



# **Washington WIC Training**

**Online Courses**

## **Supervisor's Guide**

September 2012

**Table of Contents**

Instructions for Supervisor..... 1

Before Training..... 2

Meet with the Trainee ..... 3

Complete the Process ..... 4

Scoring the Post-test..... 5

Learner Objectives for Online Courses ..... 6

Appendix ..... 13

Online Course Checklist ..... 13

### Instructions for Supervisor

Welcome to the Supervisor's Guide for the Washington WIC Training Online Courses. These interactive courses offer standard nutrition training for paraprofessional WIC staff. We encourage all WIC staff to complete the online courses.

Your role as the supervisor is to oversee the trainees at your agency while they are completing the Online Courses.

#### Ways to help the trainee and complete process:

- Locate a WIC computer where your trainee can work on the Online Course. WIC computers have the required internet access and software.
- Schedule time for the trainee to complete each course.
  - See *Guidelines for Completing Online Courses* on page 2 for the approximate time to complete each one.
- Be available to answer questions about the course. Help the trainee find the answers within the course or in other references.
- Meet with the trainee to answer questions and discuss the post-test. Routinely review and evaluate progress.
- Document each completed course on the Washington WIC Training - Online Course [Checklist](#). See Online Course Checklist at the end of this guide.
- Make a copy of the completed Online Course Checklist and send it with the completed Minimum Paraprofessional Competencies to the state WIC office.

#### Where to find online courses:

Washington State Department of Health, Washington WIC Nutrition Program, WIC Clinic Staff Training Materials web page (scroll down to Online Courses near bottom of page):

[www.doh.wa.gov/PublicHealthAndHealthcareProviders/PublicHealthSystemResourcesandServices/LocalHealthResourcesandTools/WIC/Training/TrainingMaterials.aspx#OnlineModules](http://www.doh.wa.gov/PublicHealthAndHealthcareProviders/PublicHealthSystemResourcesandServices/LocalHealthResourcesandTools/WIC/Training/TrainingMaterials.aspx#OnlineModules)

## Supervisor's Guide

---

### Before Training

1. Identify a computer where the trainee works on the Online Course. All WIC computers have internet access and the required software. Test the selected computer to make sure the Online Course works properly. If you have problems, contact CIMS Support at 1-800-841-1410 and press 7.
2. Review the guidelines below. Block time in the trainee's schedule to allow time to complete this training.

#### Guidelines for Completing Online Courses

Course	Approximate Time to Complete	Suggested Time for Trainee to Complete Courses
<a href="#">Anthropometrics</a>	2 hours	Within one month of hire
<a href="#">Basic Nutrition</a>	4 hours	Within one month of hire
<a href="#">Breastfeeding</a>	2 hours	Within two months of hire
<a href="#">Child Nutrition</a>	2 hours	Within six months of hire
<a href="#">Hematology</a>	2 hours	Within one month of hire
<a href="#">Postpartum Nutrition</a>	2 hours	Within six months of hire
<a href="#">Prenatal Nutrition</a>	2 hours	Within six months of hire

3. Request a copy of the post-test answers from Kathy Hormel at the Washington State WIC Office, [Kathy.Hormel@doh.wa.gov](mailto:Kathy.Hormel@doh.wa.gov) or 1-800-841-1410 extension 3627.

### Meet with the Trainee

#### Before the trainee begins the Online Course, show the trainee:

1. How to find the [Online Courses](#) on the Washington State Department of Health, WIC Nutrition Program website
  - a. Scroll down the Clinic Staff Training Materials page to Online Courses
2. Where to find the Course Companion Manual in the Online Course
  - a. Click Resources box at bottom of first page
  - b. Print a paper copy for trainee, if desired
3. Where to find resources that support learning
4. How to move around in the Online Course
  - a. Use the Main Menu to view the Module sections
  - b. Use the Table of Contents drop-down to access a specific page. The Table of Contents is helpful when the trainee needs to stop in the middle of the module and return to the same location later
5. How to check volume on the computer or how to use a headset

#### After the Online Course is completed

##### The trainee:

1. Dates when each module and the course is completed on the [Online Course Checklist](#)
2. Prints the post-test for the course
3. Completes the post-test
  - a. The trainee can use the Online Course or other resources to complete the post-test
4. Gives the completed post-test to the supervisor

##### The supervisor:

1. Checks the answers on the post-test and calculates the percentage of correct answers
  - a. See Calculate Percentages of Correct Answers for Post-Test in gray box on page 5
2. Schedules a 1 hour meeting with the trainee
3. Meets with the trainee to discuss the Online Course and post-test
  - a. Discuss questions missed and share correct answers
  - b. Discuss any questions about the topic
  - c. Ask questions about the course such as:
    - i. What questions or thoughts do you have about this course?
    - ii. What was interesting?
    - iii. What was most helpful?

