

WIC Breastfeeding Peer Counselor (BFPC) Coordinator Orientation Checklist



Name of Employee:
 Date of Hire:
 Supervisor/Trainer:
 Training Plan Completion Date:

All newly hired WIC staff who function as a Certified WIC Authority (CWA) are required to complete the Colorado WIC Certification Program Orientation Checklist for Level I, II, and III. Not all training activities listed below need to be completed if the new BFPC Coordinator hired is a current WIC employee.

Activity	Completion Requirements	Date Completed	Trainer Signature
Local Agency (LA) <input type="checkbox"/> Complete Orientation and Training <input type="checkbox"/> Work Schedule <input type="checkbox"/> Time Sheets <input type="checkbox"/> Working from home; accessing email from home <input type="checkbox"/> Issue agency laptop & cell phone and cover LA-specific policies, if applicable <input type="checkbox"/> Review COWIC’s BFPC Cell Phone & Text Message policy: https://drive.google.com/open?id=19EFGpp5vOqRNrM1AE6iMF6FgmXuVyk5Y			
<input type="checkbox"/> Review & Sign the Loving Support Confidentiality Form			
Compass <input type="checkbox"/> Submit Compass Access Form: https://www.coloradowic.gov/compass <input type="checkbox"/> Compass Training Sheets (Assignment, Caseload, Documentation, Security Roles): https://www.coloradowic.gov/resources/trainings/breastfeeding-peer-counselor-training-and-resources			
<input type="checkbox"/> Complete COWIC New Employee Training: https://www.coloradowic.gov/resources/trainings/new-employee-training			

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<p>Orientation with State BFPC Coordinator:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program Overview <input type="checkbox"/> Discuss Role & Responsibilities (see LS job description) <input type="checkbox"/> Funding <input type="checkbox"/> Trainings (annual BFPC training, LMS, etc.) <input type="checkbox"/> Annual LA BFPC Program Summary <input type="checkbox"/> Basecamp Group <input type="checkbox"/> Quarterly Conference Calls <input type="checkbox"/> Compass BFPC Reports <input type="checkbox"/> Monthly contact recommendations per BFPC (based on FTE) <input type="checkbox"/> Monthly Contact Summary report 			
<p>Discuss</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review Role & Responsibilities (see job description) <input type="checkbox"/> Scope of Practice <input type="checkbox"/> Yield & Referrals protocols <input type="checkbox"/> Nutrition Risk Factors (NRFs) related to breastfeeding complications <ul style="list-style-type: none"> o NRF 602 Breastfeeding Complications (Women) o NRF 603 Breastfeeding Complications (Infants) 			
<p>Complete Loving Support Trainings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Loving Support Through Peer Counseling - For Peer Counselors <input type="checkbox"/> Loving Support Through Peer Counseling - For WIC Managers 			
<p>Shadowing & Observation (complete observation forms when applicable)</p>	<p>Completion Requirements</p>	<p>Date Completed</p>	<p>Trainer Signature</p>
<p>Shadow and complete observations forms for the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pregnant Certification <input type="checkbox"/> Breastfeeding Certification <input type="checkbox"/> BF Infant Certification <input type="checkbox"/> High Risk Counselor during a high risk breastfeeding visit. 			

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<input type="checkbox"/> Breast pump issuance <input type="checkbox"/> WIC or community breastfeeding class or support group, if able. <input type="checkbox"/> IBCLC assisting a new mother with breastfeeding, if able.			
Shadow Peer Counselor(s) and complete observations forms: <input type="checkbox"/> Contacting WIC participants on their caseload. <input type="checkbox"/> Assisting a WIC mom with in the clinic (if able).			
Recommended: <input type="checkbox"/> Baby Behavior Online Course (part of Level II of the WIC Certification Program) <input type="checkbox"/> Explore the following websites: <ul style="list-style-type: none"> ○ USDA WIC Breastfeeding Support: https://wicbreastfeeding.fns.usda.gov/ ○ Breastfeeding Partners: https://www.breastfeedingpartners.org/ <input type="checkbox"/> Read <i>Breastfeeding Answers Made Simple</i> by Nancy Mohrbacher, IBCLC			