

NUTRITION EDUCATION

WPPM #400-09

Subject: Standards of Nutrition Education

Item: Coordinator for Nutrition Education

PURPOSE:

To define both the professional requirements and the scope of duties for the Nutrition Education Coordinator.

POLICY:

- I. Each local agency (LA) must designate a Registered Dietitian (RD) as the Nutrition Education Coordinator to oversee all nutrition education activities. A non-RD nutrition professional may be designated as the Nutrition Education Coordinator only if the Primary WIC Program Contact (PWPC) is an RD. The name and contact information must be submitted to CDPH/WIC for inclusion in the LA directory.

PROCEDURE(S):

- I. Contact your regional staff for approval if the professional you want to use for this position is not in accordance with the policy statement stated above.
- II. The Nutrition Education Coordinator shall oversee:
 - A. The development of the Nutrition Services Plan (NSP) including the annual updates to the CDPH/WIC and the submission of any needed changes in the nutrition education portions of the NSP.
 - B. The delivery of nutrition education by ensuring that every site has all needed lesson plans, nutrition education protocols, and educational supplies.
 - C. The coordination of staff training on nutrition education content and methodologies with the LA Training Coordinator, if the agency has one.
- III. The Nutrition Education Coordinator, in collaboration with the LA Training Coordinator if the agency has one, shall coordinate the nutrition education activities and quality assurance (QA) plans including the following:
 - A. Delivery by staff of accurate and effective education using creative and interactive methodologies.
 - B. Observation of individual and group sessions for accurate and appropriate delivery of effective education.
 - C. Evaluation of participant feedback on nutrition education and make any necessary changes based on participant feedback.

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DEFINITION:

Nutrition Professional – Registered Dietitian (RD), Registration Eligible Nutritionist (REN), Dietetic Technician, Registered (DTR), Degreed Nutritionist (DN), Master Degreed Nutritionist (MDN).

AUTHORITY:

[7 CFR §246.2 Definitions](#)

[7 CFR §246.11 Nutrition education](#)

[WIC Nutrition Services Standards: Standards 1, 2 and 3](#)

[22 CCR §40621 Competent Professional Authority](#)
