

WIC Breastfeeding Peer Counselor (BFPC) Orientation Checklist



Name of Employee: _____

Date of Hire: _____

Supervisor/Trainer: _____

Training Plan Completion Date: _____

Activity	Completion Requirements	Date Completed	Trainer Signature
Completion date TBD by BFPC Coordinator			
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			
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"/> Provide shadowing observation form <input type="checkbox"/> Training Certificate – (if Local Agency utilizes)			

<p>Completes Colorado WIC Certification Level II - Basic Nutrition and Breastfeeding Modules and Level III Participant Centered Education online course</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discuss Yield/Referral protocols 			
<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 https://www.colorado.gov/pacific/cdphe/local-agency-wic-breastfeeding-resources) <input type="checkbox"/> Shadow a BFPC or BFPC Coordinator documenting in Compass 			
<p>Observe classes/support groups (if available) 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>			

Observe WIC High Risk Counselor at a high risk breastfeeding visit and complete observation form			
Observe IBCLC (if able) and complete observation form			
Observed by BF PC coordinator			
<i>Recommended:</i> Complete on-line Baby Behavior Course (part of Level II of the WIC Certification Program)			