New Employee Training Plan

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Introduction

New employee training requirements are divided into separate stages. Each stage includes required competencies to complete for the assigned position. Local Agency (LA) Trainers (or employees designated to facilitate trainings) are responsible for verifying the completion of all requirements for each stage.

Completed Training Stages

Certificates must be signed by the LA WIC director and Local Agencies will be responsible for emailing or scanning a copy of each stage's signed certificate of completion to the State office at WICServicedesk@azdhs.gov as each stage is completed by the new employee.

Stage 1 Description

Stage 1 training includes required courses and activities to develop competencies performed by all WIC staff. Competencies include using participant-centered services (PCS) when interacting with clients and observing the civil rights of all participants. New employees will learn what services WIC provides, the role of WIC in promoting and supporting breastfeeding, how to use HANDS, and how to complete intake and eligibility determination for new WIC participants. WIC staff will learn to precertify clients, how to transfer clients between clinics, and how to issue and void Food Benefits. New employees will also learn Arizona's requirements for voter registration and how to handle customer complaints and civil rights complaints.

Stage 1 Training Checklist

- ☐ WIC 101 (AZ TRAIN Online Course)
- ☐ Civil Rights New Employee (AZ TRAIN Online Course) (no pretest or posttest)
- ☐ Introduction to C.L.A.S. - (AZ TRAIN Online Course) (no pretest or posttest)
- ☐ Conflict of Interest and Confidentiality (AZ TRAIN Online Course)
- ☐ Voter Registration PPT (AZ TRAIN Online PPT)
- ☐ Breastfeeding (AZ TRAIN Online Course/Guidebook)
- ☐ HANDS Part 1 Modules 1-3 (Intro, Intake, Eligibility) (AZ TRAIN Online Course/Guidebook)
- ☐ HANDS Part 2 Module 7 (Appointments) (AZ TRAIN Online Course/Guidebook)
- ☐ HANDS Part 2 Module 8 (Precertifications) (AZ TRAIN Online Course/Guidebook)
- ☐ HANDS Part 2 Module 9 (Transfers) (AZ TRAIN Online Course/Guidebook)
- ☐ Income Documentation Training (AZ TRAIN Recording/Guidebook)
- ☐ Community Referrals (No State Training Provided)
- ☐ Optional: Breast Pump Return - HANDS Part 2 Module 10 (Slides 9-11) (AZ TRAIN Online Course)

Stage 1 Required Observations

Tool Used: Stage 1 Observation Form

Stage 1 Observation Objectives:

- Accurate completion of the introductory portion of certification appointments.
  Note: Local Agencies with positions that do not require income screening may have trainees complete Stage 1 without completing the Income training.
- The introductory portion of **three** certification appointments (completion of Family, Client, Immunization (when applicable), Income, and Certification screens) will be observed by the Trainer/designee.
- Feedback will be provided by the Trainer/designee to reinforce skills.
- Additional observations are required until the Trainer feels confident in new employees' ability to complete the introductory portion of certification appointments.

Stage 1 Completion

Issue Stage 1 Certificate upon completion of Stage 1 Training Checklist and Stage 1 Required Observations:

- Stage 1 Certificate of Completion with Income Training or

(Without Income Eligibility Training)
Issue Stage 1 Certificate upon completion of Stage 1 Training Checklist and Stage 1 Required Observations:

- Stage 1 Certificate of Completion without Income Training

Stage 2 Description

Stage 2 training addresses the competencies of WIC staff performing growth assessment and hemoglobin screening (length, height, weight, hemoglobin) of WIC clients. Stage 2 courses and activities help WIC employees learn procedures to ensure safety, accuracy, and correct data entry in HANDS.

Note: Local Agencies with positions that do not require Medical screen training may have trainees complete Stage 2 without HANDS Part 2, Module 4 Medical Screen Training.

Stage 2 Training Checklist

- ☐ Hematology (AZ TRAIN Online Course/Guidebook)
- ☐ Anthropometrics (AZ TRAIN Online Course/Guidebook)
- ☐ HANDS Part 2 Module 4 (Assessment Part 1) (AZ TRAIN Online Course)

Stage 2 Required Observations

Tool Used: Stage 2 Observation Form

Stage 2 Observation Objectives:

- Perform safe and accurate measurements using each of the six methods of growth assessment or hemoglobin screening: Masimo Pronto, HemoCue, standing weight scale, infant scale, standing height, recumbent length.
- **Three** observations for each of the **six** growth or hemoglobin assessment methods listed above will be recorded by the Trainer/designee. For employees who enter HANDS Medical screen data, this stage includes accurate entry of data obtained in Stage 2 assessment methods performed.
- Feedback will be provided by the Trainer/designee to reinforce skills.
- Additional observations are required until the Trainer feels confident in new employees' ability to complete the hematology/anthropometry portion of certification appointments.

