (EBT) card may assist in that portion of the training but ultimately the preceptor will be responsible for final observations, signing off and ensuring that the trainee has mastered all skills necessary for working as a WIC CPA, Clerk, or Peer Counselor.

The responsibilities of the preceptor include:

1. Mentor Trainees through the eLearning training modules.
2. Answer questions and provide direction and advice.
3. Perform reviews of certifications, nutrition education and related work performed by the trainee during the training process. **Preceptors must sign off on all certifications that CPAT's conduct until the trainee has reached the status of CPA.**
4. Provide opportunities for observational learning.
5. Evaluate hands on learning activities.

6. Certify achievement of each modules' performance objectives by signing and submitting online (in Canvas) the "Skills Checklist Form(s)."
 ✓ **NOTE: CPAT will not be able to take each Module Quiz until this is done.**
7. Proctor the Final Knowledge Exam for CPAT's.
8. Provide on-going mentoring opportunities for all staff, conduct staff assessments, as well as provide effective feedback for enhancing skills.
9. Develop a formal WIC staff evaluation plan that will monitor and evaluate the quality of the staff members work for CPA's, Clerks or Peer Counselors. This should be done on an annual basis as described on page 5.

State Training Program Coordinators Responsibilities

1. Develop and provide training courses and modules.
2. Provide ongoing modifications to online modules to stay current with Nevada WIC Policies and Procedures.
3. Approve requested accounts in LMS and assign appropriate Learning Plan for the Trainee.
4. Verify completion and approve registration for the 8 week nutrition course.
5. When notified by preceptor that a CPAT has completed the Final Knowledge Exam in LMS, verify passing score of Final Knowledge Exam in LMS and provide CPA certificate.
6. In certain rural areas a State staff member may act as the preceptor.

Training Program Progress Record Description

The Nevada WIC Training Program Progress Record (page 10) is a form intended to help insure training goals are being met and recorded. The Progress Record can be used by the preceptor as a tool for tracking progress of the trainee. Dates can be recorded on this form when courses are complete which will signify when skills checklists and the practical exam should be administered. The original can be kept in the trainees file.

Nevada WIC Training Program Procedures

The training courses and modules are listed below.

NOTE:

- ** Indicates modules that are to be completed by entry level employees (Clerks).
- ▲ Indicates modules that are to be completed by Peer Counselors.

All modules are to be completed by CPA Trainees.

Getting Started with Nevada WIC

1. WIC Certification**
2. Customer Service**
3. Issuing Food Packages

Nutrition Assessment

1. Anthropometrics
2. Hematology
3. Dietary Assessment
4. Determining Nutrition Risk

Maternal, Infant, and Early Child Nutrition Course; 8 week online instructor-led course; not self-paced; offered at designated times

1. Intro to WIC MIECN
2. Basic Nutrition
3. Using Nutrition Guidelines and Standards
4. Nutrition During Pregnancy
5. Nutrition for Postpartum and Lactating Women
6. Nutrition During Infancy
7. Nutrition for Toddlers and Preschool-Aged Children
8. Applying your Knowledge

Nutrition Education and Counseling *It is recommended that this course be taken after the 8 week online basic nutrition course however, due to class timing the preferred sequence may not be available for all trainees.*

1. Counseling Skills ▲
2. Cross-Cultural Counseling ▲
3. Critical Thinking
4. Providing Effective Nutrition Education
5. Nutrition Education Documentation

Nevada WIC Breastfeeding Basics

- | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none">1. Breastfeeding is the Best Choice** ▲2. Getting Started with Breastfeeding ▲3. Managing Breastfeeding ▲4. Pumping and Away from Baby ▲5. Other Issues with Breastfeeding ▲ |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

1. The WIC Trainee completes the modules and all activities and/or case studies within the modules under the Preceptor's guidance.
2. The Skills Checklists will be the responsibility of the WIC Trainee and the Preceptor to complete with each module. They will become part of WIC Trainee record kept at the local agency and online at State in LMS system.
3. When all modules, quizzes, skills checklists, and eight week nutrition have been completed the Preceptor will schedule a time for the trainee to take the knowledge exam within the LMS (applicable to CPA Trainee only).
4. When the Final WIC CPA Trainee's knowledge exam is an 80% or better the WIC CPA will receive his/her Nevada WIC Competent Professional Authority (CPA) Credentials from the State and can function as an independent CPA; signing as such on required documentation. (no longer sign as CPAT)

