

## Checklist for Training New Non-WIC Staff

Staff Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Position Title: \_\_\_\_\_

List All WIC Duties: \_\_\_\_\_

### Overview

The following checklist indicates the required training for a non –WIC staff member conducting WIC duties for the program regardless of how often they perform them. Per the Idaho WIC Program Policy Manual Ch. 8, any staff member that is cross-trained must ensure all applicable training is completed for those duties related to WIC. If non-WIC staff performs job duties for other positions in WIC, then appropriate training checklist(s) should be completed. If additional pages are needed for training or observations please use the universal checklist pages and attach the position checklist for your records. These are the minimum requirements; staff are encouraged to continue training in various WIC areas related to their role as time allows.

### Phase I: Basic Skills

It is recommended to complete the following training in the order provided and by the timeframe specified below, however the local agency may choose to train in a shorter timeline. Once completed, record the date and have your trainer initial next to the date confirming its completion. If additional pages are needed for training or observations please use the blank checklist pages available on the Idaho WIC website.

**Phase I is required training to be completed within the first 3 months.** The hours listed below include the time it may take to complete the online course, guidebook and related activities. Not all topics have a guidebook and online course, see *type*. The QRC's identify how many total documents are within each section/folder in order to complete it. All LMS materials such as Guidebooks, Activities Workbook, QRCs and supplemental documents etc. can be found on the Idaho WIC website under the *training* section.

Type of Training Resource	Training Resource Title	Recommended Timeframe to Complete	Hours	Notes	Date Complete & Trainer Initials
<b>Phase I: Basic Skills</b>					
Guidebook	Overview	1 week	2	Complete prior to other courses.	
Guidebook	Confidentiality	1 month	1-2	IWPPM Ch.1, Section C	

				<i>Applicant Records.</i> Confidentiality Agreement. Guidebook mandatory, but exceptions may be evaluated by the State on a case-by-case basis to use alternative training.	
PowerPoint	Civil Rights	1 month	1-2	Idaho WIC Civil Rights PowerPoint.	
Policy Manual & Form	Employee Duty Restrictions	1 month	1-2	IWPPM Ch.2, Section D & Conflict of interest form.	
Online Course & Guidebook	Customer Service/Communication	2 months	3-6	Mandatory, but exceptions may be evaluated by the State on a case-by-case basis to use alternative training.	
Online Course & Guidebook	Breastfeeding Nutrition	3 months	4-7	Highly recommended, but not mandatory	

## Phase II: Advanced Skills

Phase II will depend on the job duties (i.e issuing checks, collecting anthropometric data etc.), this is required training to be completed before related duties are performed independently. Once completed, record the date and have your trainer initial next to the date confirming its completion.

Type of Training	Training Resource Title	Date Complete	Trainer Initials	Comments/Notes
<b>Phase II: Advanced Skills - Training Specific to Job Duties Performed for the WIC program</b>				


### Observations

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The following recommended timeframe outlines what competencies the **Training Lead** must observe to confirm skills from phase I or II are adequate.

Observation Checklist for New Non-WIC Staff				
Type of Observation	Competency	Date Observed	Training Lead Initials	Comments/Notes
