

# WIC New Staff Training Guide: Phase 3

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Congratulations, you have moved on to the next phase of new staff training. We hope you are enjoying learning your new role.

Each phase (1-4) in the WIC New Staff Training (NST) Guide provides a comprehensive outline of training necessary for you to attain minimum competencies within WIC. Full training is intended to be completed over a 12–18-month time period (18 mo. for part-time staff). The timeline will vary depending on the new staff person’s duties in WIC.

Ask your supervisor if there are any special instructions for you and who can answer questions you may have. Your supervisor/preceptor may refer to the [Training New WIC Staff: Guidance for Coordinators/Preceptors](#) for additional guidance to support you.

Starting in mid-2024, agencies will begin the rollout to transition the WIC Information System from HuBERT to WINNIE. All staff in the agency should begin formal [WINNIE Training](#) as recommended based on their rollout date.

## NST PHASE 3

Phase 3 focuses on competencies in nutrition assessment and education by participant category. Participant Centered Education skills are also introduced. Competencies in Nutrition Assessment and Education by participant category are evaluated through observation of certification and additional education appointments.

It is suggested that a new staff person focus on one participant category until competencies are attained and demonstrated, and then move on to another category. This may not always be possible. Trainees can utilize the education resources as needed to develop competencies while practicing with participants.

**Once competencies are demonstrated, the staff person is qualified to see that category of participant *independently, through the entire certification process.***

Observations by the preceptor to evaluate competencies may count towards the **required observations** in the first year of employment. (See the MN WIC Program [Staff Monitoring Plan](#) for specific requirements.)

***The Basic Nutrition modules are required for those without a degree in nutrition (i.e., nurses, health educators, etc).*** They are optional for those with a nutrition degree but *are recommended as a review.* Additional training resources are available under the [WIC Training for Local Agency Staff](#) section of the MN WIC website. We encourage staff to look through the many resources available.

Remember to record the completion of these modules on the [Phase 3 New Staff Training Documentation](#) form.

## Basic nutrition modules

**Modules** *required* for non-nutrition credentialed staff.

- [WIC Nutrition Modules](#)
  - Nutrition Basics
  - Micronutrients and Water
  - Energy Balance and Metabolism
  - Nutrition Related Diseases

## Pregnancy

**Modules** *required* for non-nutrition credentialed staff.

- **Prerecorded WIC/FHV Maternal & Child Nutrition Webinars- First in a Series** (covers prenatal health and nutrition). Found on the [Minnesota Department of Health \(MDH\) Learning Center](#).
- [Hypertensive Disorders of Pregnancy and Gestational Diabetes](#)

## Other:

- Review MOM [Section 6.4 Drug and Harmful Substance Use Education](#)
- Review MOM [Section 6.5 Breastfeeding Education for Pregnant Women](#)

## Preceptor resource

-MOM [Exhibit 4-H: Checklist for Certification Observation](#)

## Infant nutrition

**Modules** required for all CPA staff.

- [Introduction to Infant Formula](#)
- [Standard Infant Formula](#)
- **WIC Baby Behavior Training** (Arizona WIC). Found on the [MDH Learning Center](#).

**Additional modules** *required* for non-nutrition credentialed staff.

- **Prerecorded WIC/FHV Maternal & Child Nutrition Webinars- Second in a Series** (covers infant health and nutrition). Found on the [MDH Learning Center](#).
- **Feeding Infants: Nourishing Attitudes and Techniques-[WIC Learning Online \(WLOL\)](#)**. (USDA)

### Additional staff resource (optional)

- **Prerecorded Formula 101: Understanding the Basics to Help Make Informed Formula Choices**. Found on the [MDH Learning Center](#).

#### Preceptor resource

- MOM [Exhibit 4-H: Checklist for Certification Observation](#)
- MN WIC Baby Behavior Preceptor Guide

### Additional staff resources (optional)

- [MN WIC Baby Behavior Education](#) video clips
- [WIC Baby Behavior](#)
  - Contains Staff Training, Staff Tools, Baby Behavior Spotlights

## Child nutrition

**Modules** *required* for all CPA staff.

- **WIC Toddler Behavior Training** (AZ WIC). Found on the [MDH Learning Center](#).

**Additional modules** *required* for non-nutrition credentialed staff.

- **Prerecorded WIC/FHV Maternal & Child Nutrition Webinars- Third in a Series** (covers toddler and preschools nutrition and health). Found on the [MDH Learning Center](#).
- [Pediatric Overweight and Obesity](#)

#### Preceptor resource

- MOM [Exhibit 4-H: Checklist for Certification Observation](#)
- MN WIC Toddler Behavior Preceptor Guide

## Breastfeeding support & skill development

As you continue through the NST Guide, build your skills in breastfeeding support, assessment, and education by completing the Breastfeeding Curriculum Level (1-4) appropriate for your role in the WIC clinic.

- **Continue completing** the WIC Breastfeeding Curriculum training levels applicable to your role.

- **Self-Study** for the Breastfeeding Curriculum is found on the [Minnesota Department of Health \(MDH\) Learning Center](#). (Log on and search “breastfeeding” to see available options).
  - **Level 1:** Required for Clerk, Peer, CPA, and DBE
  - **Level 2:** Required for Peer, CPA, and DBE
  - **Level 3:** Required for CPA and DBE
  - **Level 4:** Required for Designated Breastfeeding Expert (DBE)

The Local Agency Breastfeeding Coordinator should provide one-to-one breastfeeding training until the WIC Breastfeeding Curriculum is completed.

