

WIC Breastfeeding Peer Counselor Orientation Checklist



Name of Employee: _____

Date of Hire: _____

Supervisor/Trainer: _____

Training Plan Completion Date: _____

Activity	Completion Requirements	Date Completed	Trainer Signature
HR Counselor Recommended Training Activities	Completion date TBD by Supervisor/Trainer		
Complete training and orientation to Local Agency Policy and Procedure <input type="checkbox"/> Signed Confidentiality Form			
Complete Compass Secure User ID Form <input type="checkbox"/> Submit to State Office			
Discuss with BFPC/s <input type="checkbox"/> Local agency Orientation manual <input type="checkbox"/> Hours worked/week and work schedule <input type="checkbox"/> Time Sheets <input type="checkbox"/> Working from home; accessing email from home <input type="checkbox"/> Cell phone and Texting policy (if applicable) <input type="checkbox"/> Scope of practice, modules <input type="checkbox"/> All BFPC related materials, forms, handouts, etc... <input type="checkbox"/> WIC Staff and BF PC meetings <input type="checkbox"/> Required contacts <input type="checkbox"/> Give shadowing observation form <input type="checkbox"/> Training Certificate – if Local Agency utilizes			

<p>Completes Colorado WIC Certification Level 2 - Basic Nutrition and Breastfeeding Modules and Level 3 VENA from WIC Works</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discuss NRFs 602/603 – referral protocol for High Risk Counseling 			
<p>Complete Loving Support Training –</p> <ul style="list-style-type: none"> <input type="checkbox"/> http://lovingsupport.nal.usda.gov/wic-staff/peer-counseling <input type="checkbox"/> Explore www.breastfeedingpartners.org website 			
<p>Complete Compass Training –</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review Compass Steps documents for BF PC Documentation (documents available on www.coloradowic.org) <input type="checkbox"/> Shadow a BF PC or BF PC Coordinator documenting in Compass 			
<p>Observe all classes (if clinic provides) that are applicable to the position: BF class, Support Groups, Infant Feeding Classes, etc...</p>			
<p>Observe WIC educator doing the following appointments:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pregnant <input type="checkbox"/> Breastfeeding <input type="checkbox"/> BF infant 			
<p>Observe Peer Counselor(s), if able</p>			
<p>Observe WIC office RD/RN during a high risk visit BF visit and complete observation form</p>			

Observe IBCLC (if able) and complete observation form			
Observed by BF PC coordinator			
<i>Recommended:</i> Complete on-line Baby Behavior Training https://www.colorado.gov/cdphe/wic-staff-training			