

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 |
|---|-------------------------|----------------|-------------------|
| <p>Local Agency (LA)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Orientation and Training <input type="checkbox"/> Read & Sign Loving Support Confidentiality Form <input type="checkbox"/> Work Schedule <input type="checkbox"/> Time Sheets <input type="checkbox"/> Work from home policy <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 | | | |
| <p>Provide an overview of Colorado WIC’s Website (www.ColoradoWIC.com) and the following resources:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Colorado WIC Policies & Procedures Manual: https://www.coloradowic.gov/policies-procedures/manuals/2019-wic-policy-manual <ul style="list-style-type: none"> ○ See <i>Section 2: Nutrition Services</i> for BFPC policies <input type="checkbox"/> Breastfeeding Peer Counselor Training and Resources https://www.coloradowic.gov/resources/trainings/breastfeeding-peer-counselor-training-and-resources | | | |
| <p>Compass</p> <ul style="list-style-type: none"> <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 | | | |

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| <p><u>Loving Support© Through Peer Counseling: A Journey Together Modules</u></p> <p> <input type="checkbox"/> Module 1 <input type="checkbox"/> Module 2 <input type="checkbox"/> Module 3 <input type="checkbox"/> *Module 4 <input type="checkbox"/> Module 5 <input type="checkbox"/> *Module 6 <input type="checkbox"/> *Module 7 <input type="checkbox"/> *Module 8 <input type="checkbox"/> Module 9 <input type="checkbox"/> *Module 10 <input type="checkbox"/> *Module 11 <input type="checkbox"/> *Module 12 <input type="checkbox"/> *Module 13 </p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>*Supporting podcasts available for Modules 4,6,7,8,10,11,12,13:</i> https://drive.google.com/drive/folders/1FaFcw4S79NM2jALLxrnEJPb2vFkHGfps?usp=sharing</p> </div> | | | |
| <p>Protocols & Best Practices</p> <p> <input type="checkbox"/> Contact Frequency <input type="checkbox"/> Connecting with Mom: (tips provided by LA BFPC programs) https://drive.google.com/file/d/1oDJ11_DKn2loJ6lvCeEvX9CLI5UPRXUQ/view?usp=sharing <input type="checkbox"/> Yield & Referral Protocols <input type="checkbox"/> Nutrition Risk Factors (NRFs) related to breastfeeding complications <ul style="list-style-type: none"> ○ NRF 602 Breastfeeding Complications (Women) ○ NRF 603 Breastfeeding Complications (Infants) </p> | | | |
| <p>WIC New Employee Training Modules: https://www.coloradowic.gov/resources/trainings/new-employee-training</p> <p> <input type="checkbox"/> Level II - Basic Nutrition <input type="checkbox"/> Level II: Breastfeeding <input type="checkbox"/> Level III: Participant Centered Education online course (Note: Introductory Course plus 9 modules. Estimated completion time 4.5 - 5 hours) </p> <p>Additional levels & modules may be assigned at the discretion of the LA BFPC Coordinator.</p> | | | |

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| Shadowing & Observations | | | |
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| Shadow and complete observations forms for the following: <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. <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: <ul style="list-style-type: none"> <input type="checkbox"/> Contacting WIC participants on their caseload. <input type="checkbox"/> Assisting a WIC mom with in the clinic (if able). | | | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Observed by BFPC Coordinator | | | |
| Recommended Activities <i>(not required)</i> | | | |
| <ul style="list-style-type: none"> <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 | | | |