NEVADA WIC TRAINING PROGRAM PROGRESS RECORD

WIC Trainee's Name: _____

Preceptor's Name: _____

Trainee Start Date: _____ Clinic: _____

NEVADA WIC Training Record of Completion Dates

Getting Started With Nevada WIC

- | | | |
|------------------------------------------|------------------------------|-------------|
| 1. WIC Certification** | <input type="checkbox"/> Yes | Date: _____ |
| 2. Customer Service** | <input type="checkbox"/> Yes | Date: _____ |
| 3. Issuing Food Pkgs & Vendor Connection | <input type="checkbox"/> Yes | Date: _____ |

Nutrition Assessment

- | | | |
|-------------------------------|------------------------------|-------------|
| 1. Anthropometrics | <input type="checkbox"/> Yes | Date: _____ |
| 2. Hematology | <input type="checkbox"/> Yes | Date: _____ |
| 3. Dietary Assessment | <input type="checkbox"/> Yes | Date: _____ |
| 4. Determining Nutrition Risk | <input type="checkbox"/> Yes | Date: _____ |

Maternal, Infant, & Early Child Nutrition Course hosted by UAA

Copy of Completion Certificate ☐ Yes ☐ No Date: _____

Nutrition Education and Counseling

- | | | |
|--------------------------------------------|------------------------------|-------------|
| 1. Counseling Skills ▲ | <input type="checkbox"/> Yes | Date: _____ |
| 2. Cross-Cultural Counseling ▲ | <input type="checkbox"/> Yes | Date: _____ |
| 3. Critical Thinking | <input type="checkbox"/> Yes | Date: _____ |
| 4. Providing Effective Nutrition Education | <input type="checkbox"/> Yes | Date: _____ |
| 5. Service and Nutrition Education | <input type="checkbox"/> Yes | Date: _____ |

Nevada WIC Breastfeeding Basics

- | | | |
|-----------------------------------------|------------------------------|-------------|
| 1. Breastfeeding is the Best Choice** ▲ | <input type="checkbox"/> Yes | Date: _____ |
| 2. Getting Started With Breastfeeding ▲ | <input type="checkbox"/> Yes | Date: _____ |
| 3. Managing Breastfeeding ▲ | <input type="checkbox"/> Yes | Date: _____ |
| 4. Pumping and Away from Baby ▲ | <input type="checkbox"/> Yes | Date: _____ |
| 5. Other Issues with Breastfeeding ▲ | <input type="checkbox"/> Yes | Date: _____ |

Score – Eight Week Nutrition Course: _____% Date: _____

Score - Final Knowledge Exam: 1st Attempt: _____% 2nd Attempt: _____% 3rd Attempt: _____%

Date: _____

Score - Practical Exam (PE): ☐ Pass ☐ No Pass Date: _____

Score – Nutrition Education Class: ☐ Pass ☐ No Pass ☐ N/A Date: _____

Nevada WIC CPA Tests

The Nevada WIC CPA Program Examination includes two parts, the Knowledge Exam (KE) and the Practical Exam (PE).

The Practical Exam

The PE tests the competency of WIC CPA trainees to perform the functions of a WIC CPA. Under the supervision of the Preceptor, the trainee takes the PE performing the following WIC functions for the five categories of WIC participants:

1. Determine WIC Eligibility
2. Complete an Anthropometric Assessment
3. Complete a Hematologic Assessment
4. Complete a Dietary Assessment
5. Determine Nutritional Risks Factors
6. Explain Findings Accurately to the WIC Participant
7. Provide Nutrition Education and Counseling
8. Issue Food Benefits
9. Enter Information in the WIC MIS
10. Schedule the Next WIC Appointment
11. Present a WIC Facilitated Group Session for Participants, using a Lesson Plan. (*NOTE: only applicable to those CPA Trainees that will be facilitating nutrition education classes*)

Practical Exam Check-off Sheet

The Preceptor uses the Nevada WIC Practical Exam Check-off Sheet (pages 14-18 of this manual) to grade the WIC CPA Trainee's performance of the WIC functions/tasks for each participant category. The Score Sheet includes the required WIC tasks, the participant category abbreviations (WP, WB, WPP, I, C), and the WIC CPA's Pass/No Pass Scores.