Stage 2 Completion

Issue Stage 2 Certificate upon completion of Stage 2 Training Checklist and Stage 2 Required Observations:

- Stage 2 Certificate of Completion with HANDS Module 4 Training or
  (Without optional HANDS Module 4 Training) Issue Stage 2 Certificate upon completion of Stage 2 Training Checklist and Stage 2 Required Observations:

- Stage 2 Certificate of Completion without HANDS Module 4 Training

Stage 3 Description

Stage 3 training includes competencies required for providing breastfeeding support, nutrition assessment, counseling, nutrition education, referrals, and note taking. WIC staff will improve ability to use PCS skills to complete assessments of anthropometric, biochemical, medical, dietary, and environmental risks using GTHM tools, and assign corresponding risk codes in HANDS. Staff will also learn how to provide valuable client education based on clients' needs and interests, assign/tailor appropriate food packages for clients, issue Standard Contract Formulas, and document the summary of appointments in the HANDS Note screen.

Stage 3 Training Checklist

- ☐ PMAD (Perinatal Mood and Anxiety Disorders) for WIC Staff (AZ TRAIN Online Course/Guidebook)
- ☐ ACEs Adverse Childhood Experiences (AZ TRAIN Online Course)
- ☐ Baby Behaviors (AZ TRAIN Online Course/Guidebook)
- ☐ Toddler Behavior (AZ TRAIN Online Course/Guidebook)
- ☐ Basic Nutrition* (AZ TRAIN Online Course/Guidebook)
- ☐ Prenatal Nutrition* (AZ TRAIN Online Course/Guidebook)
- ☐ Postpartum Nutrition (AZ TRAIN Online Course/Guidebook)
- ☐ Infant Nutrition* (AZ TRAIN Online Course/Guidebook)
- ☐ Child Nutrition* (AZ TRAIN Online Course/Guidebook)
- ☐ Assessment eLearning (AZ TRAIN Online Course/Guidebook)
  - ☐ Read and Understand TGIF Documentation
- ☐ GTHM Training (Local Agency Training)
- ☐ HANDS Part 2 Module 5 (Assessment Part 2) (AZ TRAIN Online Course/Guidebook)
- ☐ HANDS Part 2 Module 6 (Completing the Certification) (AZ TRAIN Online Course/Guidebook)
- ☐ HANDS Part 2 Module 10 (Breast Pump Issuance and Return) LMS Online Course/Guidebook
- ☐ WIC Breastfeeding Basic (LA Facilitated Training) (Contact State Breastfeeding Coordinator for materials)
- ☐ Introduction to Formula (Formula 1 PPT or LA-Developed/State Agency-Approved Training)
- ☐ Review Nutrition Risk Manual/WIC Code Cheat Sheets
- ☐ Food List Training (Main Food List Training, Card Sort Activity, WIC Food List Jeopardy)
- ☐ eWIC (AZ TRAIN Online Course/Guidebook)
- ☐ High-Risk Referrals
  - ☐ Medium and High Risk Referrals PPT
  - ☐ When to Refer to a High-Risk Dietitian

** RD's and medium risk nutritionists may test out of these courses by achieving a score of at least (80%) on the RDN Course Competency Assessment in TRAIN.*

Stage 3 Required Observations

Tool Used: Stage 3 Observation Form

Stage 3 Objectives:

- Accurate completion of the Assessment, Breastfeeding Surveillance (when applicable), education, Care Plan, Food Package, Appointments, and Note screens for each of the following categories:
  - Infants
  - Children
  - Pregnant Women
  - Postpartum Women
  - Breastfeeding Women
- At least **three** certification appointment observations of the competencies listed above are required for each of the **five** participant categories described. (Minimum of **15** observations total)
- Feedback will be provided by the Trainer/designee to reinforce skills.
- Additional observations are required until the Trainer feels confident in new employees' ability to complete the end portion of certification appointments.

