

Name of WIC Staff:

Date of Hire:

WIC Breastfeeding Peer Counselor (BFPC) Orientation Checklist

This Breastfeeding 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.

The IL WIC Policy Manual, associated addenda*, and handouts referenced throughout the training checklist can be found on the Community Health Training Center website: www.springfieldul.org/chtcr/resources/wic-policy-and-procedure-manual. Other documents referenced can be found by clicking on the link, copying the shortened link, or by asking your supervisor or WIC Coordinator. *Nutrition Practice Standard = NPS. *Policy Practice Standard = PPS.

An evaluation form is provided at the end of this document. Please complete after finishing each section and provide the completed evaluation form to the PC Supervisor.

Introduction/Overview of WIC

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 (self-paced, approximately 20 minutes).
	Review Diversity, Equity, and Inclusion after discussing with PC Supervisor/Coordinator
	Review other module(s) after discussing with the PC Supervisor/ Coordinator
	Civil Rights training is required before participating in program activities (within 90 days of hire as part of new employee orientation), (approximately 19 minutes): https://bit.ly/3fJOn8
	Provide your Supervisor/Coordinator with your certificate after completing the training
	Complete/sign the Illinois WIC Employee Confidentiality & Compliance Agreement Signature Form and provide to the PC supervisor/coordinator https://rb.gy/9z6qvc (WIC PM AD Addendum 15.1)

Completed this section on the Evaluation Form.

Illinois WIC Management Information System (MIS) Basics

Date Completed	Activities
	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

Completed this section on the Evaluation Form.

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Illinois Breastfeeding Support and Promotion & Policies

Date Completed	Activities
	Complete WIC Breastfeeding Curriculum Level 1: (self-study) https://bit.ly/3ypPwRx and WIC Action Journal: https://bit.ly/3TPEs8Q **The WIC Action Journal should be reviewed with the Peer Counselor Supervisor and kept on file.
	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
	Observe fellow peer counselor (if applicable), BFPC Supervisor, Designated Breastfeeding Expert (DBE), and CPA to understand their role in WIC.
	Review Centralized Resource library: https://rb.gy/epm14 <ul style="list-style-type: none">• Review handouts found in the tab "Breastfeeding." The following are recommended for BFPCs: <ul style="list-style-type: none">• Breastfeeding Food Package• Breastfeeding is a Special Time• How much can my new baby eat?
	Review the IL WIC Policy Manual, Breastfeeding Peer Counselor (BFPC) Program section: https://bit.ly/3MdOb5V
	Review NPS: Breastfeeding (IL WIC PM AD 10.1) Addendum
	Review Illinois WIC Food Package Tables (IL WIC PM SFD Addendum) <ul style="list-style-type: none">• 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 Illinois Authorized WIC Food List (WIC PM SFD Addendum).
	Review Illinois Authorized WIC Vendor List and WIC Food Centers (WIC PM SFD Addendum).
	Review Hug Your Baby Roadmap to Success For course information Contact: Audrie Mumphery at: audrie.mumphery@illinois.gov
	Review WICHealth information: https://bit.ly/3EpGAzC <ol style="list-style-type: none">1. Create staff login for support site: https://bit.ly/3efSrWg2. Discuss with PC Supervisor your role in the WICHealth support site.3. Review modules:<ul style="list-style-type: none">• 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 <i>This activity will assist in helping WIC Families access the site & understand its functionality.</i>
	Explore the following website for more information on breastfeeding support resources. <ul style="list-style-type: none">• USDA WIC Breastfeeding Support: https://rb.gy/za9e06 <i>This activity will assist in helping WIC Families access the site & understand its functionality.</i>

Completed this section on the Evaluation Form

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Staff Observation

agency may use current state provided worksheets for (available from RNC) or approved Local Agency Tool.

Date Completed	Activities
	Observe a <u>variety</u> of CPA/DBE staff for <u>at least a week</u> completing various certification visits offered by the agency. Document all that apply: <input type="checkbox"/> Certification: # reviewed <input type="checkbox"/> Re-Certification: # reviewed <input type="checkbox"/> PG <input type="checkbox"/> BE <input type="checkbox"/> BP <input type="checkbox"/> IBE <input type="checkbox"/> IBP
	If possible, Observe an experienced BFPC completing various duties offered by the agency. <input type="checkbox"/> PG <input type="checkbox"/> BE <input type="checkbox"/> BP <input type="checkbox"/> IBE <input type="checkbox"/> IBP # reviewed
What did you learn that you can use in your own counseling encounters with mothers?	

Completed this section on the Evaluation Form.