## Postpartum

- [Postpartum Module](#)
- [Section 6.7: Additional Nutrition Education](#): Review components of the “*Postpartum Exit Counseling*” contact.

### Preceptor resource

-MOM [Exhibit 4-H: Checklist for Certification Observation](#)

## Counseling skills

- View the **Introduction to Participant-Centered Counseling Skills** training. Found at the [MDH Learning Center](#).
- View the **Participant-Centered Counseling Skills in Action** training. Found at the [MDH Learning Center](#).
- Complete activities assigned by preceptor.

### Preceptor resource

-Use tools found in [WIC Mentor Resources](#) for evaluating competencies.

## Putting it into practice

- Continue completing low risk certifications, recertifications, midcertifications, under the supervision of another CPA until competencies for each category are demonstrated.
- Practice Participant Centered Skills.

**NOTE:** For additional optional exercises that may help you further develop your skills and understanding, see [Additional Training Resources: Phase 3](#).

## Reference – complete listing of hyperlinks:

[Training New WIC Staff: Guidance for Coordinators/Preceptors](#)

[www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/nst/guidance.pdf](http://www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/nst/guidance.pdf)

[www.health.state.mn.us/people/wic/localagency/winnie/training.html](http://www.health.state.mn.us/people/wic/localagency/winnie/training.html)

[Phase 3 New Staff Training Documentation](#)

[www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/nst/phase3doc.docx](http://www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/nst/phase3doc.docx)

[WIC Nutrition Modules](#)

[www.health.state.mn.us/people/wic/localagency/training/nutmodules.html](http://www.health.state.mn.us/people/wic/localagency/training/nutmodules.html)

[Hypertensive Disorders of Pregnancy and Gestational Diabetes](#)

[www.health.state.mn.us/training/cfh/wic/nutrition/modules/mod2hyperten/index.html](http://www.health.state.mn.us/training/cfh/wic/nutrition/modules/mod2hyperten/index.html)

[Section 6.4: Drug and Harmful Substance Abuse Education](#)

[www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch6/sctn6\\_4.pdf](http://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch6/sctn6_4.pdf)

[Section 6.5: Breastfeeding Education for Pregnant Women](#)

[www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch6/sctn6\\_5.pdf](http://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch6/sctn6_5.pdf)

[Exhibit 4-H: Checklist for Certification Observations](#)

[www.health.state.mn.us/docs/people/wic/localagency/program/mom/exhbts/ex4/4h.pdf](http://www.health.state.mn.us/docs/people/wic/localagency/program/mom/exhbts/ex4/4h.pdf)

[Introduction to Infant Formula](#)

[www.health.state.mn.us/training/cfh/wic/nutrition/modules/introformula/index.html](http://www.health.state.mn.us/training/cfh/wic/nutrition/modules/introformula/index.html)

[Standard Infant Formula](#)

[www.health.state.mn.us/training/cfh/wic/nutrition/modules/standardform/index.html](http://www.health.state.mn.us/training/cfh/wic/nutrition/modules/standardform/index.html)

[wicworks.fns.usda.gov/resources/wic-learning-online-wlol](http://wicworks.fns.usda.gov/resources/wic-learning-online-wlol)

[Baby Behavior Training for WIC Employees](#)

[www.health.state.mn.us/docs/people/wic/localagency/training/bb/guide.pdf](http://www.health.state.mn.us/docs/people/wic/localagency/training/bb/guide.pdf)

[Minnesota Department of Health Learning Center](#)

[www.health.state.mn.us/about/tools/learningcenter.html](http://www.health.state.mn.us/about/tools/learningcenter.html)

[MN WIC Baby Behavior Preceptor Guide](#)

[www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/nst/bbpreceptor.pdf](http://www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/nst/bbpreceptor.pdf)

[MN WIC Baby Behavior Education](#)

[www.youtube.com/playlist?list=PLnv1INVkxmmtYaMmowS5oBHnbgmps7Ai1](http://www.youtube.com/playlist?list=PLnv1INVkxmmtYaMmowS5oBHnbgmps7Ai1)

[www.health.state.mn.us/people/wic/localagency/training/bb.html](http://www.health.state.mn.us/people/wic/localagency/training/bb.html)

[Pediatric Overweight and Obesity](#)

[www.health.state.mn.us/training/cfh/wic/nutrition/modules/mod6pedoverwt/index.html](http://www.health.state.mn.us/training/cfh/wic/nutrition/modules/mod6pedoverwt/index.html)

[MN WIC Toddler Behavior Preceptor Guide](#)

[www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/nst/toddler.pdf](http://www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/nst/toddler.pdf)

Postpartum Module

(<https://www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/nst/postpartum.pdf>)

Section 6.7: Additional Nutrition Education

([www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch6/sctn6\\_7.pdf](http://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch6/sctn6_7.pdf))

WIC Mentor Resources

([www.health.state.mn.us/people/wic/localagency/training/pcs/mentor/index.html](http://www.health.state.mn.us/people/wic/localagency/training/pcs/mentor/index.html))

Additional Training Resources: Phase 3

([www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/nst/additional3.pdf](http://www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/nst/additional3.pdf))

Minnesota Department of Health - WIC Program, 625 Robert St N, PO BOX 64975, ST PAUL MN 55164-0975; 1-800-657-3942, [health.wic@state.mn.us](mailto:health.wic@state.mn.us), [www.health.state.mn.us](http://www.health.state.mn.us); to obtain this information in a different format, call: 1-800-657-3942.

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