Stage 3 Completion

Issue Stage 3 Certificate upon completion of Stage 3 Training Checklist and Stage 3 Required Observations:

- Stage 3 Certificate of Completion

Stage 4 Description

Stage 4 has been separated into three different categories (4a, 4b, 4c) based upon assigned risks for which the trainee is qualified to provide counseling.

Stage 4a Description

Stage 4a includes additional observations of trainees completing low-risk counseling appointments. No new training courses or activities are introduced in Stage 4a. It is recommended to schedule Stage 4a observations after the trainee has opportunities to continue practicing competencies observed in Stage 3, and within six months of employment. The purpose of Stage 4a is to support improvement of counseling skills and nutrition education as the trainee gains experience observing the cycle of the individual care plan.

Stage 4a Required Observations

Tool Used: Stage 4a Observation Form

- Stage 4a Objectives:
- Accurate, relevant nutrition counseling to provide nutrition education and referrals based on participant risks, concerns, and interests. Appropriate documentation of notes for nutritional counseling provided.
- **Two** observations of individual nutrition counseling (may include Nutrition Education, Mid-certification, or Certification appointments) for each of the following categories:
  - Infants
  - Children
  - Pregnant Women
  - Postpartum Women
  - Breastfeeding Women
- Use the Scale Rubric for Arizona WIC appointments during Stage 4a observations to ensure that all competencies are objectively evaluated.
- **Five** random note reviews (not including notes from appointments visually observed) written by trainees for any combination of one one-on-one Nutrition Education, Mid-certification or Certification appointments for any category of participant.
- Feedback will be provided by the Trainer/designee to reinforce skills.
- Additional observations are required until the Trainer feels confident in new employees' ability to consistently provide nutrition education and referrals during visits with WIC participants.

Stage 4a Completion

Issue Stage 4a Certificate upon completion of Stage 4a Required Observations:

- Stage 4a Certificate of Completion

Stage 4b/c Description

The Stage 4b and Stage 4c training addresses competencies required to provide advanced assessment and counseling skills for clients who have been assigned medium- (Stage 4b) or high-risk codes (Stage 4c). WIC staff completing Stage 4b/c will learn professional note-taking methods, formula approvals, and how to counsel clients assigned medium- and/or high-risk codes, by reviewing the medium-/high-risk codes along with their corresponding assessment criteria and evidence-based recommendations. Trainees completing Stage 4b/c will also be observed completing additional medium-/high-risk counseling appointments.

Stage 4b/c Training Checklist

- ◻ Read and Understand Nutrition Services Standard 3, Section N & Standard 7, Section A
- ◻ Read and Understand Participant-Centered Nutrition Education (Chapter 7, Section B)
- ◻ Read and Understand High-Risk/Medium-Risk Scope of Practice (Chapter 7, Section D)
- ◻ Read and Understand Health and Nutrition Assessment (Chapter 2, Section G)
- ◻ Advanced Food Package Training
  - ◻ Read and Understand Chapter 3 (Food Package)
  - ◻ Review Food List Database
- ◻ Advanced Formula Training
  - ◻ Read and Understand Chapter 4 (Formula)
  - ◻ Advanced Formula Training (Advanced Formula PPT)
- ◻ Read and Understand Nutrition Care Guidelines
- ◻ Read and Understand SOAP Documentation
- ◻ Read and Understand ADIME Documentation
- ◻ Complete Medium-Risk/High-Risk Guidebooks (Stage 4 Resources)
  Note: New employees completing Stage 4b Required Observations are only required to complete sections of the guidebooks/workbooks that correspond to medium-risk codes, while new employees completing Stage 4c are required to complete all sections of the following guidebooks/workbooks:
  - ◻ Infant Guidebook / Workbook
  - ◻ Child Guidebook / Workbook
  - ◻ Women Guidebook / Workbook

Stage 4b Required Observations (Medium-Risk Only)

Tool: Stage 4b/c Observation Form

Stage 4b Objectives:

- Performance of competencies in Stage 4b/c Training Checklist, including formula approvals and nutrition counseling for clients assigned medium-risk codes. Nutrition counseling successfully applies assessment criteria for specific assigned medium-risk codes and evidence-based recommendations. Notes documented using professional method such as SOAP, ADIME, or other recognized professional format.
- **Three** medium-risk appointments (for any medium-risk code) will be observed by Trainers or non-probationary WIC registered dietitians/medium-risk nutritionists.
- Use the Scale Rubric for Arizona WIC appointments during Stage 4b/c observations to ensure that all competencies are objectively evaluated.
- **Five** random note reviews of appointments for any medium-risk code, any participant category (not including notes from appointments visually observed) completed by Trainers and/or non-probationary WIC registered dietitians/medium-risk nutritionists.
- Feedback will be provided by the Trainer/designee to reinforce skills.
- Additional observations are required until the Trainer feels confident in new employees' ability to consistently provide nutrition education and referrals during visits with medium-risk WIC participants.

