Maine Center for Disease Control and Prevention
WIC Nutrition Program

Effective: October 1, 2012 Policy No. OM12
Revised: October 1, 2019

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 and topics per federal fiscal 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 within 1 year of hire:
   - 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. Confronting Your Assumptions
     - 2.1.4. Using Active Listening In Workplace Situations
     - 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. Blood-borne pathogen training for all staff responsible to perform hemoglobin screenings

2.3. Anthropometric training for staff responsible to perform anthropometrics

2.4. Mandated reporter training through OCFS, available at

http://www.maine.gov/dhhs/mandated_reporters.shtml

2.5. At a minimum, the following Maine CDC WIC Nutrition Program Policies:

2.5.1. Breastfeeding Promotion and Support

2.5.2. Certification and Eligibility

2.5.3. Civil Rights

2.5.4. Farmers Market Nutrition Program

2.5.5. Food Delivery

2.5.6. Nutrition Services

2.5.7. Select Organization and Management policies

2.5.7.1. OM-6 Employee Abuse

2.5.7.2. OM-7 Participant Fraud and Abuse

2.5.7.3. OM-8 Custodial Rights

2.5.7.4. OM-9 Dual Participation

2.5.7.5. OM-10 Participant Rights and Responsibilities

2.5.7.6. OM-12 Staff Training

2.5.7.7. OM-14 Mandated Reporting

2.5.7.8. OM-15 Confidentiality and Privacy

2.5.7.9. OM-16 Fair Hearing

2.6. Counseling staff shall also complete the following modules available via WIC Learning Online:

2.6.1. VENA: Connecting the Dots between Assessment and Intervention

2.6.2. WIC Baby Behavior Basics

2.6.3. Value Enhanced Nutrition Assessment

2.6.4. 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 shall notify SA staff of the new staff member's SPIRIT training needs, including anticipated SPIRIT training start date.

3.1.3. SA staff generates a training script and datasheets for the new staff member.

3.1.4. SA staff email the training script and datasheets to the new staff member and LA director.

3.1.5. The new staff member calls the SPIRIT Help Desk (207-370-2123) to request access to the Training database in order to initiate training.

3.1.6. The new staff member calls the SPIRIT Help Desk during training with questions or clarification as needed.

3.1.7. 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)(i), 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. Blood-borne pathogen training videos are available through the Maine Department of Labor website (http://www.safetyworksmaine.com/videospubs/videolst.shtml) free of charge.

4.2. Civil rights training is required for all staff and volunteers, including the topic areas listed in Policy CR-5, Training and Continuing Education Requirements for Direct Staff.

4.3. DHHS mandated reporter training available at http://www.maine.gov/dhhs/mandated_reporters.shtml

4.4. All staff, with the exception of BFPCs, must receive a minimum of fifteen (15) continuing education units or training hours appropriate to the provision of WIC services, of which a minimum of six (6) hours must be training in breastfeeding, per federal fiscal year.

4.5. Breastfeeding Peer Counselors must receive a minimum of six (6) training hours in breastfeeding.

4.6. Review and resign Conflict of Interest Statement (Appendix OM-12-B) and Confidentiality Agreement (Appendix OM-15-E).

5. Training required on a biennial basis (every other FFY) 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, public health, and program operations 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. Oral health

6.8. Feeding relationships

6.9. Food security

6.10. Data 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. Date of training

9.2. Title of training

9.3. Provider of training

9.4. Nutrition and health continuing education units

9.5. Breastfeeding continuing education units

9.6. Civil Rights training

9.7. Mandated reporter training

9.8. Blood-borne pathogen training

9.9. Total continuing education units earned

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 to meet continuing education requirements.