**WIC Breastfeeding Peer Counselor (BFPC) Orientation Checklist**

This BFPC Checklist must be completed within 90 days of hire. With the completion of this checklist, Peer Counselors will be able to:

* Identify the WIC program policies working in the role of a Breastfeeding Peer Counselor (BFPC).
* Document contacts and refer to staff appropriately via the WIC MIS.
* Provide participant centered services to prenatal and breastfeeding WIC participants.

**Introduction/Overview of WIC**

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| --- | --- |
| **Date Completed** | **Activities** |
| The WIC Works Resource System, WIC Learning Online (WLOL) is a series of free, WIC-specific training modules: <https://bit.ly/3rCVkDC> |
|  | Review WIC 101 |
|  | Review Diversity, Equity, and Inclusion (3 modules) |
|  | Review other module(s) after discussing with WIC Coordinator |
| Civil Rights training is mandatory training required of all employees, (approximately 19 minutes): <https://bit.ly/3fJJOn8> |
|  | Provide your supervisor/coordinator with your certificate after completing the training |
|  | Illinois WIC Employee Confidentiality & Compliance Agreement Signature Form complete/sign and provide to WIC supervisor/coordinator (WIC PM AD Addendum 14)  |

**Illinois WIC Management Information System (MIS) Basics**

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| --- | --- |
| **Date Completed** | **Activities** |
|  | Work with WIC Coordinator to gain access to WIC MIS (IL 444-2022)Reference WIC PM AD Addendum PPS: WIC Request Action |
| Illinois’ I-WIC Web-Based Training (WBT) modules, module worksheets and materials: <https://bit.ly/3CB6mPQ> Your supervisor/coordinator will review the worksheet with you upon completion |
|  | Complete WBT Worksheet 1\_Modules 1thru3\_6\_12\_620 |
|  | Review I-WIC MIS Resources document, some items are located here: <https://bit.ly/3EofXLo>  |

**Illinois Breastfeeding Support and Promotion & Policies**

| **Date Completed** | **Activities** |
| --- | --- |
| Breastfeeding Training and Promotion (Level 1 only) is required at the time of orientation using the current WIC Breastfeeding Curriculum: Level 1: <https://bit.ly/3ypPwRx>  |
|  | Provide your supervisor/coordinator with your certificate after completion  |
| Complete New Peer Counselor Training (offered twice a year in spring/fall) Register via the Breastfeeding Events and Activities: <https://bit.ly/3gpDW3d>  |
|  | Provide your supervisor/coordinator with your certificate after completion  |
|  | Access the WIC Policy Manual; note this resource’s Breastfeeding Peer Counselor section:<https://bit.ly/3MdOb5V>  |
|  | Review NPS: Breastfeeding (WIC PM AD Addendum) |
|  | Review Illinois WIC Food Package Tables (WIC PM SFD Addendum)* Staff should be familiar with foods, formulas and Medical Nutritional Prescription Form offered in Illinois WIC
* Refer Participants to CPA for any package changes/questions
 |
|  | Review NPS: Documenting in WIC MIS (WIC PM CS Addendum)*Focus on Addendum 4: I-WIC Breastfeeding Peer Counselor Documentation and Notes* |
|  | Review WICHealth information: <https://bit.ly/3EpGAzC> 1. Create staff log in for support site: <https://bit.ly/3efSrWg>
2. Review modules:
* **Feeding Your Newborn:** Establishing breastfeeding with a great latch
* **Getting the Support You Need for Baby’s First Weeks:** Getting the help you need while caring for your family
* **Returning to Work or School:**

Preparing to return to work or school* **Understanding Your Newborn: Sleep, Crying and Cues**Recognizing and responding to your baby’s cues

*Completing this task will assist staff in helping WIC Families access the site and understand its functionality* |

 **Illinois WIC State Trainings**

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| --- | --- |
| **Date Completed** | **Activities** |
|  | Access [IL Breastfeeding Events and Activities](https://www.springfieldul.org/chtc/resources/Illinois-state-breastfeeding-task-force/events-activities)  (updated every two weeks) |
|  | Other:  |
|  | Other:  |

**I have been trained on the information above and have completed this list to the best of my ability, and
will follow up with my supervisor/coordinator with any questions**

**Staff Signature**  **Supervisor/Coordinator Signature**

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