

Nutrition/Health Volume  
Management Section

Local Agency (LA) Nutrition Personnel: Nutritionist (2.01400)

ER# 2.01400

Authority 2016 7 CFR 246.11 (d); 246.2; 246.4(a); 2004 Missouri Senate Bill 1122, sections 324.200 to 324.225

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**POLICY:** The Nutritionist shall conduct nutrition assessments, assign risk factors and provide appropriate nutrition and breastfeeding education to all participants according to the state WIC program policies and procedures. Successful completion of State approved training must occur within timeframes designated by the State Agency.

**PROCEDURES:**

- A. The Nutritionist performs the following functions (the position may not include all the duties listed.):
1. Coordinates all nutrition and breastfeeding services provided to participants.
  2. Provides breastfeeding education and support to all participants. Completes a breastfeeding assessment. When a mother requests formula supplementation, provide proper counseling and if formula must be given, provide the minimum amount needed while offering counseling and support in order to help the mother establish a successful milk supply.
  3. Provides participant-centered nutrition education and counseling for high-risk participants, completes the high-risk care plan and documents the nutrition education contact.
  4. Participates in conducting studies and surveys.
  5. Provides recommendations for improvement of nutrition education materials used in the WIC program.
  6. Obtains and documents demographic information, height/length, weight measurements, hemoglobin/hematocrit values, oral and nutrition assessments and other necessary medical and/or health information to certify WIC participants.
    - a. Initial nutrition assessment questions shall be completed on the day eligibility was determined.
    - b. Follow-up nutrition assessment shall be completed by the CPA/Nutritionist within 60 days for non-high-risk participants or by the nutritionist within 30 days for high-risk participants or sooner if needed.
  7. Determines health, medical and nutrition eligibility by assigning risk factors and explaining the certifying risk factors to the participant.
  8. Recommends appropriate supplemental foods, exempt formulas and WIC eligible

nutritionals in accordance with policies and procedures.

9. Provides relevant health/nutrition information and referral services to participants.
10. Participates in staff in-services and/or training sessions related to WIC policies/procedural changes.
11. Determines participant's cycle for follow up.
12. May act as the Breastfeeding Coordinator if assigned by the local WIC provider.
13. Conducts train-the-trainer sessions on subjects determined by the State Office.

B. Program Integrity

1. The WIC staff shall adhere to [ER # 1.07000](#) to ensure program integrity.

C. Required Knowledge, Skills and Abilities:

1. Working knowledge of the principles and practices of nutrition and food, particularly in relation to health and disease.
2. Knowledge of the benefits of breastfeeding and understanding of how to support the breastfeeding mother.
3. Some knowledge of current developments in public health nutrition and their application to the local nutrition program.
4. Some knowledge of social, cultural and economic problems and their impact on public health nutrition.
5. Skill in planning and organizing work assignments.
6. Ability to effectively use educational materials when providing client-oriented nutrition education and counseling.
7. Ability to gather, interpret, evaluate and use statistical data.
8. Ability to present ideas clearly and concisely, orally and in writing.
9. Demonstrate rapport building by establishing and maintaining effective working relationships with WIC participants, WIC team members and other health and social services personnel.
10. Maintains a courteous and respectful attitude toward all participants in the WIC Program.
11. Basic computer skills and literacy in using Windows Explorer.
12. Some knowledge of adult learning principles, stages of change, and basic counseling methods.

