

# **MI-WIC POLICY**

## ***Eligibility/Certification***

### **1.0 Administration**

*Effective Date: 05/31/2018*

### **1.07B Nutrition Education Coordinator**

*Implementation Date: 10/01/2018*

## **NUTRITION EDUCATION COORDINATOR**

### General Description

The Nutrition Education Coordinator will plan, develop, and evaluate nutrition program services for the local agency.

### State Offered Required Training

- CPA Training
- Advanced CPA
- Breastfeeding Basics
- CCS Skills Training (if offered)
- CCS Mentor Training (if offered)
- WIC Conference (sessions on education and counseling)
- CCS Webcasts (all new and archived, role-specific)
- CCS Rethinking How We Listen & Respond in WIC (role-specific)
- CCS Communicate to Motivate
- CCS Mentor Handbook/Resources
- Formula, Growth, and Feeding Webcast
- Web Based Trainings Modules:
  - Michigan WIC Civil Rights Training
  - MI-WIC All Clinic Staff Training
  - MI-WIC CPA Training
  - MI-WIC Advanced CPA ~ High Risk Care Planning Training

### State Recommended Training

- Anthropometric Training
- Laboratory Training
- Advanced Breastfeeding Clinical Skills Training
- Record Review Training
- Web Based Training Module:
  - EPPIC Training
- Other nutrition services trainings offered by the MDHHS/WIC Division and/or other professional organizations which may include, but are not limited to:
  - Nutrition conferences
  - WIC Nutrition Education Workgroup and Local Agency Policy Workgroup

### Examples of Work

1. Coordinate direct nutrition services to clients [See Chapter 5, Nutrition Services Policies].
  - a. Coordinate distribution of State-disseminated nutrition education information, updates and materials to local agency clinics and staff.

- b. Evaluate nutrition education materials utilized in the clinics to ensure they meet readability, cultural sensitivity and accuracy requirements in Policy 5.01, Nutrition Education Overview and Elements of Client-Centered Nutrition Education, and 5.01C, WIC Nutrition Education Materials Evaluation Form.
  - c. Participate in the Nutrition Education Workgroup, WIC Conference, webcasts, and trainings, to improve nutrition and program services.
  - d. Oversee the development and implementation of quality assurance/improvement plans.
    - i. Utilize MI-WIC reports and other relevant data for improvement of nutrition education and counseling services.
    - ii. Develop and implement client satisfaction measurements for Nutrition Education.
    - iii. Coordinate completion of Nutrition Education and Breastfeeding Time Study requirements, in conjunction with the WIC Coordinator.
    - iv. Perform record reviews, observations and quality assurance activities regarding nutrition education, counseling and documentation.
2. Mentor and share best practices with WIC nutrition services staff, including client-centered nutrition counseling.
    - a. Coordinate observations of all appointment types and nutrition education classes.
    - b. Plan, implement, and evaluate Nutrition Education delivery, including classes, modules, individualized education, and nutrition counseling.
  3. Facilitate and/or provide nutrition in-service training to local agency staff who provide nutrition services to clients. The training curriculum and materials could include, but are not limited to:
    - a. Principles of life-cycle nutrition, including issues specific to maternal and child nutrition
    - b. Nutrition assessment process and procedures
    - c. Anthropometric and hematological data collection
    - d. Communication/rapport building
    - e. Multicultural awareness
    - f. Critical thinking
    - g. Positive counseling approaches
    - h. Nutrition risk determination
    - i. Food package prescriptions and individual nutrition tailoring
    - j. Appropriate external and internal referrals when an issue or concern is outside the Program's or staff person's scope of practice
    - k. The need for an individual care plan and its development for low-risk and high-risk clients
    - l. Client-centered services and customer service practice
    - m. Food safety
    - n. Immunization, lead screening and referrals
    - o. Documentation skills
  4. Participate in the development, implementation, and evaluation of the local agency Nutrition Services Plan (NSP).
  5. Provide technical assistance and consultation to local agency staff and other health professionals in nutrition services areas.

Reference:

2013 WIC Nutrition Services Standards

<https://wicworks.fns.usda.gov/wicworks//Topics/WICnutStand.pdf>

Cross Reference:

Chapter 5, Nutrition Services Policies