## Supervisor's Guide

---

### Complete the Process

1. When the trainee scores 80% or higher on the post-test, she or he has successfully completed the course.
  - a. Print the Certificate for the course
    - Click Main Menu box on first slide, select "Congratulations" from drop down list
  - b. Sign and date the Certificate
  - c. Make a copy of the signed Certificate
  - d. Present the original Certificate to the trainee. Options may include:
    - Congratulate the trainee for this achievement
    - Consider recognizing the trainee at a staff meeting
  - e. Keep a copy of the signed Certificate in staff person's file
  - f. Document the date the trainee tested at or above 80% for the course and your initials on the Washington WIC Training [Online Course Checklist](#)
  
2. When the trainee scores less than 80% on the post-test, she or he needs to review content and retake the post-test.
  - a. Suggest areas of the Online Course for the trainee to review
  - b. Schedule time for the trainee to review the course and resources
  - c. When the trainee is ready, have the trainee retake the post-test
  - d. When the trainee scores 80% or greater on the post-test, follow the steps in #1 above

### Sample Certificate

The image shows a sample certificate for "WIC Training: Basic Nutrition". At the top left is the logo for the Washington State WIC Nutrition Program, and at the top right is the logo for the Washington State Department of Health. The title "WIC Training: Basic Nutrition" is centered. Below the title is a box containing the text: "This is to certify that" followed by a line for "Learner's Name", "has successfully completed the training on", and the date and time "Monday, February 06, 2012 9:08 AM". At the bottom right of the certificate is a line for "Supervisor's signature and date". A blue callout box with a pointer to this line contains the text "Supervisor's signature and date".

### Scoring the Post-test

#### Calculate Percentage of Correct Answers for Post-test

1. Total the number of correct answers for the test. Some questions have more than one answer. Be sure to count all possible answers. (See Total Questions and Possible Answers for Each Online Course below)
2. Subtract the number of incorrect answers from the total number of correct answers possible.
3. Divide number of correct answers by number of total answers to get the percentage of correct answers.

#### Example: Basic Nutrition Post-test

The Basic Nutrition Post-test has 35 questions and 45 correct answers possible. The trainee had four incorrect answers. Subtract 4 from 45 to get 41 correct answers. Divide 41 by 45 to get 91. The trainee got 91% correct answers, so she passed the Basic Nutrition Post-test.

$$45 - 4 = 41 \text{ total number of correct answers}$$

$$41 / 45 = .91 \text{ or } 91\% \text{ percentage of correct answers}$$

#### Total Questions and Answers on Post-tests

Online Course	Total questions	Total correct answers possible	Total correct necessary to score 80% or above
Anthropometrics	17	21	17 or more correct answers
Basic Nutrition	35	45	36 or more correct answers
Breastfeeding	25	30	24 or more correct answers
Child Nutrition	17	27	21 or more correct answers
Hematology	20	21	17 or more correct answers
Postpartum Nutrition	16	33	26 or more correct answers
Prenatal Nutrition	23	29	23 or more correct answers

**Learner Objectives for Online Courses**

Online Course	Learner Objective
<p><b>Anthropometrics</b></p>	<p><b>Module 1: Anthropometric Measurements</b></p> <ul style="list-style-type: none"> <li>• Define the term anthropometrics</li> <li>• Describe the 4 factors that affect growth</li> <li>• Understand how to accurately measure heights, weights and lengths</li> </ul> <p><b>Module 2: BMI and Interpreting Growth Charts</b></p> <ul style="list-style-type: none"> <li>• Describe how to interpret growth charts</li> <li>• Define Body Mass Index (BMI)</li> <li>• Describe how to interpret growth charts using BMI</li> <li>• State reasons for accurate measurements</li> <li>• Identify measurement considerations for children with special needs</li> <li>• Describe prenatal weight gain chart and desired outcome</li> <li>• Identify special considerations for pregnancy and weight gain</li> <li>• State how to interpret prenatal weight gain charts</li> <li>• Describe a trimester</li> <li>• Demonstrate how to calculate the adjusted gestational age for premature infant</li> </ul>
<p><b>Basic Nutrition</b></p>	<p><b>Module 1: Nutrition Basics</b></p> <ul style="list-style-type: none"> <li>• Explain the relationship between nutrition and health</li> <li>• Identify health illness linked with poor nutrition intake</li> </ul> <p><b>Digestion</b></p> <ul style="list-style-type: none"> <li>• Identify the organs in the digestive tract that are part of the digestion process</li> <li>• Describe the basic process of digestion</li> </ul> <p><b>Nutrients and Energy</b></p> <ul style="list-style-type: none"> <li>• List the six kinds of nutrients and their function in the body</li> <li>• Identify a person’s daily nutrient needs</li> <li>• Explain the term “calorie” as related to energy needs for the body</li> <li>• State the number of calories that specific nutrients provide</li> </ul> <p><b>Carbohydrates</b></p> <ul style="list-style-type: none"> <li>• Identify the two main functions of carbohydrates in the body</li> <li>• Identify the three types of carbohydrates</li> <li>• Identify food sources of sugar and starch</li> <li>• Define and list empty-calorie foods</li> <li>• Explain the health benefits of fiber</li> <li>• Identify sources of fiber and ways to increase fiber in the diet</li> </ul>