D. Minimum Qualifications/Education:

1. Must meet one of the following qualifications:
  - a. Graduation from an [accredited](#) four-year college or university with a bachelor's degree in dietetics, public health nutrition, human nutrition, nutritional sciences, nutrition and fitness, sports nutrition, restaurant and

food service management, foods, family and consumer sciences, human environmental sciences, or home economics; including or supplemented by at least 15 semester hours in foods and nutrition from a 4-year program including at least one (1) course in diet therapy or medical nutrition therapy I & II and one (1) course in community nutrition or nutrition in the life cycle/life cycle nutrition; or

- b. A master's degree in public health nutrition, human nutrition, nutrition education, or dietetics from an [accredited](#) college or university; including or supplemented by at least 15 graduate or undergraduate semester hours in foods and nutrition from a 4-year program including at least one (1) course in diet therapy or medical nutrition therapy I & II and one (1) course in community nutrition or nutrition in the life cycle/life cycle nutrition; or
  - c. Completion of an undergraduate curriculum [accredited](#) or approved by The Academy of Nutrition and Dietetics – Accreditation Council for Education in Nutrition and Dietetics (ACEND) resulting in a verification statement from a Didactic Program in Nutrition and Dietetics; or
  - d. Completion of a dietetic internship program [accredited](#) or approved by The Academy of Nutrition and Dietetics – Accreditation Council for Education in Nutrition and Dietetics (ACEND) resulting in a verification statement from an Internship Program in Nutrition and Dietetics; or
  - e. Registered Dietitian (RD), Licensed Dietitian (LD) in the state of Missouri (registration or current eligibility for registration by the Commission on Dietetic Registration (CDR)); and
2. Must also meet one of the following:
- a. Meets educational requirements as listed for nutritionist in USDA Code of Federal Regulations, 7 C.F.R. Part 246.2 under [Definitions](#) for Competent Professional Authority; or
  - b. Meets qualifications as indicated in USDA's [Nutrition Services Standards](#), Nutrition Services Staffing section, Standard 3 Staff Qualifications, Roles, and Responsibilities.
3. An LA nutritionist who has worked for the Missouri WIC program prior to 1996 and does not meet the qualifications, but completed the Diet Therapy course and /or the Community Nutrition class (sponsored by the Missouri Department of Health and Senior Services in 1995 or 1996) will have been grandfathered in as a qualified nutritionist. Some LA nutritionists were not required to take the Community Nutrition class because it was determined at the time that their experience with WIC was considered the equivalent of Community Nutrition course work.
- a. As long as there is no break in employment, a WIC nutritionist may move from one LA to another. Any break in service disqualifies the person from the status of being grandfathered in as an LA nutritionist.

- b. A memo written by the district nutritionist and attached to the nutritionist's transcript will indicate that the individual meets Missouri's qualifications for a WIC nutritionist.

E. Continuing Nutrition Education Requirements:

1. Registered Dietitians (RD), Licensed Dietitians (LD) and Dietetic Technician, Registered (DTR 4 years college) must maintain an active Missouri license or registration/license from a participating board for monitoring purposes.
2. Nutritionists (other than RDs) must complete a minimum of five (5) continuing nutrition education (CNE) hours and one (1) Breastfeeding (CE) hour per Federal Fiscal Year (FFY). Retain a copy of documentation of completion of these hours on file at the local WIC provider for monitoring purposes.
  - a. Resources for acceptable/approved CNE are:
    - i. Training sessions provided by the Nutrition Training Institute (NTI) and ~~are~~ approved by the Commission on Dietetic Registration (CDR), the credentialing agency for the Academy of Nutrition and Dietetics, as Continuing Professional Education (CPE) for RDs.
    - ii. WIC Works Learning On-Line (WLOL) Modules, which are CPE approved by CDR for RDs.
    - iii. Online Breastfeeding training, which is CPE approved by CDR for RDs or provides LCERPs by IBLCE for lactation consultants.
    - iv. Nutrition related seminars/conferences, which are CPE approved by CDR for RDs or provides LCERPs by IBLCE for lactation consultants.
    - v. State developed trainings, which are CPE approved by CDR.
    - vi. Training provided by other sources that is approved by the agency's assigned State Technical Assistance Nutritionist prior to attending the session.
3. It is highly recommended that a variety of nutrition education topics are completed/attended per Federal Fiscal Year (FFY).