

Maine Center for Disease Control and Prevention

WIC Nutrition Program

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Training and Continuing Education Requirements for Direct Service Staff

Authority

7CFR Part 246

WIC Policy Memorandum #2006-5, Value Enhanced Nutrition Assessment (VENA)—WIC Nutrition Assessment Policy, FNS, March 15, 2006

MRS Title 32, Chapter 104

Policy

1. The State Agency shall provide for continuing education opportunities for WIC Local Agency staff. Local Agencies shall send appropriate staff to trainings when directed to do so by the State Agency.
2. When trainings are provided to a Local Agency representative, training materials and information shall be shared with other appropriate Local Agency staff.
3. Staff members shall be responsible for accurate documentation of all trainings, including continuing education units earned.
4. Local Agency management shall ensure that all staff members obtain the required number of continuing education units per year.

Procedures

1. Local Agencies must ensure that training and continuing education requirements for all staff are met.
2. All new staff must receive the following training:
 - 2.1. VENA (training modules available via WIC Learning Online modules at <https://wicworks.fns.usda.gov/wic-learning-online>) or equivalent (such as previous WIC experience, LA staff developed training and/or thorough peer observations)
 - 2.1.1. WIC 101
 - 2.1.2. WIC Breastfeeding Basics
 - 2.1.3. Communicating with Participants
 - 2.1.4. Interpersonal Communication: Listening Skills
 - 2.1.5. In lieu of online modules listed above, VENA training requirement can be satisfied through previous WIC experience, completion of local agency developed training or thorough peer observations.

- 2.2. Bloodborne pathogen training for all staff responsible to perform hemoglobin screenings
- 2.3. Anthropometric training for staff responsible to perform anthropometrics
- 2.4. At a minimum, the following Maine CDC WIC Nutrition Program Policies:
 - 2.4.1. Breastfeeding Promotion and Support policies
 - 2.4.2. Certification and Eligibility policies
 - 2.4.3. Civil Rights policies
 - 2.4.4. Farmers Market Nutrition Program policies
 - 2.4.5. Food Delivery policies
 - 2.4.6. Nutrition Services policies
 - 2.4.7. Select Organization and Management policies
 - 2.4.7.1. OM-6 Employee Abuse
 - 2.4.7.2. OM-7 Participant Fraud and Abuse
 - 2.4.7.3. OM-8 Custodial Rights
 - 2.4.7.4. OM-9 Dual Participation
 - 2.4.7.5. OM-10 Participant Rights and Responsibilities
 - 2.4.7.6. OM-11 Processing Standards
 - 2.4.7.7. OM-13 Staff Training
 - 2.4.7.8. OM-15 Mandated Reporting
 - 2.4.7.9. OM-16 Confidentiality and Privacy
 - 2.4.7.10. OM-17 Fair Hearing
- 2.5. Counseling staff shall also complete the following modules available via WIC Learning Online:
 - 2.5.1. VENA: Connecting the Dots between Assessment and Intervention
 - 2.5.2. WIC Baby Behavior Basics
 - 2.5.3. Value Enhanced Nutrition Assessment
 - 2.5.4. Feeding Infants: Nourishing Attitudes and Techniques
3. After the above stated program orientation and training has been completed, WIC Management Information System (SPIRIT) training may begin. LA Directors may request SPIRIT training for a new staff member at the beginning of the program orientation and training period; since training is individualized for each new staff member, set up may take up to one week to complete. The following steps are to be taken when requesting SPIRIT training for a new staff member:
 - 3.1.1. LA Director verifies SPIRIT application is installed and fully functional on the computer to be used by new staff member.