Taking the Nevada WIC CPA Practical Exam

1. To complete the Nevada WIC CPA Practical Exam, the WIC CPA needs:
 - The Health/Nutrition Information Form (available at your clinic)
 - The Preceptor and the WIC CPA select times for new certification appointments for a (WP), a (WB), an (I), a (C), and a (WPP)
 - Nevada WIC Nutritional Risk Criteria (available in Policy & Procedure Manual)
2. The Preceptor needs:
 - Nevada WIC CPA Practical Exam Check Off Sheets (pages 14-18)
 - Nevada WIC CPA Facilitated Group Class Practical Exam Score Sheet (page 19 if applicable to your clinic)

- Nevada WIC CPA Training Program Progress Record (page 10)
3. After the forms are completed, the WIC CPA performs the following WIC functions: Determine WIC Eligibility; Complete an Anthropometric Assessment and a Hematologic Assessment; Complete a Dietary Assessment; Determine Risks Factors; Explain Findings; Provide Nutrition Education and Counseling; Issue Food Instruments; Enter Information in the MIS; Schedule the Next WIC Appointment.
 4. The preceptor administers, observes, and scores the Nevada WIC CPA Practical Exam.

To grade the WIC CPA Trainee's performance of the WIC Function/Tasks (pages 14-18), the Preceptor needs to:

1. Observe and score (Pass/No Pass) for the performance of each WIC task.
2. Record an "X" in the box labeled Yes (Y) or No (N).
3. ***For the overall task the WIC CPA Trainee must pass all of the participant types to pass the overall practical exam.***
4. If the WIC CPA Trainee is not passing each task the Practical Exam should be stopped and retaken after the WIC CPA Trainee has received more training and experience.

The Facilitated Group Discussion Score Sheet

The Facilitated Group Exam Score Sheet (found under the "My Learning" page in the LMS or page 19 of this manual) is used by the preceptor to grade the WIC CPA Trainee's performance in selecting nutrition education materials used by the WIC Local Agency and facilitating a nutrition class to WIC participants. This portion of the CPA Training Program is only completed by those CPA trainees that will be conducting classes at their local agencies.

Taking the Facilitated Group Session Practical Exam

To complete the Facilitated Group Discussion Exam, the WIC CPA Trainee needs to:

- Select a nutrition lesson plan and any corresponding materials.

The Preceptor needs:

- The Facilitated Group session Exam Score Sheet (page 19)
- Program Progress Record (page 10)
- The Preceptor observes the performance of all tasks for the Facilitated Group Session and scores the trainee.

- The Preceptor determines if it is a Pass or No Pass score for each category and transfers the overall Pass/No Pass score to the Program Progress Record.

Practical Exam Passing Score

The Nevada WIC CPA Trainee must receive all Passing Scores, in order to pass the Nevada WIC CPA Program Practical Exam. WIC CPA Trainees will be given additional opportunities to complete the practical portion, if they do not pass initially.

The Knowledge Exam

The KE tests the knowledge objectives from each of the modules. The test is completed on-line through WIC's Learning Management System. The WIC CPA Trainee must pass the KE with an 80% or better. If the trainee does not pass the exam, a training plan will be developed by the Preceptor based on the trainee's needs. The preceptor will review the training plan with the trainee and provide additional mentoring opportunities before they can reattempt the exam. After successfully passing the KE, an email notification is automatically sent to the State WIC Office through the LMS and a certificate of completion will be mailed out to your agency director to issue.

Results to the State WIC Office

It is the Preceptors responsibility that all components of the CPA Training Program are completed by the CPA and that the CPA is allotted time to take the final KE in the LMS. After successfully passing the KE, an email notification is sent to the State WIC Office through the LMS and a certificate of completion will be mailed out to your agency director to issue to the CPA.

