

WIC Clinic Annual Review Tool

Clinic: _____

Reviewed by: _____

Date: _____

Clinic Facility/appointments/equipment/logs

Indicator/Criteria

1. Clinic and waiting area clean?	Y	N	6.2f
2. "...And Justice for All" poster displayed prominently?	Y	N	2.1a
3. Are they safe? (Covered outlets, no sharp edges, toys are large enough)	Y	N	6.2f
4. Diaper changing close by w/handwashing facilities?	Y	N	6.2f
5. Handicap accessible?	Y	N	2.1f
6. Privacy for:			
Intake	Y	N	2.3b
Medical History/Counseling (w/ CPA)	Y	N	2.3b
7. Breastfeeding			
• BF encouraged anywhere in the clinic?	Y	N	6.5a
• Educational & promotional materials?	Y	N	6.5a
• BF client contacted w/in 2 bus. days of baby?	Y	N	6.5d
8. Appointments Available			
• High Priority within 10 days	Y	N	5.2a
• All Others within 20 days	Y	N	5.2a
• NCRD within 30 days	Y	N	3.1h
• ISD Referrals contacted w/in 2 bus. days	Y	N	5.2a
9. Anthropometric Equipment			
• Cleaned daily?	Y	N	Administration QA
• Accurately weighs and measures?	Y	N	
• Calibrated in past year? Date _____	Y	N	
10. Laboratory			
• Handwashing facilities?	Y	N	Administration QA
• Daily HGB logs completed?	Y	N	
• HemoCue Quality control Logs completed weekly?	Y	N	
11. Returned Formula			
• Formula locked up, maintained accurate logs, formula examined for disposal/donation?	Y	N	7.4 a,b,c
• Donation file with all documents?	Y	N	7.4 c

12. EBT Cards

• All cards secure?	Y	N	Recordkeeping
• All logs maintained?	Y	N	
• Issuance Forms completed and maintained?	Y	N	
• Monthly physical inventory of “active” cards?	Y	N	
• - Documented on EBT Card Inventory Control log?	Y	N	

13. Voter Registration

• Are all clients asked at cert/recert/address change?	Y	N	5.4d
• Registration Forms sent to county/twnsp Clerk weekly?	Y	N	5.4d
• Declination Forms retained for 24 months?	Y	N	5.4d

14. Breast Pumps (see last pg Record Review)

• Breast pump follow-up w/in 1-2 business days?	Y	N	6.5d
• Inventory completed quarterly?	Y	N	9.1a
• Overdue pumps monitored and documented monthly?	Y	N	9.1a
• Releases signed for all pumps?	Y	N	9.1a
• Receipts signed & received for multiuser pumps?	Y	N	9.1a

15. Certification

- Use Clerk/Tech Observation Tool for each staff.
- Use CPA Observation Tool for each staff.
- Complete Record Review from varied staff.

16. Other

-Complete reports as needed or required per previous ME CAP. Use Record Review Tool as an overview.

Issues to Follow-up: