

CERTIFYING AUTHORITY AND/OR REGISTERED DIETITIAN (CA/RD) (Defined in CS:15.0)

CORE SKILLS

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Civil Rights	Within 3 months of employment & annually	CR:8.0, TR:3.0
Customer Service	Within 3 months of employment & annually	TR:3.0
Security Awareness & Computer Usage	Within 30 days of employment & annually	AUT:8.0
Child Abuse Reporting	During orientation	Child Abuse Reporting Requirements
Human Trafficking	Within 3 months of employment & annually	TR:3.0
Intimate Partner Violence (IPV)	Within 3 months of employment & annually	TR:3.0

CLINIC SERVICES

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Screening for Eligibility	Prior to performing duties	TR:3.0
Weighing and Measuring	Prior to performing duties	TR:3.0
Iron Screening	Prior to performing duties	TR:3.0
Certification Process Overview	Prior to performing duties	TR:3.0
Risk Codes	Prior to performing duties	TR:3.0
Formula (including non-contract formula and/or formula drop ship)	Prior to performing duties	FD:18.0, FD:16.0, FD:16.1

NUTRITION: KNOWLEDGE, EDUCATION AND COUNSELING

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Basic Nutrition Module (RD exempt)	Prior to counseling and teaching class	TR:3.0
Infant Feeding Module	Within 6 months of employment	TR:3.0
Child Nutrition Module	Within 6 months of employment	TR:3.0
Prenatal Nutrition Module	Within 6 months of employment	TR:3.0
Breastfeeding Promotion and Support Module	Within 6 months of employment	BF:4.0
Women's Health Module	Within 6 months of employment	TR:3.0
Basic Infant Formula Module	Within 6 months of employment	TR:3.0
VENA Counseling Skills	Prior to performing duties	TR:3.0
Client Centered Nutrition Education (teaching techniques)	Prior to performing duties	TR:3.0, NE:2.0

BREASTFEEDING

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
LA Breastfeeding Referral Training	Within 1 month of employment	BF:4.0
Breast Pump Training*	Within 6 months of employment & prior to issue	BF:4.0
Ongoing Breastfeeding Training	Annually	BF:4.0
POLM or Breastfeeding Management* (IBCLC Exempt)	Within 12 months & every 5 years	BF:4.0
Nipple Shield Training	Prior to issuance, if applicable	BF:4.0
Attend Annual NE/BF Conference or Alternate Conference	Not required	NE:2.0, BF:2.0
Peer Counselor Initial Training	Not applicable	BF:3.0

* Contract RDs who function as a CA are required to complete all required trainings listed above. Contract RDs who ONLY provide high risk counseling are required to complete all trainings listed above except Breast Pump Training and POLM/Breastfeeding Management.