

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

**Personnel
Employee Training
and
In-service Education Plan**

Policy

The local agency Coordinator is responsible for communicating program updates and changes. The local agency is responsible for ensuring newly hired staff receive appropriate training to perform the functions of their job.

Authority

7 CFR Part 246.11(c)(2)
FNS 113-1 (Civil Rights Training)
29 CFR Part 1910.1030(g)(2)(i);(ii)(A)(B);(iv)
Nutrition Services Standards (Standard 5)

Procedures

- I. The New Employee Checklist will be completed for all new hires and retained in the employee record to be made available at the biennial clinic review.
- II. The In-service Education Plan will be completed for all trainings planned and offered by the local agency.
 - A. The initial plan must be submitted by the required deadline.
 - B. The plan will be updated throughout the fiscal year as needed.
 - C. The plan will include the name of the trainer, the topic or name of the training, and the date the training was offered/completed.
 - D. The names of staff in attendance at local agency trainings must be provided.
- III. Newly hired staff training
 - A. Local agency Coordinators will be scheduled for one-on-one Coordinator Training with state staff within 45 days of their start date.

- B. Newly hired staff will complete the following trainings as specified.
 - 1. INWIC data system – prior to use of the system.
 - 2. Voter Registration – following INWIC system training.
 - 3. Universal Precautions – prior to assuming responsibility for cleaning work surfaces and/or performing blood tests.
 - 4. HemoCue and Pronto analyzers – prior to performing hematologic testing (for all new CPA and qualified staff only).
 - 5. Civil Rights – within 60 days of employment.
- C. Newly hired staff will complete the following training within 6 months of employment.
 - 1. Clinic Services (all newly hired clinic staff, including local agency Coordinators).
 - 2. Nutrition Services (all Competent Professional Authorities (CPA) and local agency Coordinators who perform nutrition assessments and assign nutrition risk).

IV. Staff annual training

- A. Civil Rights
- B. Confidentiality
- C. Universal Precautions (training will include the agency policy on violation of Universal Precautions)

- V. Annual Farmer's Market Nutrition Program (FMNP) training will be provided to all local agency Coordinator's and clinic staff responsible for administering the FMNP program.