Nevada WIC Competent Professional Authority (CPA) Practical Exam Check-off Sheet

WIC CPA Trainee Name: _____

Preceptor Name: _____

Date: _____

WIC FUNCTIONS/Tasks

1. Determine WIC Eligibility	COMMENTS		Pass
<ul style="list-style-type: none"> ✓ Cordial introduction. ✓ Explain certification process. ✓ Income accurately determined & documented. ✓ Proof of identification & residency documented correctly. ✓ Participant confidentially maintained throughout intake process. ✓ Required forms are completed correctly and filed in participant's chart. 	W P		Y <input type="checkbox"/> N <input type="checkbox"/>
	W B		Y <input type="checkbox"/> N <input type="checkbox"/>
	W PP		Y <input type="checkbox"/> N <input type="checkbox"/>
	I		Y <input type="checkbox"/> N <input type="checkbox"/>
C		Y <input type="checkbox"/> N <input type="checkbox"/>	
2. Anthropometric Assessment	COMMENTS		Pass
Weight (Recumbent or Standing)			
<ul style="list-style-type: none"> ✓ Correct scale used. ✓ Sanitary covering used (infant scale only). ✓ Weighed in light clothes/dry diaper/no shoes. ✓ Scale balanced to zero before each weight taken. ✓ Participant positioned in center of scale. ✓ Weight read to nearest ounce and said out loud. ✓ Using the correct conversion table, convert weight to ¼ lb. ✓ If needed re-check weight. ✓ Weight documented on appropriate form and entered into computer. 	W P		Y <input type="checkbox"/> N <input type="checkbox"/>
	W B		Y <input type="checkbox"/> N <input type="checkbox"/>
	W PP		Y <input type="checkbox"/> N <input type="checkbox"/>
	I		Y <input type="checkbox"/> N <input type="checkbox"/>
	C		Y <input type="checkbox"/> N <input type="checkbox"/>

Recumbent Length	COMMENTS		Pass
<ul style="list-style-type: none"> ✓ Completed for all children < 2 years of age. ✓ Correct measuring board used. ✓ Sanitary covering used. ✓ Participant's headwear and all footwear removed. ✓ Position body so the shoulders, back & buttocks are flat along the center of the measuring board. ✓ Certifier extends both of the child's legs and holds the legs down securely at both knees. ✓ Certifier moves footboard against both heels with feet flat. ✓ Measurement is said out loud until it is recorded on the growth grid in 1/8 inch. ✓ If needed re-check length. ✓ Measurement is entered into the computer. 	I		Y <input type="checkbox"/> N <input type="checkbox"/>
	C		Y <input type="checkbox"/> N <input type="checkbox"/>

Standing Height (Stature)	COMMENTS		Pass
<ul style="list-style-type: none"> ✓ Correct measuring board used. ✓ Participant's headwear/footwear removed ✓ Participant's feet are flat and <u>either</u> the knees or feet are together in the center of the measuring board, participant's legs are straight and knees are not bent. ✓ Participant's head, shoulders, buttocks and heels are against wall/board. ✓ Participant's eyes should look straight ahead, arms at side and shoulders relaxed. ✓ Lower the headboard until it touches the crown (top) of the head firmly and level. ✓ Measurements are said out loud until it is recorded on the appropriate form in 1/8 inch. ✓ If needed, re-check height. ✓ Measurement is documented on appropriate growth chart and in the computer. 	W		Y <input type="checkbox"/> N <input type="checkbox"/>
	C		Y <input type="checkbox"/> N <input type="checkbox"/>

3.Hematologic Assessment	COMMENTS		Pass
Hemoglobin/HemoCue			
<ul style="list-style-type: none"> ✓ Hemoglobin tests are conducted according to policy (CT: 13) based on ages. ✓ Appropriate finger is chosen (middle or ring finger.) 	W P		Y <input type="checkbox"/> N <input type="checkbox"/>

