

II. Nutrition Services

4. Nutrition

2.4.040 Local Agency Nutrition Personnel: Nutrition Coordinator

Authority 2012 7 CFR 246.11 (d); 246.2; 246.4(a); 2004 Missouri Senate Bill 1122, sections 324.200 to 324.225

Issued 07/2009

Revised 11/2015

POLICY: The nutrition coordinator is responsible for participating in the development and implementation of public health nutrition services. Work involves coordinating all nutrition and breastfeeding services provided to participants. Successful completion of state approved training must occur within time designated by the state agency (SA).

PROCEDURES:

- A. The nutrition coordinator is responsible for the following (the position may not include all the duties listed.):
1. Planning and implementation of the nutritional components of the LA.
 2. Overseeing the health and nutrition education services provided by all LA staff.
 3. Reviewing and approving all lesson plans for all group nutrition education including: Breastfeeding Promotion/Education, Substance Abuse and Self-paced Learning Modules.
 - a. The State Nutritionist will review and approve all FNEP lesson plans.
 4. The Nutrition coordinator will observe the FNEP educator prior to delivery of group nutrition education sessions using approved FNEP lesson plans.
 - a. The Nutrition coordinator will review and approve all nutrition education materials (e.g. newsletters, recipes, bulletin boards, etc.)
 5. Providing technical assistance and consultation regarding nutrition and breastfeeding services to other LA staff and professionals in the community.
 6. Planning and evaluating the nutrition and breastfeeding component using various health/nutrition data available from the SA and the Centers for Disease Control (CDC).
 7. Providing consultation, as requested, in the development and evaluation of educational material/visual aids used in the nutrition education of individuals, students, public health staff, community groups, etc.
 8. Preparing reports, records and other data related to nutritional services.
 9. Evaluating the appropriateness of nutrition-related pamphlets/fact sheets and audiovisuals for use in the Missouri WIC program according to established criteria.
 10. Participating in staff in-services and/or training sessions related to WIC policies/procedurals changes.

11. Assuring that the [Nutrition Training Manual](#) (formerly known as the Self-Teaching Training Manual) case studies completed by local agency CPA are accurate.
 12. May have breastfeeding coordinator responsibilities if assigned by the LA.
 13. Conducts train-the-trainer sessions on subjects determined by the SA.
- B. Program Integrity
1. The WIC staff shall adhere to policy [8.1.030](#) to ensure program integrity.
- C. Required Knowledge, Skills and Abilities:
1. Knowledge of the principles and practices of nutrition and food, particularly in relation to health and disease.
 2. Knowledge of current developments in public health nutrition and their application to the local nutrition program.
 3. Knowledge of social, cultural and economic problems and their impact on public health nutrition.
 4. Skills in planning and organizing work assignments.
 5. Ability to effectively develop educational materials for participant- centered nutrition education and counseling.
 6. Ability to gather, interpret, evaluate and use statistical data.
 7. Ability to present ideas clearly and concisely, orally and in writing.
 8. Demonstrate rapport building by establishing and maintaining effective working relationships with WIC participants, WIC team members and other health and social services personnel.
 9. Knowledge of adult learning principles, stages of change, and basic counseling methods.
 10. Basic computer skills and literacy in using Windows Explorer.
- 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 & 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, G & H.

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 and DTRs) 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 LA for monitoring purposes.
 - a. Resources for acceptable/approved CNE are:
 - i. Training sessions provided by the Nutrition Training Institute (NTI) and 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 that 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).