

Maine Center for Disease Control and Prevention

WIC Nutrition Program

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Policy No. OM-13

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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 principles
 - 2.2 Program policies and procedures, including eligibility, certification and food benefits issuance
 - 2.3 WIC Management Information System
3. Training required on an annual basis includes:
 - 3.1 Blood borne pathogens and universal precautions for all staff required to perform hemoglobin testing as a part of their job description.

Organization and Management (OM)

OM-13 Training and Continuing Education for Direct Service Staff

- 3.1.1 Training and documentation must follow guidelines set forth in OSHA Standard 29CFR §1910.1030 (g) (2), as amended from time to time.
- 3.1.2 Training for new or reassigned staff is required at the time of initial assignment to tasks where occupational exposure may take place.
- 3.1.3 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 are knowledgeable of necessary procedures in the event of occupational exposure.
- 3.1.4 Bloodborne pathogen training videos are available through the Maine Department of Labor website (<http://www.safetyworksmaine.com/videos-pubs/videolst.shtml>), free of charge.

3.2 Civil rights training, including the topic areas listed in Policy No. CR-5, Training and Continuing Education Requirements for Direct Staff.

Credentialed staff shall meet the following:

- 3.2.1 Staff with the Registered Dietitian (R.D.) and /or Licensed Dietitian (L.D.) credential must receive a minimum of fifteen (15) Academy of Nutrition and Dietetics (AND) approved continuing education units per year, of which a minimum of four (4) hours must be training in breastfeeding. Licensed dietitians and dietetic technicians' continuing education requirements shall be the same as those set for them by the State Board of Licensing of Dietetic Practice and must include a minimum of four (4) hours per fiscal year of breastfeeding training.

3.3 All other nutrition counseling staff must receive a minimum of ten (10) AND approved continuing education units per year or training appropriate to the provision of WIC services, of which a minimum of four (4) hours must be training in breastfeeding.

3.4 Staff with the Certified Lactation Counselor (CLC) credential must receive a minimum of 6 breastfeeding continuing education units or CERPs per year

3.5 Staff with the International Board Certified Lactation Consultant (IBCLC) credential must receive a minimum of 15 breastfeeding continuing education units or CERPs per year

3.6 Breastfeeding Peer Counselor training requirements are detailed in Policy No. BFPC-3, Training of Breastfeeding Peer Counselors.

3.7 Annual Information System and Data Security training for all staff.

4 Training required on a semi-annual (every 2 years) basis includes:

- 4.1 Anthropometric measurements refresher training for all staff required to weigh and measure program participants.
 - 4.2 Hemoglobin testing refresher training on the use of the hemoglobin testing equipment and procedure for all staff with responsibilities to do hemoglobin testing.
- 5 Periodic training may be provided for staff on nutrition and public health topics, including but not limited to:
- 5.1 Life cycle nutrition topics (infant, child, and maternal nutrition)
 - 5.2 Childhood immunizations
 - 5.3 Environmental lead
 - 5.4 Postpartum depression
 - 5.5 SIDS
 - 5.6 Substance abuse (tobacco, alcohol and drugs)
 - 5.7 Mandated reporting
 - 5.8 Oral health
 - 5.9 Feeding relationships
 - 5.10 Food security
- 6 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.
- 6.1 All foods prepared and distributed during food demonstrations shall be clearly labeled for potential allergens (such as dairy products, eggs, wheat, nuts, soy).
- 7 Local Agency staff shall keep a log of all trainings attended during each fiscal year (See Appendix OM-A4). The log shall include the number of continuing education units earned and the following information as appropriate:
- 7.1 Total continuing education units earned
 - 7.2 Date of Training
 - 7.3 Title of Training
 - 7.4 RD-DTR CPEs
 - 7.5 Civil Rights continuing education units
 - 7.6 L-CERPs
 - 7.7 E-CERPs

7.8 R-CERPs

- 8 All continuing education must be AND or IBLCE approved or eligible for AND or IBLCE credentialed staff.
- 9 All out of state travel for continuing education shall be approved in advance by the State Agency.
- 10 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.