## Supervisor's Guide

Online Course	Learner Objective
<p><b>Basic Nutrition – continued</b></p>	<p><b>Fats</b></p> <ul style="list-style-type: none"> <li>• Identify functions of fat in the body</li> <li>• Explain the differences between saturated, unsaturated, and trans fats</li> <li>• Identify food sources of saturated, polyunsaturated, monounsaturated fat, Omega 3 Fatty Acids, and trans fat</li> <li>• Provide three recommendations on how to lower fat intake in the diet</li> <li>• Define cholesterol and identify food sources of cholesterol</li> <li>• Explain the relationship between fat, cholesterol, and heart disease</li> </ul> <p><b>Proteins</b></p> <ul style="list-style-type: none"> <li>• List functions of protein in the body</li> <li>• Identify protein sources</li> </ul> <p><b>Vitamins</b></p> <ul style="list-style-type: none"> <li>• State general roles of vitamins in the body</li> <li>• Identify two categories of vitamins</li> <li>• Identify major functions of vitamins A, C, D, and folic acid</li> <li>• List food sources of vitamins A, C, D, and folic acid</li> <li>• Identify the effects of vitamin deficiencies</li> <li>• Identify the effects of excessive intake of vitamins</li> <li>• Describe dietary recommendations for folic acid related to the WIC population</li> <li>• Describe food handling steps necessary to avoid destroying water-soluble vitamins when preparing food</li> </ul> <p><b>Minerals</b></p> <ul style="list-style-type: none"> <li>• List the various roles of minerals in the body</li> <li>• Identify major functions of calcium, iron, fluoride and sodium</li> <li>• List food sources of calcium, iron and sodium</li> <li>• List ways to increase calcium and iron in the diet</li> <li>• Describe the relationship between calcium and iron in absorption</li> <li>• Describe fluoride recommendations</li> <li>• Define anemia and the function of iron in healthy blood</li> <li>• State tips for increasing iron</li> <li>• List ways for iron intake to be impacted</li> <li>• Describe recommendations for sodium intake</li> <li>• List ways to lower sodium intake</li> <li>• Describe problems that can occur due to deficiencies and toxicities of minerals</li> </ul> <p><b>Water</b></p> <ul style="list-style-type: none"> <li>• List the various functions of water</li> <li>• List factors that increase a person's fluid needs</li> <li>• Identify the dangers of dehydration</li> <li>• State practical ways to consume more fluid on a daily basis</li> </ul>

## Supervisor's Guide

---

Online Course	Learner Objective
<b>Basic Nutrition - continued</b>	<p><b>Module 2: Guidelines and Standards</b></p> <ul style="list-style-type: none"><li>• Identify the purpose of the Dietary Guidelines for Americans</li><li>• List the nine Dietary Guidelines focus areas</li><li>• Describe the Food Guide Pyramid (Choose My Plate)</li><li>• Identify two reasons Food Labels are beneficial</li><li>• List ways meal planning helps</li></ul> <p><b>Module 3: Special Considerations</b></p> <ul style="list-style-type: none"><li>• Identify factors affecting weight management</li><li>• Define three types of eating disorders</li><li>• Describe four types of vegetarian diets</li><li>• Compare food allergies and food intolerances</li><li>• Define lactose intolerance and discuss identification and treatment</li></ul>

