

# 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
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| **HuBERT Training Modules and *assigned* HuBERT Practice Exercises**  | * Completed HuBERT modules and assigned practice exercises
* Demonstrated ability to navigate specified areas of HuBERT
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| **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
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| **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
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| **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
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| **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
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| **Cultural Humility and Services** | * Completed and discussed training with preceptor
* Demonstrates competencies in working effectively with a phone or in-person interpreter
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| **HuBERT Administrator Modules** | * Demonstrated ability to perform designated HuBERT functions
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| **Additional Trainings** | * Indicate additional trainings completed relevant to your role:
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