

PEER COUNSELOR (PC) (Defined in BF:03.0)

CORE SKILLS		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Civil Rights	Within 3 months of employment & annually	CR:8.0, TR:3.0
Customer Service	Within 3 months of employment & annually	TR:3.0
Security Awareness & Computer Usage	Within 3 months of employment & annually	AUT:8.0
Child Abuse Reporting	During orientation	Child Abuse Reporting Requirements

CLINIC SERVICES		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Screening for eligibility (residency & income eligibility)	Not applicable	TR:3.0
Collecting anthropometric data (weighing & measuring techniques)	Prior to performing duties	TR:3.0
Collecting biochemical data (Hgb/HCT screening)	Not applicable	TR:3.0
Completing health history & nutrition assessment (including dietary recall and assessment and interviewing skills)	Not applicable	TR:3.0
Assessing risk conditions (determining nutritional risk & risk code)	Not applicable	TR:3.0
Formula (including non-contract formula and/or formula drop ship)	Not applicable	FD:18.0E

NUTRITION: KNOWLEDGE, EDUCATION AND COUNSELING		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Basic Nutrition Module (RD exempt)	Prior to teaching class	TR:3.0
Infant Module	Prior to teaching class	TR:3.0
Preschool Module	Prior to teaching class	TR:3.0
Prenatal Module	Prior to teaching class	TR:3.0
Breastfeeding Module (IBCLC exempt)	Within 6 months of employment	BF:4.0
Postpartum Module	Prior to teaching class	TR:3.0
Formula Module	Not applicable	TR:3.0
VENA Counseling Skills	Prior to performing duties	TR:3.0
Client Centered Nutrition Education (teaching techniques)	Prior to performing duties	TR:3.0, NE:2.0

BREASTFEEDING		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
LA Breastfeeding Referral Training	Within 1 month of employment	BF:4.0
Breast Pump Training	Prior to issue if designated to issue pumps	BF:4.0
Ongoing Breastfeeding Training	Monthly	BF:4.0
POLM or Breastfeeding Management (IBCLC Exempt)	Not required	BF:4.0
Nipple Shield and Supplemental Nurser Training	Prior to performing duties	BF:4.0
Attend Annual NE/BF Conference or Alternate Conference	Not required	NE:2.0, BF:2.0
Peer Counselor Initial Training	Prior to performing duties	BF:3.0