## Supervisor's Guide

Online Course	Learner Objective
Breastfeeding	<p><b>Module 1: Breastfeeding is an Art</b></p> <ul style="list-style-type: none"> <li>• See and hear about breastfeeding in different cultures</li> </ul> <p><b>Module 2: Introduction to Breastfeeding</b></p> <ul style="list-style-type: none"> <li>• Identify health risks of NOT breastfeeding</li> <li>• List health benefits of breastfeeding</li> <li>• List facts about formula and breastfeeding for families to make informed decision about feeding the baby</li> <li>• State when it is recommended not to breastfeed</li> </ul> <p><b>Module 3: Services Available to Women</b></p> <ul style="list-style-type: none"> <li>• List types of services available to breastfeeding women</li> </ul> <p><b>Module 4: Introduction - Getting Started</b></p> <ul style="list-style-type: none"> <li>• Identify normal breast changes in pregnancy</li> <li>• Demonstrate correct latch and positions for breastfeeding</li> <li>• Identify feeding cues from baby</li> <li>• List reasons baby may be fussy</li> <li>• State how often to breastfeed</li> <li>• List tips for how to make enough milk</li> <li>• List potential barriers and suggestions for good nutrition for breastfeeding moms</li> </ul> <p><b>Module 5: WIC Staff Video 1</b></p> <ul style="list-style-type: none"> <li>• Identify situations WIC staff experience with breastfeeding and suggestions to offer the client</li> </ul> <p><b>Module 6: Problems and Concerns</b></p> <ul style="list-style-type: none"> <li>• List potential challenges to breastfeeding in the first two weeks</li> <li>• Identify the best indicator for baby getting enough milk</li> <li>• List tips for mom when she has engorgement</li> <li>• List scenarios when nipple pain is not normal</li> <li>• Identify symptoms and treatment for a sleepy baby</li> <li>• Identify how to manage overactive letdown</li> <li>• List symptoms of jaundice</li> <li>• Review information on breastfeeding preterm infants</li> </ul> <p><b>Module 7: WIC Staff Video 2</b></p> <ul style="list-style-type: none"> <li>• See and hear the roundtable discussion with WIC staff</li> </ul>

## Supervisor's Guide

Online Course	Learner Objective
<b>Child Nutrition</b>	<p><b>Module 1: Introduction to Child Nutrition</b></p> <ul style="list-style-type: none"> <li>• Identify need for child nutrition education</li> <li>• Apply MyPyramid (Choose My Plate) dietary information to children</li> <li>• Identify proper serving sizes, portions, snacks and choking hazards for children</li> <li>• Identify advantages of breastfeeding</li> <li>• Identify need for physical activity and daily recommendations</li> </ul> <p><b>Module 2: Beyond Basics</b></p> <ul style="list-style-type: none"> <li>• State importance of fluids</li> <li>• Identify normal growth patterns</li> <li>• Identify childhood risks</li> <li>• Identify developmental milestones and track normal development</li> </ul>
<b>Hematology</b>	<p><b>Module 1: Hematology Introduction</b></p> <ul style="list-style-type: none"> <li>• Define hematology</li> <li>• Summarize the importance of hemoglobin in red blood cells</li> <li>• Define anemia and its causes</li> <li>• Explain the symptoms and consequences of anemia</li> <li>• Define hyperhemoglobinemia and its causes</li> <li>• Explain blood testing exemptions</li> </ul> <p><b>Module 2: Hemoglobin Blood Test</b></p> <ul style="list-style-type: none"> <li>• Define Universal Precautions</li> <li>• Summarize what an Exposure Control Plan is</li> <li>• Describe how to take a blood sample using safe procedures</li> </ul>
<b>Postpartum Nutrition</b>	<p><b>Module 1: Postpartum Nutrition and Weight</b></p> <ul style="list-style-type: none"> <li>• Identify key nutrients for postpartum health</li> <li>• Describe special concerns associated with nutrition for postpartum teens</li> <li>• Identify weight issues for postpartum moms</li> <li>• Describe the characteristics of average weight loss after delivery</li> <li>• Identify factors that influence weight loss after delivery</li> </ul> <p><b>Module 2: Behaviors, Issues and Outcomes</b></p> <ul style="list-style-type: none"> <li>• Describe challenges faced by new mothers when trying to eat well</li> <li>• Describe barriers faced by new mothers when trying to be physically active</li> <li>• List issues related to smoking that can impact the postpartum period</li> <li>• Identify alcohol and drug use concerns during the postpartum period</li> <li>• Describe complications that might occur following a delivery by C-section</li> <li>• Identify common physical changes experienced by women after delivery</li> </ul>