<ul style="list-style-type: none"> ✓ Area is cleansed with alcohol swab and dried before puncture. ✓ Prior to performing the puncture, “Prime” the fingertip by applying pressure at the upper joint with your thumb. Do not “milk the finger”, i.e. do not slide your thumb from the palm of the hand towards the puncture site. ✓ First two drops of blood are wiped away with gauze or tissue. ✓ Fill microcuvette with a continuous drop of blood. ✓ Wipe off excess blood on outside of microcuvette. ✓ A check was made for an air bubble in the center of the cuvette. ✓ The cuvette was properly placed into the photometer. Results were read within 10 minutes and recorded on appropriate forms. 	W B		Y <input type="checkbox"/> N <input type="checkbox"/>
	W PP		Y <input type="checkbox"/> N <input type="checkbox"/>
	I		Y <input type="checkbox"/> N <input type="checkbox"/>
	C		Y <input type="checkbox"/> N <input type="checkbox"/>
Safety and Sanitation		COMMENTS	
<ul style="list-style-type: none"> ✓ Hands are washed or sanitized before and after each sample. ✓ Gloves are worn during entire procedure. ✓ Microcuvette container is tightly recapped. ✓ Blood samples, lancet and contaminated objects are discarded correctly ✓ Work area is properly cleaned and sanitized. 	W P		Y <input type="checkbox"/> N <input type="checkbox"/>
	W B		Y <input type="checkbox"/> N <input type="checkbox"/>
	W PP		Y <input type="checkbox"/> N <input type="checkbox"/>
	I		Y <input type="checkbox"/> N <input type="checkbox"/>
	C		Y <input type="checkbox"/> N <input type="checkbox"/>
1. Health/Nutrition Information Questionnaire		COMMENTS	
<ul style="list-style-type: none"> ✓ Purpose of Health/Nutrition questionnaire explained. ✓ Health history/questionnaire is accurately completed at every certification; missing information is collected in a non-judgmental fashion. ✓ Open-ended questions are used. ✓ Listened actively and allowed time for participant to talk. ✓ Validated participants concern while collecting information. 	W P		Y <input type="checkbox"/> N <input type="checkbox"/>
	W B		Y <input type="checkbox"/> N <input type="checkbox"/>
	W PP		Y <input type="checkbox"/> N <input type="checkbox"/>
	I		Y <input type="checkbox"/> N <input type="checkbox"/>
	C		Y <input type="checkbox"/> N <input type="checkbox"/>

5. <i>Nutritional Risk</i>	COMMENTS		Pass	
<ul style="list-style-type: none"> ✓ Growth chart or prenatal weight gain grid is accurately plotted. ✓ Blood value is interpreted. ✓ Appropriate risk codes were assigned, use of “code sheet” was utilized if needed. ✓ High risk participants are identified and referred. 	W P		Y <input type="checkbox"/> N <input type="checkbox"/>	
			Y <input type="checkbox"/> N <input type="checkbox"/>	
	W B		Y <input type="checkbox"/> N <input type="checkbox"/>	
			Y <input type="checkbox"/> N <input type="checkbox"/>	
	I		Y <input type="checkbox"/> N <input type="checkbox"/>	
			Y <input type="checkbox"/> N <input type="checkbox"/>	
C		Y <input type="checkbox"/> N <input type="checkbox"/>		
6. <i>Counseling and Education</i>	COMMENTS		Pass	
<ul style="list-style-type: none"> ✓ Counseling and education occurs after assessment is complete. ✓ Growth chart <u>or</u> prenatal weight gain grid is interpreted & explained based on Policy & Procedures in a non-judgmental manner. ✓ Blood value is accurately explained. ✓ Counseling addressed participant’s interests & risks identified in assessment process. ✓ Comments are made concerning progress since last visit, if applicable. ✓ Offered at most 1-2 nutrition related handouts if any. ✓ Participant participates and has input in development of care plan or goal setting. ✓ Pregnant/Postpartum women were encouraged to breastfeed. ✓ Other elements of participant-centered education are demonstrated; affirmations, reflections and summarizing ✓ Explanation of the importance of health care and information/education on drug, alcohol & harmful substances. 	W P		Y <input type="checkbox"/> N <input type="checkbox"/>	
				Y <input type="checkbox"/> N <input type="checkbox"/>
	W B		Y <input type="checkbox"/> N <input type="checkbox"/>	
				Y <input type="checkbox"/> N <input type="checkbox"/>
	W PP		Y <input type="checkbox"/> N <input type="checkbox"/>	
				Y <input type="checkbox"/> N <input type="checkbox"/>
	I		Y <input type="checkbox"/> N <input type="checkbox"/>	
				Y <input type="checkbox"/> N <input type="checkbox"/>
C		Y <input type="checkbox"/> N <input type="checkbox"/>		
7. <i>Issue Food Instruments</i>	COMMENTS		Pass	
<ul style="list-style-type: none"> ✓ Food package is prescribed after nutrition assessment. ✓ Food package is tailored if necessary. ✓ Prescriptions are obtained for special formulas. ✓ The following is explained at initial certification, and thereafter, as needed: <ol style="list-style-type: none"> 1. WIC foods are supplemental. 	W P		Y <input type="checkbox"/> N <input type="checkbox"/>	
	W B		Y <input type="checkbox"/> N <input type="checkbox"/>	
	W PP		Y <input type="checkbox"/> N <input type="checkbox"/>	