Illinois WIC Breastfeeding Training

Date Completed	Activities
	Access IL Breastfeeding Events and Activities (updated every two weeks)
	Other:
	Other:

Date Completed	Activities
	Work with the WIC Coordinator to gain access to WIC MIS (IL 444-2022) Reference WIC PM AD Addendum PPS: WIC Request Action

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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Date of Hire:

Training Evaluation Form

The purpose of this form is to provide feedback on the training you have recently completed. It may be helpful to have your Training Checklist with you as you complete the evaluation. This evaluation is important because it provides information that can help us improve this training.

1. Date of hire: Enter Date List any credentials or role you have in WIC: Click here to enter text. N/A
2. How long did it take you to complete the Peer Counseling Training Checklist? Start date: Enter Date End Date: Enter Date

A. Your Role as Breastfeeding Peer Counselor

The following section is related to your confidence in your role as BFPC. Please indicate whether you agree or disagree with the following statements.

The activities in the training checklist made me confident in my ability to:	Agree	Disagree	If you do not feel confident, please provide feedback:
Identify the WIC Policy Manual, BFPC program policies section and competencies working in the role as Breastfeeding Peer Counselor.			
I-WIC-based training program and documenting contact appropriately in the WIC MIS.			
Provide participant-centered services to all participants in the WIC program.			

B. Training Feedback

The following pertains to the training by section, please rank each chapter using the scale provided and provide feedback to improve the training in the space provided.

Introduction and Overview of WIC		
On a scale of 1-5 (1 being not at all helpful and 5 being very helpful), how helpful did you find the activities in this section as they relate to your Peer Counselor role?		Comments:
On a scale of 1-5 (1 being not at all helpful and 5 being very helpful), how helpful did you find the activities Hug Your Baby roadmap to Success in this section, as it relates to your Peer Counselor role?		Comments:
What topics pertaining to orientation to WIC or your local agency do you feel you need further training on or practice with, if any?		

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Illinois WIC Management Information System (MIS) Basics		
On a scale of 1-5 (1 being not at all helpful and 5 being very helpful), how helpful did you find the activities in this section as they relate to your Peer Counselor role?		Comments:
What activity did you find <u>most</u> helpful?		
What activity did you find <u>least</u> helpful?		
What topic(s) do you feel you need further training on or practice with?		

Illinois WIC Breastfeeding Support & Promotion L1 Curriculum training		
On a scale of 1-5 (1 being not at all helpful and 5 being very helpful), how helpful did you find the activities in this section as they relate to your Peer Counselor role?		Comments:
What activity did you find <u>most</u> helpful?		
What activity did you find <u>least</u> helpful?		
What topic(s) do you feel you need further training on or practice with?		

Illinois WIC New Peer Counselor Training		
On a scale of 1-5 (1 being not at all helpful and 5 being very helpful), how helpful did you find the activities in this section as they relate to your Peer Counselor role?		Comments:
What activity did you find <u>most</u> helpful?		
What activity did you find <u>least</u> helpful?		
What topic(s) do you feel you need further training on or practice with?		

Illinois WIC Policy Manual, BFPC Program section		
On a scale of 1-5 (1 being not at all helpful and 5 being very helpful), how helpful did you find the activities in this section as they relate to your Peer Counselor role?		Comments:
What activity did you find <u>most</u> helpful?		
What activity did you find <u>least</u> helpful?		
What topic(s) do you feel you need further training on or practice with?		

Illinois WIC Food Package Tables, Food List, Vendor List and WIC Food Centers (WIC PM SFD Addendum)		
On a scale of 1-5 (1 being not at all helpful and 5 being very helpful), how helpful did you find the activities in this section as they relate to your Peer Counselor role?		Comments:
What activity did you find <u>most</u> helpful?		
What activity did you find <u>least</u> helpful?		
What topic(s) do you feel you need further training on or practice with?		

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WICHealth Information		
On a scale of 1-5 (1 being not at all helpful and 5 being very helpful), how helpful did you find the activities in this section as they relate to your Peer Counselor role?		Comments:
What activity did you find <u>most</u> helpful?		
What activity did you find <u>least</u> helpful?		
What topic(s) do you feel you need further training on or practice with?		

Observation of CPA/DBE staff		
On a scale of 1-5 (1 being not at all helpful and 5 being very helpful), how helpful did you find the activities in this section as they relate to your Peer Counselor role?		Comments:
What activity did you find <u>most</u> helpful?		
What activity did you find <u>least</u> helpful?		
What topic(s) do you feel you need further training on or practice with?		

Observation of Experienced Peer Counselor staff		
On a scale of 1-5 (1 being not at all helpful and 5 being very helpful), how helpful did you find the activities in this section as they relate to your Peer Counselor role?		Comments:
What activity did you find <u>most</u> helpful?		
What activity did you find <u>least</u> helpful?		
What topic(s) do you feel you need further training on or practice with?		

Based on your training experience, please add any additional comments that would be helpful to us in improving this training:

Return this evaluation to your WIC Peer Counselor Supervisor.