## Supervisor's Guide

---

Online Course	Learner Objective
<b>Prenatal Nutrition</b>	<p data-bbox="516 275 1057 302"><b>Module 1: Introduction to Prenatal Nutrition</b></p> <ul data-bbox="516 312 1414 709" style="list-style-type: none"><li data-bbox="516 312 1414 373">• Explain the benefits of prenatal care and recommendations for prenatal care</li><li data-bbox="516 384 1154 411">• Identify healthy exercise guidelines for pregnancy</li><li data-bbox="516 422 1284 449">• Describe recommendations for dental care during pregnancy</li><li data-bbox="516 459 1382 520">• Identify risks and guidelines related to alcohol, tobacco, and drug use during pregnancy</li><li data-bbox="516 531 1360 592">• Identify recommendations for the use of prescription and over-the-counter medications during pregnancy</li><li data-bbox="516 602 1333 663">• Describe guidelines for the use of nutritional supplements during pregnancy</li><li data-bbox="516 674 1312 701">• Identify risk and guidelines for food safety for pregnant women</li></ul> <p data-bbox="516 747 992 774"><b>Module 2: Changes to a Woman's Body</b></p> <ul data-bbox="516 785 1425 1213" style="list-style-type: none"><li data-bbox="516 785 1273 812">• List the major changes in a woman's body during pregnancy</li><li data-bbox="516 823 1382 850">• Identify characteristics of fetal growth and development by trimester</li><li data-bbox="516 861 1349 921">• List weight gain recommendations for pregnancy, factors affecting weight gain recommendations and components of weight gain</li><li data-bbox="516 932 1425 993">• Identify and assess the nutritional needs of women during pregnancy for maternal and fetal health</li><li data-bbox="516 1003 1398 1064">• Identify food sources for key nutrients required for ideal maternal and fetal health and development</li><li data-bbox="516 1075 1344 1136">• Describe nutrition considerations for pregnant women following a vegetarian or vegan diet</li><li data-bbox="516 1146 1377 1207">• Describe suggestions for the relief of nausea/vomiting, constipation, heartburn, swelling and leg cramps associated with pregnancy</li></ul> <p data-bbox="516 1253 1138 1281"><b>Module 3: Medical Risks and Special Circumstances</b></p> <ul data-bbox="516 1291 1393 1472" style="list-style-type: none"><li data-bbox="516 1291 1393 1352">• Identify common medical conditions associated with complications of pregnancy</li><li data-bbox="516 1362 1360 1390">• Identify factors during pregnancy that put mother and infant at risk</li><li data-bbox="516 1400 695 1428">• Define pica</li><li data-bbox="516 1438 1393 1465">• Identify special considerations and concerns for pregnant adolescents</li></ul>



**Appendix**

**Online Course Checklist**





## Washington WIC Training - Online Course Checklist

Online Course	Modules in Course	Module Name	Date Module Completed	Date Course Completed	Date Tested $\geq 80\%$	Supervisor Initials
Anthropometrics	Module 1	Anthropometric Measurements				
	Module 2	BMI and Interpreting Growth Charts				
Basic Nutrition	Module 1	Nutrition Basics				
	Module 2	Guidelines and Standards				
	Module 3	Special Considerations				
Breastfeeding	Module 1	Breastfeeding is an Art				
	Module 2	Introduction to Breastfeeding				
	Module 3	Services Available to Women				
	Module 4	Introduction – Getting Started				
	Module 5	WIC Staff Video 1				
	Module 6	Problems and Concerns				
	Module 7	WIC Staff Video 2				
Child Nutrition	Module 1	Introduction to Child Nutrition				
	Module 2	Beyond Basics				
Hematology	Module 1	Hematology Introduction				
	Module 2	Hemoglobin Blood Test				
Postpartum Nutrition	Module 1	Postpartum Nutrition and Weight				
	Module 2	Behaviors, Issues and Outcomes				
Prenatal Nutrition	Module 1	Introduction to Prenatal Nutrition				
	Module 2	Changes to a Woman's Body				
	Module 3	Medical Risks and Special Circumstances				

**Please see Supervisors Guide for instructions for completing checklist.**

Trainee Name: \_\_\_\_\_

**Example of completed checklist:**

Online Course	Modules in Course	Module Name	Date Module Completed	Date Course Completed	Date Tested ≥80%	Supervisor Initials
Anthropometrics	Module 1	Anthropometric Measurements	<i>10/17/12</i>	<i>10/19/12</i>	<i>10/22/12</i>	<i>JB</i>
	Module 2	BMI and Interpreting Growth Charts	<i>10/19/12</i>			
Basic Nutrition	Module 1	Nutrition Basics	<i>11/8/12</i>			

This guide was adapted from the Oregon WIC Program.



In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

**Washington State WIC Nutrition Program does not discriminate.**

For persons with disabilities, this document is available on request in other formats.

To submit a request, please call 1-800-841-1410 (TDD/TTY 711).

**PUBLIC HEALTH**  
ALWAYS WORKING FOR A SAFER AND  
HEALTHIER WASHINGTON



DOH 961-348 September 2012