

Checklist for Training a New Registered Dietitian/ Registered Dietitian Nutritionist (RD/RDN)

Staff Name: _____ Start Date: _____

List All WIC Duties: _____

Overview

The following checklist indicates the required knowledge and training for an RD/RDN. Per the Idaho WIC Program Policy Manual Chapter 8, any staff member that is cross-trained must ensure all applicable training is completed for those duties related to WIC. If a RD/RDN 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 six 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 Quick Reference Cards (QRC's) identify how many total documents are within each section/folder in order to complete it. All Learning Management System (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	Recommended Timeframe to Complete	Hours	Notes	Date Completed & Trainer Initials
Phase I: Basic Skills					
Guidebook	Overview	1 week	2	Complete prior to other courses	
PowerPoint	Civil Rights	1 month	1-2	Complete prior to first participant appointment	

Policy Manual & Document	Confidentiality	1 month	1-2	Location: IWPPM Chapter 2, Section D	
Policy Manual & Form	Employee Duty Restrictions (Conflict Of Interest)	1 month	1-2	Location: in IWPPM Chapter 2, Section D	
Online Course & Guidebook	Anthropometrics	2 months	4-6	Complete prior to taking ht/wt measurements	
Guidebook	Hematology	2 months	3-5	Complete prior to doing hgb/hct blood tests	
Guidebook	Food Packages	2 months	2-4	Complete prior to determining food packages	
Guidebook	Health and Nutrition Assessment	2 months	4-6	Complete prior to doing an assessment	
Policy Manual Appendix	Nutrition Risk Criteria	3 months	4-6	Review prior to assigning nutrition risks	
Guidebook & Policy Manual Appendix	Referrals and RD Referrals	3 months	2-3		
Policy Manual Ch.7	Section B: Infant Formula & Medical Foods	3 months	1	Complete prior to approving exempt formula/nutritional	
Online Formula Handbook	Formula Handbook (Forms & Procedures)	3 months	4-6	Direct bills, MDF's, Exempt Formula and Nutritionals	
Online Course & Guidebook	Customer Service/Communication	4 months	3-6		
Online Course & Guidebook	Breastfeeding Nutrition	4 months	4-7		
Policy Manual Ch. 6	Breastfeeding Promotion & Support	4 months	1-2	Complete prior to issuing breastfeeding equipment	
Breastfeeding Group Classes	Observe one each of any breastfeeding group classes that the agency offers	4 months	0-4	Complete prior to teaching a group breastfeeding class	
Guidebook	Care Plans	5 months	3-5		
Online Course & Guidebook	Participant Centered Education (PCE)	6 months	20-30	Complete modules 1-9	
Online Course &	Basic Nutrition	6 months	4-6		
Policy Manual Ch. 5	Nutrition Education	6 months	1		
Local Agency File	Review Local Agency Nutrition Education Plan (NEP)	6 months	1		

WISPr QRC	Assign Food Packages (5 QRC's total)	6 months	0-1		
WISPr QRC	Health Screen (3 QRC's total)	6 months	0-1		
WISPr QRC	Breastfeeding (2 QRC's) – Breast Pump Rental (RFNS) Guide and Breastfeeding Equipment Guide (WSCA)	6 months	0-1		

Phase II: Advanced Skills

Phase II will depend on the job duties (i.e issuing checks, collecting anthropometric data etc.), this training 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 Resource	Training Resource	Recommended Timeframe to Complete	Hours	Notes	Date Completed & Trainer Initials
Phase II: Advanced Skills					
Online Course and Guidebook	Baby Behavior	6-12 months	4-6		
Online Course and Guidebook	Prenatal Nutrition	6-12 months	4-7		
Online Course and Guidebook	Child Nutrition	6-12 months	3-6		
Online Course and Guidebook	Postpartum Nutrition	6-12 months	3-4		
Breastfeeding Training Program	Certified Lactation Counselor (CLC) course, Certified Lactation Educator (CLE) course, or other approved advanced breastfeeding training course	12 months	varies	Being an IBCLC or having proof of completing an advanced breastfeeding training course within the last 5 years meets this training requirement.	

Observations

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 RD Staff				
Type of Observation	Competency	Recommended Timeframe to Observe	Date Observed	Training Lead Initials
Group Education Classes (If the RD/RDN will be teaching group classes)	<p><i>Leads a group class demonstrating the ability to effectively:</i></p> <ul style="list-style-type: none"> -provide accurate up-to-date nutrition/breastfeeding information -facilitate interactive group discussion including participants sharing concerns, knowledge and experiences -use participant-centered techniques (OARS: open-ended questions, affirmations, reflections, summarizations). -use visual aids to reinforce the information being discussed -incorporate handout material into the discussion -answer questions -facilitate class attendees considering how to use the information in their individual lives (next steps) -assure classes are appropriate for the participant such as preference, category, risk and culturally appropriate. 	6 months		
High Risk Appointment (From Start to Finish)	<p><i>Performs a complete high risk appointment demonstrating the ability to effectively:</i></p> <ul style="list-style-type: none"> -review the chart -assess relevant information -complete anthropometric/hematological measurements -follow-up on the previous goal -provide tailored participant-centered nutrition education -make appropriate referrals -facilitate goal setting -determine the appropriate food package -write a care plan 	6 months		
High Risk Health Screen Appointment (From Start to Finish)	<p><i>Performs a complete high risk health screen appointment demonstrating the ability to effectively:</i></p> <ul style="list-style-type: none"> -review the chart -complete an assessment 	6 months		

	<ul style="list-style-type: none"> -complete anthropometric/hematological measurements -follow-up on the previous goal -assign relevant new risk criteria -provide tailored participant-centered nutrition education -make appropriate referrals -effectively facilitate goal setting -determine the appropriate food package -write a care plan 			
Breastfeeding Related Appointment (From Start to Finish)	<p><i>Performs a breastfeeding related appointment demonstrating the ability to effectively:</i></p> <ul style="list-style-type: none"> -follow breastfeeding-friendly environment practices -review the chart -assess relevant breastfeeding information -follow-up on how breastfeeding has been going -provide tailored participant-centered breastfeeding education -make appropriate referrals -issue appropriate breastfeeding equipment -facilitate goal setting -determine the appropriate food package -document breastfeeding equipment issued -write a care plan 	6 months		