

NUTRITION EDUCATION COORDINATOR (Defined in NE:o2.o)

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 30 days of employment & annually	AUT:8.0
Child Abuse Reporting	During orientation	Child Abuse Reporting Requirements
Human Trafficking and IPV	Within 3 months of employment & annually	Trafficking Victims Protection Act of 2000 and CDC

CLINIC SERVICES

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Screening for eligibility (residency & income eligibility)	Prior to performing duties	TR:3.0
Collecting anthropometric data (weighing & measuring techniques)	Prior to performing duties	TR:3.0
Collecting biochemical data (Hgb/HCT screening)	Prior to performing duties	TR:3.0
Completing health history & nutrition assessment (including dietary recall and assessment and interviewing skills)	Prior to performing duties	TR:3.0
Assessing risk conditions (determining nutritional risk & risk code)	Prior to performing duties	TR:3.0
Formula (including non-contract formula and/or formula drop ship)	Prior to performing duties	FD:18.0E

NUTRITION: KNOWLEDGE, EDUCATION AND COUNSELING

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Basic Nutrition Module (RD exempt)	Within 6 months of employment	TR:3.0
Infant Module	Within 6 months of employment	TR:3.0
Preschool Module	Within 6 months of employment	TR:3.0
Prenatal Module	Within 6 months of employment	TR:3.0
Breastfeeding Module (IBCLC exempt)	Within 6 months of employment	BF:4.0
Postpartum Module	Within 6 months of employment	TR:3.0
Formula Module	Within 6 months of employment	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	Within 6 months of employment & prior to issue	BF:4.0
Ongoing Breastfeeding Training	Annually	BF:4.0
POLM or Breastfeeding Management (IBCLC Exempt)	Within 12 months & repeat every 5 years	BF:4.0
Nipple Shield and Supplemental Nurser Training	Prior to issuance, if applicable	BF:4.0
Attend Annual NE/BF Conference or Alternate Conference	Annually	NE:2.0, BF:2.0
Peer Counselor Initial Training	Not applicable	BF:3.0