- 3.1.2. LA Director completes Maine WIC User Access Request form (see Appendix OM-12-A) and fax to SA office (207-287-3993).
- 3.1.3. SA staff generates a training script and datasheets for the new staff member.
- 3.1.4. The new staff member calls the SPIRIT Help Desk (207-370-2123) to request access to the Training database in order to initiate training.
- 3.1.5. The new staff member calls the SPIRIT Help Desk during training with questions or clarification as needed.
- 3.1.6. The new staff member calls the SPIRIT Help Desk when training has been successfully completed, so that the computer being used may be changed from SPIRIT Training to SPIRIT Production. The new staff member will receive a SPIRIT Production Username and password from the State Agency.
4. Continuing education required on an annual federal fiscal year (FFY) basis includes:
 - 4.1 Blood borne pathogens and universal precautions for all staff required to perform hemoglobin testing as a part of their job description.
 - 4.1.1 Training and documentation must follow guidelines set forth in OSHA Standard 29CFR §1910.1030(g)(2), as amended from time to time
 - 4.1.2 Training for new or reassigned staff is required at the time of initial assignment to tasks where occupational exposure may take place.
 - 4.1.3 Annual training for all employees shall be provided within one year of their previous training. Such training may consist of refresher information to ensure staff members are knowledgeable of necessary procedures in the event of occupational exposure.
 - 4.1.4 Bloodborne pathogen training videos are available through the Maine Department of Labor website (<http://www.safetyworksmaine.com/videos-pubs/videolst.shtml>) free of charge.
 - 4.2 Civil rights training is required for all staff, including the topic areas listed in Policy No. CR-5, Training and Continuing Education Requirements for Direct Staff.
 - 4.3 Information System and Data Security training is required for all staff, including confidentiality and data security requirements (see Maine CDC WIC Policy IS-4 Data Security).
 - 4.4 Credentialed staff members, in order to maintain their credential, shall meet the following training requirements:
 - 4.4.1 Staff with the Registered Dietitian (RD) and /or Licensed Dietitian (LD) credential must receive a minimum of fifteen (15) Commission on Dietetic Registration (CDR) approved continuing education units per year.
 - 4.4.2 Dietetic technician, Registered (DTR) and dietetic technicians licensed (DTL) must obtain ten (10) CDR approved continuing education units per year.
 - 4.4.3 Staff with the Certified Lactation Counselor (CLC) credential must receive a minimum of six (6) breastfeeding continuing education units or CERPs.

- 4.4.4 Staff with the International Board Certified Lactation Consultant (IBCLC) credential must receive a minimum of fifteen (15) CERPs per year.
 - 4.5 All nutrition counseling staff must receive a minimum of ten (10) continuing education units or training hours appropriate to the provision of WIC services, of which a minimum of four (4) hours must be training in breastfeeding.
 - 4.6 Breastfeeding Peer Counselor training requirements are detailed in Policy No. BFPC-3 Training of Breastfeeding Peer Counselors.
 - 4.7 Review and resign Conflict of Interest Statement (Appendix OM-12-B) and Confidentiality Agreement (Appendix OM-15-A).
5. Training required on a semi-annual (every other FFY) basis includes:
 - 5.1 Anthropometric measurements refresher training for all staff responsible to weigh and measure program participants.
 - 5.2 Hemoglobin testing refresher training on the use of hemoglobin testing equipment and accurate testing procedures for all staff responsible to do hemoglobin testing.
6. Periodic training may be provided for staff on nutrition and public health topics, including but not limited to:
 - 6.1 Life cycle nutrition topics (infant, child, and maternal nutrition)
 - 6.2 Childhood immunizations
 - 6.3 Environmental lead
 - 6.4 Postpartum depression
 - 6.5 SIDS
 - 6.6 Substance abuse (tobacco, alcohol and drugs)
 - 6.7 Mandated reporting
 - 6.8 Oral health
 - 6.9 Feeding relationships
 - 6.10 Food security
7. Staff responsible for food demonstrations (group nutrition education or health fairs), including set up, clean up, pre-demonstration food preparation, food shopping or food storage shall successfully complete the ServSafe online training (<http://www.servsafe.com/ss/catalog/productDetail.aspx?ID=1710>) prior to taking part in any area of food demonstrations.
8. All foods prepared and distributed during food demonstrations shall be clearly labeled for potential allergens (such as dairy products, eggs, wheat, nuts, soy).
9. Local Agency staff shall keep a log of all trainings attended during each fiscal year (See Appendix OM-12-C). The log shall include the number of continuing education units earned and the following information as appropriate:
 - 9.1 Total continuing education units earned

- 9.2 Date of Training
 - 9.3 Title of Training
 - 9.4 RD-DTR CEUs
 - 9.5 Civil Rights continuing education units
 - 9.6 L-CERPs
 - 9.7 E-CERPs
 - 9.8 R-CERPs
- 10. All out of state travel for continuing education shall be approved in advance by the State Agency.
 - 11. Local Agencies may need to seek out and cover costs for trainings outside of those opportunities made available by the State Agency in order to meet continuing education requirements.