Responsibilities of Nutritionist – Checklist

A month prior to session 1

- ☐ Obtain date of sessions and list of referred patients
- ☐ Access medical record of each referred child and verify **current** BMI% above 85th %
- ☐ Identify and flag patients with psych/behavior diagnosis (ADHD, Autism, developmental delay)
- ☐ Pass on list of children who qualify per BMI% (including children flagged for behavior diagnosis) to CHW to make invitation call to parents (parents of children with a behavioral diagnosis will decide if child will be able to participate or not after CHW explains what the program entails)
- ☐ Ensure materials and incentives for each session are in stock.
- ☐ Prepare educational materials for session 1, 2 and 3

A week prior to session 1

- ☐ Prepare *Welcome Folders* with schedule of session label. Include *What is AHF?* Page, Session 1 handouts, action plan and step tracking form.
  - *La leche (Handout)*
  - *¿Cuánta Azúcar Toma Usted? (Handout)*
  - *Endulzantes Artificiales en Niños (Handout)*
  - *Elija Bebidas Saludables (Handout)*
- ☐ Gather the materials, posters, incentives and 4 copies of the outline for Session 1

Day of session 1

- ☐ Bring gathered materials to session
- ☐ Prepare pretests and consent forms on clipboards *(consent form on top)*
- ☐ Set up sugar activity and milk display
- ☐ Assist CHW with setup of room
- ☐ Give each member a copy of the outline for Session 1
- ☐ Meet with team prior to start of session to go over session's outline and content
- ☐ Deliver session with team per curriculum
- ☐ Debrief with team
- ☐ Collect clipboards, extra folders, pretests and consent forms
- ☐ Assist CHW to tidy up room

Session 2

Prior to session 2

- ☐ Prepare BMI chart of each child to present in session 2
- ☐ Gather materials, posters, incentives and 4 copies of the outline for Session 2, 2-3 welcome folders, pretests and consent forms for new participants and copies of handouts to be given in session 2:
    - *Comprando Cereal, Una Guía Fácil Para Usted. (Handout)*
    - *Los padres tienen el poder (Handout)*
- ☐ Schedule meeting with team to review session if needed

Day of session 2

- ☐ Bring gathered materials and BMI charts to session
- ☐ Assist CHW with setup of room
- ☐ Give each member a copy of the outline for Session 2
- ☐ Meet with team prior to start of session to go over session's outline and content
- ☐ Deliver session with team per curriculum
- ☐ Debrief with team
- ☐ Collect extra handouts and cereal bowls and store them for later use
- ☐ Collect the props and store them for next use
- ☐ Collect BMI charts
- ☐ Assist CHW to tidy up room

Session 3

Prior to session 3

- ☐ Update BMI growth chart to reflect height and weight from session 2. **Does not need to bring charts to session 3.**
- ☐ Gather materials, posters, incentives, 4 copies of the outline for Session 3, and copies of handouts to be given in session 3:
    - *Nutrition Label in Spanish*
    - *Comprando "Chips" Más Saludables*
    - *Comprando Comida Rápida Más Saludable*
    - *Fast Food Guides (Burger King, McDonald's)*
    - *Mi Planificador de Plato*
    - *Bocadillos Go/Whoa (Snack Handout)*
- ☐ Schedule meeting with team to review session if needed

Day of session 3

- ☐ Shop for ingredients for recipe demo *(morning)*
- ☐ Prep ingredients as needed for recipe demo
- ☐ Bring gathered materials to session
- ☐ Once in the health center, store any perishable ingredients in the refrigerator
- ☐ Assist CHW with setup of room
- ☐ Give each member a copy of the outline for Session 3
- ☐ Meet with team prior to start of session to go over session's outline and content
- ☐ Deliver session with team per curriculum
- ☐ Debrief with team
- ☐ Assist CHW to tidy up room
- ☐ Collect any extra handouts and recipe books and store them for later use
- ☐ Collect props and store them for next use

Session 4

Prior to session 4

- ☐ Update BMI growth chart to reflect height and weight from session 3. **Does not need to bring charts to session 4.**
- ☐ Gather materials, posters, 4 copies of Session 4 outline and handouts to be given in Session 4:
    - *Autoestima y sobrepeso*
    - *El sobrepeso duele*
- ☐ Schedule meeting with team to review session if needed

Day of session 4

- ☐ Bring gathered materials to session
- ☐ Assist CHW with setup of room
- ☐ Give each member a copy of the outline for Session 4
- ☐ Meet with team prior to start of session to go over session's outline and content
- ☐ Deliver session with team per curriculum
- ☐ Debrief with team
- ☐ Assist CHW to tidy up room

Session 5

Prior to session 5

- ☐ Prepare certificates of completion
- ☐ Update BMI chart with measurements from session 4
- ☐ Gather materials, posters, incentives, 4 copies of Session 5 outline and forms to be used in session 5:
  - Post-tests (children and parent)
  - Evaluation forms
  - Certificates of completion
  - Updated BMI charts for each kid
- ☐ Schedule meeting with team to review session if needed

Day of session 5

- ☐ Bring gathered materials to session
- ☐ Assist CHW with setup of room
- ☐ Give each member a copy of the session outline for Session 5
- ☐ Meet with team prior to start of session to go over session's outline and content
- ☐ Deliver session with team per curriculum
- ☐ Debrief with team
- ☐ Assist CHW to tidy up room
- ☐ Collect clipboards, extra post-tests and evaluation forms and store for later use