Stage 4b Completion

Certificate Issued upon completion of Stage 4 b/c Training Checklist and Stage 4b Required Observations:

- Stage 4b Certificate of Completion

Stage 4c Required Observations (Medium/High-Risk)

Tool: Stage 4b/c Observation Form

Stage 4c Objectives:

- Performance of competencies in Stage 4b/c Training Checklist, including formula approvals and nutrition counseling for clients assigned medium/high-risk codes. Nutrition counseling successfully applies assessment criteria for specific assigned medium/high-risk codes and evidence-based recommendations. Notes documented using professional method such as SOAP, ADIME, or other recognized professional format.
- **Three** medium/high-risk appointments (for any medium/high-risk code) will be observed by Trainers or non-probationary WIC registered dietitians/medium-risk nutritionists.
- **Five** random note reviews of appointments for any medium/high-risk code, any participant category (not including notes from appointments visually observed) completed by Trainers and/or non-probationary WIC registered dietitians/medium-risk nutritionists.
- Feedback will be provided by the Trainer/designee to reinforce skills.
- Additional observations are required until the Trainer feels confident in new employees' ability to consistently provide nutrition education and referrals during visits with high-risk WIC participants.

Stage 4c Completion

Issue Certificate upon completion of Stage 4 b/c Training Checklist and Stage 4 c Required Observations:

- Stage 4c Certificate of Completion

Appendix A:
Sample New Employee Training Plan Schedule (Optional)

Sample New Employee Training Plan Schedule

Week One – Stage 1 New Employee Training

NOTE: The amount of time needed to complete courses/activities will vary by individual. The training timeline is intended to help pace the training schedule and to show which courses/activities are required before interacting with participants. Please contact your Nutrition Services Consultant to discuss any training schedule concerns for an individual.

NOTE: This sample schedule *DOES NOT* include Stage 4 observations since they are to be completed any time within the first six months of employment.

Day 1	Day 2	Day 3	Day 4	Day 5
-New employee orientation -Basic new employee information -Agency specifics -Sign necessary new employee forms -How to answer telephones -Email information -Clinic opening & closing procedures	-Begin WIC 101 LMS course -Begin Conflict of Interest LMS course -Observe flow of clinic, answering telephones, WIC appointment scheduling, and answering participants' questions	-Begin HANDS Part 1 LMS Modules 1-3 -Begin HANDS Part 1 Guidebook	-Begin HANDS Part 2 LMS Modules 7-9 -Begin HANDS Part 2 Guidebook	-Observe certifications, health checks or nut ed appointments

Week One Activities
☐ **New employee orientation, HR forms, computer log-in, agency policies, customer service, etc. (LA training)**
☐ **Required LMS course: WIC 101 (or equivalent Local Agency training)**
☐ **Required LMS course: Conflict of Interest and Confidentiality**
☐ **Required LMS course: HANDS Part 1 LMS/Guidebook**
☐ **Required LMS course: HANDS Part 2 LMS/Guidebook**
☐ **Observation of clinic flow, answering phones, making appointments (LA training)**

Week Two – Stage 1 New Employee Training

Day 1	Day 2	Day 3	Day 4	Day 5
-Complete Civil Rights LMS course -Complete Voter Registration PPT	-Begin Introduction to C.L.A.S. LMS course	-Income Doc. Training (AZ TRAIN Recording/Guidebook)	-Income Doc. Shadowing and Practice	-Income Doc. Shadowing and Practice

Week Two Activities
☐ **Required LMS course: Civil Rights**
☐ **Required: Voter Registration PPT (AZ TRAIN)**
☐ **Required LMS course: Introduction to C.L.A.S. (no Guidebook)**
☐ **Required: Income Documentation Training (AZ TRAIN Recording/Guidebook)**

