

Michigan WIC Anthro - Competency Checklist Infants and C1 Clients

WIC Employee Name: _____ Date _____

Clinical Skill			
Weights	Met	Not Met	Notes / Recommendations
Washes/sanitizes hands before and after measuring infant.			
Scale zero balanced with tray liner and medium diaper based on scale type			
Infant weighed in dry diaper and t-shirt or onesie			
Records measurement and obtains/records confirming measurement			
Accurately converts the measurement to MI-WIC data entry format and enters the measurement in MI-WIC (Anthro data entry screen)			
Measurements			
Head Circumference	Met	Not Met	Notes / Recommendations
Positions the tape around the infant's head above the eyebrows, above the ears, over the fullest part of the back of the head, gently pulling the tape snugly, reading the tape at the top line (inch marking) and to the nearest 1/16 inch at the arrow indication.			
Records measurement and obtains/records confirming measurement.			
Accurately converts the measurement to MI-WIC data entry format and enters the measurement in MI-WIC Anthro data entry screen.			
Length	Met	Not Met	Notes / Recommendations
Places a tray liner on the recumbent length board			
Obtains measurement with one person ensuring the child's head is touching the head piece while staff gently pushes both knees down, slides the foot piece against the heels and reads the measurement to the nearest 1/16 inch at the arrow indication.			
Records measurement and obtains/records confirming measurement.			
Accurately converts the measurement to MI-WIC data entry format and enters the measurement in MI-WIC (Anthro data entry screen).			

Knowledge	Met	Not Met	Notes / Recommendations
Enters a comment in MI-WIC (Anthro Data Entry Screen) if checking 'Unk' and/or '?'			
Follows local agency equipment cleaning schedule			
States or observes procedure for entering Completed Weeks of Gestation in MI-WIC Anthro data entry screen			
States confirming measurement is 2/16 th or 1/8 th inch.			
States confirming weight is within 1 (one) ounce of previous measurement.			
If using referral data, ensures that measurements were obtained within the last 60 days.			
If using referral data, refers to MI-WIC Policy (2.15(A)(8)) and follows requirements accordingly.			
Knows location of printed MDHHS/WIC Anthropometric Manual or can access on the MDHHS/WIC website			

Assessment administrated by: _____ Title: _____