

WIC Breastfeeding Peer Counselor Coordinator Orientation Checklist



Name of Employee: _____

Date of Hire: _____

Supervisor/Trainer: _____

Training Plan Completion Date: _____

The training activities are recommended. Not all training activities need to be completed if the new BFPC Coordinator hired is a current WIC employee.

Activity	Completion Requirements	Date Completed	Trainer Signature
	Completion date TBD by Supervisor/Trainer		
Complete training and orientation to Local Agency Policies and Procedures <input type="checkbox"/> Signed Confidentiality Form			
Complete Compass Secure User ID Form <input type="checkbox"/> Submit to State Office			
Local Agency Items to review <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)			
Completes Colorado WIC Certification <input type="checkbox"/> Level II - Basic Nutrition and Breastfeeding Modules <input type="checkbox"/> Level III - Participant Centered Education online course			

<p>Colorado WIC Program Manual, read the following sections:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Section XVI – <i>Local Staffing</i>; <ul style="list-style-type: none"> ○ Subject - <i>Guidelines for Staffing Local Agency Lactation Management Specialist</i> ○ Subject - <i>Guidelines for Staffing WIC Peer Counselor Supervisor/Coordinator</i> <input type="checkbox"/> Section IX – <i>Nutrition Education, Breastfeeding Promotion and Support</i>; <ul style="list-style-type: none"> ○ Subject: <i>Local Agency Breastfeeding Promotion, Education and Support, Breastfeeding</i> ○ Subject: <i>Breastfeeding Peer Counseling Program</i> 			
<p>Training Items to discuss:</p> <ul style="list-style-type: none"> <input type="checkbox"/> WIC Staff and BFPC meetings – how often, standing topics, etc... <input type="checkbox"/> Quarterly BFPC Conference Calls with State Office <input type="checkbox"/> Scope of Practice <input type="checkbox"/> Monthly contact recommendations per BFPC (based on FTE) <input type="checkbox"/> Monthly Contact Summary report <input type="checkbox"/> Discuss Yield & Referrals protocols <input type="checkbox"/> BFPC handouts/forms: <ul style="list-style-type: none"> https://lovingupport.fns.usda.gov/content/peer-counseling-training <input type="checkbox"/> Shadowing observation form <input type="checkbox"/> Training Certificate – (if Local Agency utilizes) 			
<p>Compass Training –</p>			

<input type="checkbox"/> Review Compass Steps BFPC Training sheets - https://www.colorado.gov/cdphe/breastfeeding-peer-counselors <ul style="list-style-type: none"> ▪ BFPC Assignment ▪ BFPC Caseload ▪ BFPC Documentation ▪ BFPC Security Roles <input type="checkbox"/> BFPC Reports			
<p>Complete the Loving Support Training for WIC Managers – <i>discuss training options with state office BFPC Program Coordinator</i></p> <p>Loving Support Through Peer Counseling: A Journey Together for WIC Managers - https://lovingsupport.fns.usda.gov/content/peer-counseling-training</p> <input type="checkbox"/> Training Platforms for Managers and Peers <input type="checkbox"/> Speaker Notes <input type="checkbox"/> Instructional Tools, support materials <input type="checkbox"/> Webinars: http://lovingsupport.nal.usda.gov/content/webinars <ul style="list-style-type: none"> • Section 1 - Project Overview (<i>speaker notes</i>) • Section 2 - Peer Counseling: Making a Difference for WIC Families (<i>speaker notes</i>) • Section 3 - Program Planning (<i>view Loving Support Webinar #2</i>) • Section 4 - Program Development and Implementation (<i>speaker notes</i>) • Section 5 - Staffing Considerations (<i>view Loving Support Webinar #3</i>) 			

<ul style="list-style-type: none"> • Section 6 - Scope of Practice for Peer Counselors (view Loving Support Webinar #4) • Section 7 - Practice Settings for Peer Counselors (view Loving Support Webinar #5) • Section 8 – Training Peer Counselors (speaker notes) • Section 9 – Mentoring and Supervising Peer Counselors (view Loving Support Webinar #6) • Section 10 – Retaining Peer Counselors <p><input type="checkbox"/> Review or attend training: Loving Support Through Peer Counseling: A Journey Together for Training Peer Counselors http://lovingsupport.nal.usda.gov/content/peer-counseling-training</p> <p><input type="checkbox"/> Additional resources: www.breastfeedingpartners.org</p>			
Observe Peer Counselor(s), if able			
Observe WIC office RD/RN during a high risk visit BF visit and complete observation form, if needed			
Observe IBCLC and complete observation form, if able			
Observe all classes (if clinic provides) that are applicable to the position: BF class, Support Groups, Infant Feeding Classes, etc...			
Observe WIC educator doing the following appointments: <ul style="list-style-type: none"> ▪ Pregnant ▪ Breastfeeding ▪ BF infant 			
<i>Recommended:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Complete on-line Baby Behavior Course (part of Level II of the WIC Certification Program) 			

<ul style="list-style-type: none"><input type="checkbox"/> View Colorado WIC BF PC Annual Trainings Webinars: https://www.colorado.gov/cdphe/breastfeeding-peer-counselors<input type="checkbox"/> Explore www.breastfeedingpartners.org website			
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