

**Indiana WIC Program
Indiana State Department of Health**

Qualified Nutritionist

Policy

The local agency will have a Qualified Nutritionist on staff to provide services to high-risk participants. The local agency is responsible for verifying the qualifications of Qualified Nutritionist applicants and that professional credentials are valid.

Authority

Nutrition Services Standards, Standard 3: Staff Qualifications, Roles and Responsibilities

Procedure

- I. The Qualified Nutritionist is responsible for duties specific to High-risk participants including:
 - A. individually tailored nutrition counseling, and
 - B. tracking of progress and documenting outcomes.

- II. Qualifications include:
 - A. Registered Dietitian (RD);
 - B. Registration eligible to write the exam for the Commission on Dietetic Registration; or
 - B. Bachelors or Master's Degree which, through review of an official transcript from an accredited college, includes a degree major in at least one of the following areas:
 1. Dietetics;
 2. Nutrition or Nutrition Sciences;
 3. Public Health Nutrition or Community Nutrition;
 4. Clinical Nutrition
 - C. The State WIC office should be consulted on applicant transcripts that show a degree major in an area other than those listed above.
 - D. Agencies are encouraged to consider all applicants and give interviews to those applicants who best suit the position, hiring the most qualified candidate.

- III. A copy of the qualifying credential must be kept on file for review. Non-registered staff hired within the last 2 years must have a copy of their official transcripts available for review at the next biennial clinic audit.
- IV. All newly hired Qualified Nutritionist staff must complete the State WIC Clinic Services and Nutrition Services training within 6 months of employment.
- V. Special literacy and language skills appropriate to address the diversity of the population served by the local agency may be advantageous.