

# Nutrition Assistant Competency Checklist

		Initials of Nutrition Service Director or designee certification of completion	Date Completed	Commentary
<p>I. Nutrition Assistants may be:</p> <p>A. WIC clerical staff</p> <p>B. Health services technicians including nationally certified laboratory technicians and certified nursing assistants with WIC experience.</p> <p>C. Expanded Food and Nutrition Education Program (EFNEP) agents.</p> <p>D. Volunteers with a background in Home Economics, Nutrition, Medical Science, and Health Education.</p> <p>E. Nursing students who have taken at least one (1) nutrition course.</p> <p>F. University students who have completed at least one (1) nutrition and one (1) general health course</p>				
Baseline requirement	Attach supporting documentation			
KSA	Competency	Initials of Nutrition Service Director or designee certification of completion	Date Completed	Commentary
Knowledge	Describe the basic goals of Georgia WIC.			The NA should be able to verbally recall per subjective evaluation of NSD or designee.

Knowledge	List eligibility requirements for Georgia WIC.		The NA should be able to verbally recall per subjective evaluation of NSD or designee.
Knowledge	Name the State and Federal agencies that fund and administer Georgia WIC.		The NA should be able to verbally recall per subjective evaluation of NSD or designee.
Knowledge	Identify the district WIC staff, including the Nutrition Services Director or the Nutrition Program Manager, and where to locate the district WIC office (address and phone number).		The NA should be able to verbally recall per subjective evaluation of NSD or designee.
Knowledge	Describe the process of how a WIC participant obtains WIC foods and list the various WIC approved foods.		The NA should be able to verbally recall per subjective evaluation of NSD or designee.
Knowledge	Observed CPA providing 10 different participant/family/group interactions.		
Knowledge			CPA certification that the NA observed the 10 services.
<b>Complete Training:</b>			
Knowledge	Prenatal Nutrition: Florida Nutrition Assistant Training		The NA should score ninety (90) percent or above on post test.
Knowledge	Breastfeeding Nutrition: Florida Nutrition Assistant Training		The NA should score ninety (90) percent or above on post test.
Knowledge	Basic Nutrition: Florida Nutrition Assistant Training		The NA should score ninety (90) percent or above on post test.
Knowledge	Infant Nutrition: Florida Nutrition Assistant Training		The NA should score ninety (90) percent or above on post test.

(Note will need a certification statement)

Knowledge	Preschool Nutrition: Florida Nutrition Assistant Training		The NA should score ninety (90) percent or above on post test.
Knowledge	Be able to describe PCE (Participant Centered Education)		The NA should be able to verbally recall per subjective evaluation of NSD or designee.
Knowledge	Be able to describe classroom teaching and individual teaching methods		The NA should be able to verbally recall per subjective evaluation of NSD or designee.
Knowledge	Can define the limits of their scope of practice when providing WIC low risk nutrition education.		The NA should be able to verbally recall per subjective evaluation of NSD or designee.
Knowledge	Can name their primary contact when they have nutrition content questions.		The NA should be able to verbally recall per subjective evaluation of NSD or designee.
<b>DEMONSTRATION Through Observation</b>			
Skill	Locate: (a) the local WIC clinic policies and procedures; (b) list of local area WIC vendors; (c) USDA rules and regulations or Georgia WIC Procedures Manual policies relating to supplemental foods and nutrition education; personal training records and continuing education documents; outlines for all education and training permitted to provide.		The NA should be able to perform this skill via observation by NSD or designee.
<b>Demonstrate each of the following skills during a participant one-on-one or group-facilitated class:</b>			
Skill	Introduce self & topic		The NA should be able to perform this skill via observation by NSD or designee and evidenced on the observation checklist from the GA WIC Monitoring tool.







Ability	Remains within the Nutrition Assistant Scope of Practice when providing Nutrition Education	
Ability	Only Teaches topics and educational content that they have been certified to teach and educate about.	
Ability	Accurately summarizes the nutrition education session.	
Ability	Accurately documents the nutrition education session	
Ability	Refer participant for needs encountered during the group-facilitated class/individual contact to appropriate personnel.	
Ability	Refer participant with medical and nutrition related needs to the appropriate professional.	
Ability	Refer any questions they were unable to address to the appropriate professional.	

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The NA should be able to perform this skill via observation by NSD or designee in all interactions with GA WIC participants.
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