

<p style="text-align: center;"><b>Nutrition Services</b> <b>Department of State Health Services</b></p>
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Effective October 1, 2013

Policy No. GA:14.0

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### **Staffing Standards**

#### **Purpose**

To ensure the delivery of quality services meet the needs of WIC participants.

#### **Authority**

State Policy

#### **Policy**

Each local agency (LA) shall ensure that qualified nutrition professionals are available to provide WIC services.

#### **Procedures**

- I. Each LA shall name a WIC Director as the person responsible for the overall day-to-day operation of the local WIC Agency.  
Responsibilities of the WIC Director include:
  - A. Ensuring that appropriate planning, development, implementation and evaluations are completed to comply with the State Agency (SA) WIC policies and procedures.
  - B. Complying with the training requirement outline in Policy TR 2.0 Orientation/Training of LA WIC Directors.
  
- II. Each LA shall employ or contract with a registered or licensed dietitian (RD, LD or RD/LD)  
Dietitians shall be employed according to the following staffing standards:
  - A. Local agencies with less than 3,000 participants are required to have an RD, LD or RD/LD consultant(s) providing a minimum of 12 hours consultation per month.

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- B. Local agencies with 3,000 -6,000 participants are required to have an RD, LD RD/LD consultant(s) providing a minimum of 24 hours consultation per month.
  - C. Local agencies with more than 6,000-10,000 participants are required to have an RD, LD or RD/LD consultant(s) providing a minimum of 48 hours consultation per month.
  - D. Local agencies with more than 10,000 participants are required to have, at a minimum, one Full Time Equivalent (FTE) RD, LD or RD/LD.
- III. Each local agency shall employ one FTE nutritionist (refer to Policy CS:15.0 Certifying Authority for the definition of a nutritionist).
- A. Local agencies with more than 10,000 participants are required to have one FTE nutritionist per 10,000 participants.
  - B. The full-time dietitian may also serve as a full-time nutritionist.
- IV. Local agencies with only one certifying authority (CA) on staff shall have a written contingency plan for CA back-up coverage. Refer to policy CS:15.0 for the definition of a CA. Refer to GA 20.0 Staff Fraud and Abuse for requirements on separation of duties.
- V. Each LA shall select one staff member to be their primary Designated Breastfeeding Expert (DBE). LAs can have as many secondary DBEs as desired. Designated Breastfeeding Experts – are International Board Certified Lactation Consultants (IBCLCs) or trained staff who are working towards IBCLC designation who assist moms and infants with breastfeeding issues beyond the scope of practice of other staff.
- A. IBCLCs are the most highly trained breastfeeding experts and are the most appropriate professional to be assigned as the primary DBE.
  - B. Trained staff working towards IBCLC designation can also be selected as the primary DBE, such as:
    - 1. The LA Breastfeeding Coordinator
    - 2. A Department of State Health Services (DSHS) Trained Breastfeeding Educator (TBE) or comparable, as defined by

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Policy BF:02.0, Procedure A. Training shall be completed within one year of employment.

3. Personnel with hospital experience in helping mothers learn to breastfeed and helping breastfeeding mothers in challenging situations, such as a nurse with former labor and delivery or postpartum experience. This person shall complete TBE training within one year of employment or designation.
  - C. All non-IBCLC primary DBEs shall receive annual continuing education in lactation (L-cerps) and primary non-IBCLC DBEs shall be encouraged to strive to meet qualifications needed to sit for the International Board of Lactation Consultant Examiners exam (see [www.iblce.org](http://www.iblce.org)).
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- VI. Each LA shall employ at least one Breastfeeding Peer Counselor to increase breastfeeding rates by use of peer influence and to assist in breastfeeding counseling in normal breastfeeding situations.
  - VII. LAs that are unable to meet the staffing standards shall request a waiver that includes justification regarding the inability to meet the staff standards. The request shall be submitted in writing to the Clinic Services Liaison.
  - VIII. LAs obtaining a waiver from the SA Clinic Services Liaison shall have a written plan for providing high-risk individual counseling. Please refer to Policy CS:21.0 Referral to Health Care Services.

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## **Guidelines**

Resources:

- I. Contact a local or regional hospital dietitian.
- II. Advertise in local or regional newspapers/newsletters.
- III. Advertise at area universities or community colleges.
- IV. Post a job for a nutritionist, RD or LD at:

Department of State Health Services – Texas WIC Program  
<http://www.dshs.state.tx.us/wichd/default.shtm>

USDA WIC Works – Resource System  
<http://wicworks.nal.usda.gov/wic-talk>

Academy of Nutrition and Dietetics  
<http://www.eatright.org/>

Texas Academy of Nutrition and Dietetics  
<http://www.nutrition4texas.org/home.asp>