



## WIC Nutrition Program Nutrition Education Observation Check List

**Agency/Clinic Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewer Name:** \_\_\_\_\_ **Appt. Type:** \_\_\_\_\_ **Category:** \_\_\_\_\_

<b>CLIENT ID:</b>	<b>STAFF NAME:</b>	<b>COMPLETED BY CERTIFIER</b>
Staff introduced self		
Address/Demographics completed or updated		
<b>Hemoglobin (if needed)</b> <ul style="list-style-type: none"> <li>• Taken correctly using Universal Precautions</li> </ul> Notes:		..... .....
<b>Anthropometrics (if needed)</b> <ul style="list-style-type: none"> <li>• Height/Length obtained and documented correctly.....</li> <li>• Weight obtained and documented correctly.....</li> <li>• Sanitation maintained for each client.....</li> </ul> Notes:		..... ..... .....
<b>BF Review Counseling Session Documentation:</b> <ul style="list-style-type: none"> <li>• Problem or concern.....</li> <li>• The intervention and what was discussed.....</li> <li>• What the staff did to help.....</li> <li>• Whether or not formula was issued.....</li> </ul> Notes:		..... ..... ..... .....
<b>Nutrition Assessment</b> <ul style="list-style-type: none"> <li>• Appropriate assessment questions asked .....</li> <li>• Personalized nutrition education, referrals and food prescription to the clients needs</li> </ul> Notes:		..... .....
<b>Topics &amp; Handouts</b> <ul style="list-style-type: none"> <li>• Nutrition Education topics documented correctly</li> <li>• Handouts appropriate and documented</li> </ul> Notes:		..... .....
<b>Food Package</b> <ul style="list-style-type: none"> <li>• Did the CPA determine food package .....</li> <li>• Did staff assess the need for a prescription .....</li> </ul>		..... .....

## Counseling Observation Guide

<b>Skills to watch and listen for:</b>	<b>Observations: specific examples you heard or saw</b>
<ul style="list-style-type: none"><li>• Opens the appointment / sets the agenda</li> <li>• Affirms the participant</li> <li>• Asks some open-ended questions</li> <li>• Completes most of the assessment before educating</li> <li>• Reflects what the participant says</li> <li>• Summarizes what the participant has said</li> <li>• Works with the participant for their next steps</li> <li>• Shows genuine warmth, respect and acceptance</li> <li>• Other:</li></ul>	

### **An approach to providing positive feedback**

- How do you feel about the appointment?
- What do you think went well?
- What might you do differently next time?
- Here are some examples of things I heard you say.....
- Use this time as an opportunity to affirm skills staff are already using



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