

WIC New Staff Training Guide: Phase 1

JANUARY 2024

Welcome to the Minnesota WIC program. We are delighted you are joining the WIC team.

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 1

Phase 1 of the New Staff Training focuses on immediate skills and competencies that will allow a new staff person to begin navigating HuBERT and performing tasks in the clinic. Staff who do not meet the education requirements of a CPA may be trained to perform all Phase 1 tasks if desired by the agency.

After completion of Phase 1, the staff person is qualified to complete *demographics, income assessment, height/weight/hematological measurements and some HuBERT functions.*

It is recommended that after completion of Phase 1, CPAs be given the opportunity to observe appointments while practicing Information System functions and completing the Height/Weight/Blood portions of appointments, with additional mentoring.

Remember to record the completion of these modules on the [Phase 1 New Staff Training Documentation](#) form.

**Required for all new staff

Introduction to WIC**

- Complete [Introduction to WIC Module](#)

HuBERT training modules

- [HuBERT Training Modules](#)
 - Hardware and Software

- Participant List
- Prescreen
- Initial Contacts for Meeting Processing Standards
- Participant Folder
- Appointment Scheduling
- Demographics

Security training**

Required: Within 10 days of receiving HuBERT access

- View [Security Training](#) modules
- Review MOM [Section 1.19](#), Conflict of Interest

Overview of certification**

- Complete [WIC Certification Overview](#) module

HuBERT training modules

- [HuBERT Training Modules](#)
 - Certification Guided Script (CGS) Overview
 - Income Assessment
 - Health Information
 - Pregnancy
 - Postpartum/Breastfeeding
 - Infant/Child

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.

- **Review** the [WIC Breastfeeding Curriculum](#) Topic of the Month.
- **Begin completing** the WIC Breastfeeding Curriculum training level applicable to your role. Completion of the WIC Breastfeeding Curriculum training will continue throughout the four training phases.

- **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.

Anthropometric measurements

- Complete [WIC Anthropometrics Module](#)
- Utilize the [MN WIC Anthropometrics Guidebook - Trainee Edition](#) to complete the module
- Complete the [Anthropometrics Module Post-test](#)

Preceptor resource:

- Use the [MN WIC Anthropometrics Guidebook- Preceptor Edition](#) to support staff learning.
- Use the MOM [Exhibit 4-H: Checklist for Certification Observation](#) when evaluating anthropometric competencies

Additional staff resource (optional)

- Complete [MN WIC Anthropometric Manual](#)
 - Reference this manual for Minnesota WIC specific anthropometric procedures and equipment requirements.

Hematological measurements & assessment

NOTE: All Local Agencies are required to have a written Exposure Control Plan. The Exposure Control Plan establishes guidelines, precautions, laboratory rules and standard operating procedures that will limit occupational exposure to blood borne pathogens and other infectious agents.

- Complete [Introduction to Hematological Assessment](#)

Preceptor resource:

- Use the ***Observation of correct procedure for blood collection and assessment chart*** (page 6 of [Introduction to Hematological Assessment](#)) when observing hematological assessment proficiencies.

Additional resource for CPA staff (optional)

- **Prerecorded The Valuable Role WIC Staff Play in Preventing and Addressing Iron Deficiency Anemia.** Found on the [MDH Learning Center](#).

HuBERT training modules

- [HuBERT Training Modules](#)
 - Height/Weight/Blood
 - Growth and Weight Gain Grids

Put your training into practice:

- Complete height, weight, and hemoglobin measurements in WIC clinic.
- Observe certifications with another CPA.
- Practice the Information System skills from this phase in the Training Database. Find or create participants on your training laptop for your practice. If you would like to practice with structured exercises, see [HuBERT Practice Exercises: Phase 1](#). (Do not enter fake data into your production computer!)

NOTE: For additional optional exercises that may help you further develop your skills and understanding, see [Additional Training Resources: Phase 1](#).

Reference – complete listing of hyperlinks:

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

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

[WINNIE Training](#)

(<https://www.health.state.mn.us/people/wic/localagency/winnie/training.html>)

[Phase 1 New Staff Training Documentation](#)

(<https://www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/nst/phase1doc.docx>)

[Introduction to WIC Module](#)

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

HubERT Training Modules

<https://www.health.state.mn.us/people/wic/localagency/infosystem/hubert/training/2019/modules.html>

Security Training

<https://www.health.state.mn.us/people/wic/localagency/infosystem/hubert/training/index.html#security>

Section 1.19: Avoid Conflict of Interest to Assure Program Integrity

https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch1/sctn1_19.pdf

WIC Certification Overview Module

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

WIC Breastfeeding Curriculum

<https://www.health.state.mn.us/docs/people/wic/localagency/topicmonth/bfcurriculum.pdf>

Minnesota Department of Health (MDH) Learning Center

<https://www.health.state.mn.us/about/tools/learningcenter.html>

Lifecycle Series Anthropometrics

<https://www.health.state.mn.us/training/cfh/wic/nutrition/anthropometric/story.html>

MN WIC Anthropometrics Guidebook- Trainee

<https://www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/nst/anthrotrainee.docx>

Anthropometrics Module Post-test

<https://www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/nst/anthroposttest.docx>

Anthropometric Manual

<https://www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/nst/anthropdf>

MN WIC Anthropometrics Guidebook- Preceptor

<https://www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/nst/anthropreceptor.docx>

Exhibit 4-H: Checklist for Certification Observations

<https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/exhbts/ex4/4h.pdf>

Introduction to Hematological Assessment

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

HubERT Practice Exercises: Phase 1

www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/nst/hubert1.pdf

WIC NEW STAFF TRAINING PLAN: PHASE 1

Additional Training Resources: Phase 1

(www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/nst/additional1.pdf)

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