CIVIL RIGHTS COURSE MUST BE COMPLETED WITHIN 30 DAYS OF HIRE

Week Three – Stage 1 New Employee Training

Day 1	Day 2	Day 3	Day 4	Day 5
-Begin Breastfeeding LMS course Modules 1-4 -Begin Breastfeeding Guidebook	-Begin Breastfeeding LMS course Modules 5-7 -Complete Breastfeeding Guidebook	-Optional: Breast Pump Return - HANDS Part 2 Module 10	-Stage 1 Required Observations	-Stage 1 Required Observations

Week Three Activities
☐ **Required LMS course: Breastfeeding/Guidebook**
☐ **Required: Community Referrals (no State training provided)**
☐ **Optional: Breast Pump Return - HANDS Part 2 Module 10 (Slides 9-11) (AZ TRAIN Online Course)**
☐ **Stage 1 Required Observations**

CIVIL RIGHTS COURSE MUST BE COMPLETED WITHIN 30 DAYS OF HIRE

Week Four – Stage 2 New Employee Training

Day 1	Day 2	Day 3	Day 4	Day 5
-Take Hematology LMS course -Complete Hematology Guidebook	-Take Anthropometrics LMS course -Complete Anthropometrics Guidebook	-Begin HANDS Part 2 LMS Module 4 -HANDS Part 2 Guidebook	-Observe and practice Hematology, Anthropometrics skills	-Stage 2 Required Observations

Week Four Activities
☐ **Required LMS course: Hematology/Guidebook**
☐ **Required LMS course: Anthropometrics/Guidebook**
☐ **Required LMS course: HANDS Part 2 LMS Module 4 Assessment**

Week Five – Stage 3 New Employee Training

Day 1	Day 2	Day 3	Day 4	Day 5
-Take Baby Behaviors LMS course -Begin Baby Behaviors Guidebook	-Cont. Baby Behavior LMS course -Cont. Baby Behaviors Guidebook	-Complete Baby Behaviors LMS course -Complete Baby Behaviors Guidebook	-Begin Toddler Behavior LMS course -Begin Toddler Behavior Guidebook	-Complete Basic Nutrition LMS course -Complete Basic Nutrition Guidebook

Week Five Activities
☐ **Required LMS course: PMAD for WIC Staff/Guidebook**
☐ **Required LMS course: ACEs (Adverse Childhood Experiences)**
☐ **Required LMS course: Baby Behavior/Guidebook**
☐ **Required LMS course: Toddler Behavior/Guidebook**
☐ **Required LMS course: Basic Nutrition/Guidebook**

Week Six – Stage 3 New Employee Training

Day 1	Day 2	Day 3	Day 4	Day 5
-Complete Prenatal Nutrition LMS course -Complete Prenatal Nutrition Guidebook	-Complete Postpartum Nutrition LMS course -Complete Postpartum Nutrition Guidebook -	-Complete Infant Nutrition LMS course -Complete Infant Nutrition Guidebook	-Complete Child Nutrition LMS course -Complete Child Nutrition Guidebook -	-Begin Assessment eLearning LMS course -Begin Assessment eLearning Guidebook

Week Six Activities
☐ **Required LMS course: Prenatal Nutrition/Guidebook**
☐ **Required LMS course: Postpartum Nutrition/Guidebook**
☐ **Required LMS course: Infant Nutrition/Guidebook**
☐ **Required LMS course: Child Nutrition/Guidebook**
☐ **Required LMS course: Assessment eLearning/Guidebook**

Week Seven – Stage 3 New Employee Training

Day 1	Day 2	Day 3	Day 4	Day 5
-Continue Assessment eLearning LMS course -Continue Assessment eLearning Guidebook	-Shadow and observe appointments, Guidebook activities	-Complete Assessment eLearning LMS course -GTHM	-Complete HANDS Part 2 LMS Modules 5-6 -Complete HANDS Part 2 LMS Module 10 -Complete HANDS Part 2 Guidebook	-Food List Training

Week Seven Activities
☐ **Required LMS course: Assessment eLearning/Guidebook**
☐ **GTHM (LA facilitated training)**
☐ **Required LMS course: HANDS Part 2 Module 5 (Assessment Part 2)/Guidebook**
☐ **Required LMS course: HANDS Part 2 Module 6 (Completing the Certification)/Guidebook**
☐ **Required LMS course: HANDS Part 2 Module 10 (Completing the Certification)/Guidebook**
☐ **Required: Food List Training (Main Food List Training, Card Sort Activity, WIC Food List Jeopardy)**

