

# WIC New Staff Training: Phase 4 Documentation

July 25, 2023

**Trainee Name:**

| **WIC Training Activity** | **Competency Assessment** | **Date Completed** | **Trainee Initials** | **Preceptor Initials** |
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| **High Risk Counseling** | * Demonstrates knowledge of assessment and counseling recommendations for high-risk conditions and knows where to find “Implications for WIC Services” * Demonstrates the ability to write SOAP Notes (or agency’s form of a HR note) to meet High Risk Criteria policy as determined through 4 chart reviews of high-risk conditions * Demonstrates knowledge of Medical Formulas and the Management procedure as determined through 2 chart audits |  |  |  |
| **HuBERT Training Modules and *assigned* HuBERT Practice Exercises** | * Completed HuBERT modules and assigned practice exercises * Demonstrated ability to navigate specified areas of HuBERT |  |  |  |
| **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. * Indicate level(s) completed: * Preceptor to observe 2 prenatal additional education contacts related to BF education and 2 BF infant certification appointments |  |  |  |
| **Breastfeeding Activity for Front-line Staff** | * Completed Breastfeeding Support for Front-line Staff activity Complete Toddler Behavior Course and Post Test * Reviewed Breastfeeding Support Discussion Tool with preceptor |  |  |  |
| **Postpartum Module** | * Demonstrates minimum competencies in BF/PP certification, nutrition assessment and counseling as evaluated by 2 observations and 2 chart audits by the preceptor |  |  |  |
| **PCS Training and Skill Development** | * Demonstrates beginning competencies in PCS skills:   + Building Rapport   + Active Listening   + Open-ended Questions   + Affirmations   + Reflective Listening   + Explore/Offer/Explore   + Summarizing   + Goal Setting |  |  |  |
| **Customer Service Training** | * Completed trainings and discussed with preceptor * Demonstrates participant-centered customer service as determined by observation |  |  |  |
| **Cultural Humility and Services** | * Completed and discussed training with preceptor * Demonstrates competencies in working effectively with a phone or in-person interpreter |  |  |  |
| **HuBERT Administrator Modules** | * Demonstrated ability to perform designated HuBERT functions |  |  |  |
| **Additional Trainings** | * Indicate additional trainings completed relevant to your role: |  |  |  |

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. *This institution is an equal opportunity provider.*