## Nutrition Assistant Competency Checklist

		Initials of Nutrition Service Director or designee certification of completion	Date Completed	Commentary
	<ul> <li>I. Nutrition Assistants may be:</li> <li>A. WIC clerical staff</li> <li>B. Health services technicians including nationally certified laboratory technicians and certified nursing assistants with WIC experience.</li> <li>C. Expanded Food and Nutrition Education Program (EFNEP) agents.</li> <li>D. Volunteers with a background in Home Economics, Nutrition, Madian Science, and Health Education</li> </ul>			
Baseline requirement	<ul> <li>Medical Science, and Health Education.</li> <li>E. Nursing students who have taken at least one (1) nutrition course.</li> <li>F. University students who have completed at least one (1) nutrition and one (1) general health course</li> </ul>			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.

r			i
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.	
	Observed CPA providing 10 different participant/family/group interactions.		
Knowledge		CPA certification that the NA	(Note will need a certification statement)
	Complete Training:		
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.	

		· · · · · · · · · · · · · · · · · · ·
Knowledge	Preschool Nutrition: Florida Nutrition Assistant Training	The
Knowledge	Be able to describe PCE (Participant Centered Education)	The vert eva
Knowledge	Be able to describe classroom teaching and individual teaching methods	The vert eva
Knowledge	Can define the limits of their scope of practice when providing WIC low risk nutrition education.	The vert eva
Knowledge	Can name their primary contact when they have nutrition content questions.	The vert eva
	DEMONSTRATION Through Observation	
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 peri by N
	Demonstrate each of the following skills during a participant one-on- one or group-facilitated class:	
Skill	Introduce self & topic	The perf by N evic che Mor

The NA should score ninety (90) percent or above on post test.
The NA should be able to verbally recall per subjective evaluation of NSD or designee.
The NA should be able to verbally recall per subjective evaluation of NSD or designee.
The NA should be able to verbally recall per subjective evaluation of NSD or designee.
The NA should be able to verbally recall per subjective evaluation of NSD or designee.
The NA should be able to perform this skill via observation by NSD or designee.
The NA should be able to perform this skill bia observation by NSD or designee and evidenced on the observation checklist from the GA WIC Monitoring tool.

Skill	Provide a clear explanation for the purpose of class/contact
Skill	Conduct the activity within a given time frame
Skill	Use translator appropriately to provide education.
Skill	Use open-ended questions
Skill	Use reflective listening
Skill	Invites questions and participation

The NA should be able to perform this skill bia observation by NSD or designee and evidenced on the observation checklist from the GA WIC Monitoring tool. The NA should be able to perform this skill bia observation by NSD or designee and evidenced on the observation checklist from the GA WIC Monitoring tool. The NA should be able to perform this skill bia observation by NSD or designee and evidenced on the observation checklist from the GA WIC Monitoring tool. The NA should be able to perform this skill bia observation by NSD or designee and evidenced on the observation checklist from the GA WIC Monitoring tool. The NA should be able to perform this skill bia observation by NSD or designee and evidenced on the observation checklist from the GA WIC Monitoring tool. The NA should be able to perform this skill bia observation by NSD or designee and evidenced on the observation checklist from the GA WIC Monitoring tool.

Ability	Remains friendly an engaged with participants	
Ability	Listens attentively without interruption	
Ability	Conduct activities in a non-judgmental manner	
Ability	Use appropriate eye contact and body language while providing Georgia WIC nutrition education and other services.	
Ability	Convey sincere interest	
Ability	Convey positive body language and attitude	

The NA should be able to perform this skill bia observation by NSD or designee and evidenced on the observation checklist from the GA WIC Monitoring tool. The NA should be able to perform this skill bia observation by NSD or designee and evidenced on the observation checklist from the GA WIC Monitoring tool. The NA should be able to perform this skill bia observation by NSD or designee and evidenced on the observation checklist from the GA WIC Monitoring tool. The NA should be able to perform this skill bia observation by NSD or designee and evidenced on the observation checklist from the GA WIC Monitoring tool. The NA should be able to perform this skill bia observation by NSD or designee and evidenced on the observation checklist from the GA WIC Monitoring tool. The NA should be able to perform this skill bia observation by NSD or designee and evidenced on the observation checklist from the GA WIC Monitoring tool.

Ability	Evidences respect and acceptance for other cultures.	
Ability	Able to respond appropriately to cultually based cues and refer if necessary.	
Ability	Courteous and respectful to others	
Ability	Provides nutrition education related to participant (s) questions and concerns (limiting education to 1-2 teaching points).	
Ability	Provides accurate information and materials based on the participant (s) interaction. (CC)	
Ability	Identify problems that should be addressed, during the individual contact or group-facilitated classes that are WIC, health, or staff-participant relationship oriented.	

The NA should be able to perform this skill bia observation by NSD or designee and evidenced on the observation checklist from the GA WIC Monitoring tool. The NA should be able to perform this skill bia observation by NSD or designee and evidenced on the observation checklist from the GA WIC Monitoring tool. The NA should be able to perform this skill bia observation by NSD or designee and evidenced on the observation checklist from the GA WIC Monitoring tool. The NA should be able to perform this skill bia observation by NSD or designee and evidenced on the observation checklist from the GA WIC Monitoring tool. The NA should be able to perform this skill bia observation by NSD or designee and evidenced on the observation checklist from the GA WIC Monitoring tool. The NA should be able to perform this skill bia 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.	

The NA should be able to perform this skill bia observation by NSD or designee and evidenced on the observation checklist from the GA WIC Monitoring tool. The NA should be able to perform this skill bia observation by NSD or designee and evidenced on the observation checklist from the GA WIC Monitoring tool. The NA should be able to perform this skill bia observation by NSD or designee and evidenced on the observation checklist from the GA WIC Monitoring tool. The NA should be able to perform this skill bia observation by NSD or designee and evidenced on the observation checklist from the GA WIC Monitoring tool. The NA should be able to perform this skill bia observation by NSD or designee in all interactions with GA WIC participants. The NA should be able to perform this skill bia observation by NSD or designee in all interactions with GA WIC participants. The NA should be able to perform this skill bia observation by NSD or designee in all interactions with GA WIC participants.