Week Eight – Stage 3 New Employee Training

Day 1	Day 2	Day 3	Day 4	Day 5
-Complete eWIC LMS course -Complete eWIC Guidebook	-WIC Breastfeeding Basic	-WIC Breastfeeding Basic cont.	- OPTIONAL LMS Courses and Guidebooks	- OPTIONAL LMS Courses and Guidebooks

Week Eight Activities
☐ **Required LMS course: eWIC/Guidebook**
☐ **Required: WIC Breastfeeding Basic (LA facilitated training)(Contact State Breastfeeding Coordinator for materials)**
☐ **OPTIONAL LMS Courses and Guidebooks (Examples: PCS Setting the Stage, Principles of Influence, PCE WIC Listens)**

Week Nine – Stage 3 New Employee Training

Day 1	Day 2	Day 3	Day 4	Day 5
-Introduction to Formula PPT	-Review Nutrition Risk Manual -Review WIC Code Cheat Sheets	-High-Risk Referrals policy review -Weight Codes Referrals PPT -When to Refer to a High-Risk Dietitian	-Review TGIF Documentation requirements	-Stage 3 Required Observations

Week Nine Activities
☐ **Required: Introduction to Formula PPT**
☐ **Required: Review Nutrition Risk Manual and WIC Code Cheat Sheets**
☐ **Required: High-Risk Referrals** ○ **Medium and High Risk Referrals PPT** ○ **When to Refer to a High-Risk Dietitian**
☐ **Required: Read and Understand TGIF Documentation**
☐ **Stage 3 Required Observations**

Week Ten – Stage 3 New Employee Training

Day 1	Day 2	Day 3	Day 4	Day 5
-Stage 3 Required Observations	-Stage 3 Required Observations	-Stage 3 Required Observations	-Stage 3 Required Observations	-Stage 3 Required Observations

Week Ten Activities
☐ **Stage 3 Required Observations**

Week Eleven – Stage 4b/c (High/Med. Risk) New Employee Training

Day 1	Day 2	Day 3	Day 4	Day 5
-Read and Understand Nutrition Services Standard 3, Section N & Standard 7, Section A	-Read and Understand Participant-Centered Nutrition Education (Chapter 7, Section B)	- Read and Understand High-Risk/Medium-Risk Scope of Practice (Chapter 7, Section D) -Required: Read and Understand Health and Nutrition Assessment (Chapter 2, Section G)	-Read and Understand Food Packages (Chapter 3) -Advanced Food Package Training	-Advanced Food Package Training Cont.

Week Eleven Activities
☐ **Required: Read and Understand Nutrition Services Standard 3, Section N & Standard 7, Section A**
☐ **Required: Read and Understand Participant-Centered Nutrition Education (Chapter 7, Section B)**
☐ **Required: Read and Understand High-Risk/Medium-Risk Scope of Practice (Chapter 7, Section D)**
☐ **Required: Read and Understand Health and Nutrition Assessment (Chapter 2, Section G)**
☐ **Required: Read and Understand Food Packages (Chapter 3)**
☐ **Required: Advanced Food Package Training**

Week Twelve – Stage 4b/c (Medium-/High-Risk) Employee Training

Day 1	Day 2	Day 3	Day 4	Day 5
-Read and Understand Formula (Chapter 4)	-Advanced Formula Training	-Read and Understand Nutrition Care Guidelines -Read and Understand SOAP/ADIME documentation	-Med/High-Risk Guidebooks: Infant Guidebook and Infant Workbook	-Med/High-Risk Guidebooks: Women Guidebook and Women Workbook

Week Twelve Activities
☐ **Required: Read and Understand Formula (Chapter 4)**
☐ **Required: Advanced Formula Training**
☐ **Required: Read and Understand Nutrition Care Guidelines**
☐ **Required: Read and Understand SOAP/ADIME documentation**
☐ **Required: Med/High-Risk Guidebooks: Infant Guidebook and Infant Workbook**
☐ **Required: Med/High-Risk Guidebooks: Child Guidebook and Child Workbook**
☐ **Required: Med/High-Risk Guidebooks: Women Guidebook and Women Workbook**