2. WIC foods are for the participant only. 3. Nutritional value of WIC foods. 4. Explanation of WIC foods & amounts according to authorized food list. 5. Instructions on how to use the EBT card with approved vendors. ✓ Separation of duties exists according to policy	I		Y <input type="checkbox"/> N <input type="checkbox"/>
	C		Y <input type="checkbox"/> N <input type="checkbox"/>
8. Documentation	COMMENTS		Pass
✓ Rights and Responsibilities are read to or reviewed with the participant before the participant signs the form. ✓ New participant is properly documented in the <u>Application List (new participant log)</u> . ✓ The 3 screens (demographic, health assessment and food package screens) in the WIC Computer Systems are completed accurately. ✓ Service documentation form reflects specific topics discussed, referrals provided to the client, and hand outs given to clients. ✓ All appropriate referrals are made and documented. ✓ Progress notes or MIS notes section is used.	W P		Y <input type="checkbox"/> N <input type="checkbox"/>
	W B		Y <input type="checkbox"/> N <input type="checkbox"/>
	W PP		Y <input type="checkbox"/> N <input type="checkbox"/>
	I		Y <input type="checkbox"/> N <input type="checkbox"/>
	C		Y <input type="checkbox"/> N <input type="checkbox"/>
9. Schedules Appointments			
✓ Enters scheduling information accurately.	W P		Y <input type="checkbox"/> N <input type="checkbox"/>
	W B		Y <input type="checkbox"/> N <input type="checkbox"/>
	W PP		Y <input type="checkbox"/> N <input type="checkbox"/>
	I		Y <input type="checkbox"/> N <input type="checkbox"/>
	C		Y <input type="checkbox"/> N <input type="checkbox"/>

Any function or task that cannot be performed on a specific client type should be marked as N/A and should not count against a passing score for a WIC CPA Trainee.

Nevada CPA Group Facilitated Discussion Score Sheet

WIC CPA Trainee's Name: _____

Preceptor's Name: _____ Date: _____

WIC CPA Competencies	NOTES
Presents a facilitated group class for WIC participants using a Lesson Plan	
1. Class utilized a facilitated discussion model: ✓ Interactive <input type="checkbox"/> ✓ Learners and facilitators share problems, knowledge, and experiences <input type="checkbox"/> ✓ Facilitator uses active listening skills and encourages participation from group <input type="checkbox"/> ✓ Open-ended questions used <input type="checkbox"/> ✓ Uses language that is not judgmental <input type="checkbox"/>	
3. Class utilizes relevant supportive training and education materials i.e. videos, handouts, incentive items.	
4. Nutrition information is factual and focused on topics of interest to participants.	
5. If audiovisuals were used discussion topics properly reinforce the videos.	
6. Offers information and ideas on making behavior changes while allowing participants to decide which behaviors to change.	
7. Helps participants to identify barriers and ways to overcome them.	
8. Participant leaves with information and realistic goals.	
10. Environment is appropriate to group learning	
12. Document nutrition education contacts	
Final WIC CPA Trainee's Score	Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No