



Oregon WIC Training Breastfeeding Module



**Training
Supervisor's
Guide**



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Instructions for Training Supervisor

Overview

Welcome to the *Training Supervisor's Guide for the Breastfeeding Module!* In addition to this guide, you will also need a copy of the student's version of the *Oregon WIC Training—Breastfeeding Module*.

Training Supervisor's Role

Your role as the Training Supervisor is to oversee the staff members at your local agency and/or clinic who are using the *Breastfeeding Module*. You will:

- ◆ Help the student begin using the *Breastfeeding Module*.
- ◆ Be available to answer questions about the module. Help the student find the answers within the module or in other reference books.
- ◆ Meet with the student to review and evaluate progress.
- ◆ Verify and document the student's competency at checkpoints throughout the module.
- ◆ Submit module completion information to the state WIC office.

To Do Before Training

- 1. Read the *Breastfeeding Module*.**
- 2. Make sure you know the following information that will be specific to your local agency and/or clinic.**
 - ◆ The location of the *Items Needed* (section S-6 in “Starting the Module”).
 - ◆ The location of other breastfeeding resources listed in Lesson 9-1.
 - ◆ The breastfeeding roles of staff.
 - ◆ How referrals are made for smoking cessation and drug use.
 - ◆ Who issues the enhanced breastfeeding food package.
 - ◆ How supplemental formula requests are handled.
 - ◆ The cultural groups most common in your area.
 - ◆ The breastfeeding educational materials available in different languages.
 - ◆ How interpreters are used.
- 3. Complete the Job Aids that have information specific to your local agency and/or clinic.**
 - ◆ *Job Aid: Breastfeeding Roles in the WIC Clinic.*
 - ◆ *Job Aid: Breastfeeding Services in Your Community.*
 - ◆ *Job Aid: Types of Breast Pumps.*
 - ◆ *Job Aid: Breastfeeding Classes.*
- 4. Review the *Instruction Levels* (section S-2 in “Starting the Module”).**
- 5. Make 6 copies of the *Observation Checklist* on page 40 of the *Training Supervisor's Guide*.**
- 6. Make 1 copy of the *Competency Achievement Checklist* on pages 41-42 of the *Training Supervisor's Guide*.**

When to Meet with the Student

Before the Student Begins the Module

1. Discuss *Questions about Past Breastfeeding Experience* with the student (see section S-5 in "Starting the Module").
2. Use the *Instruction Levels* to determine which chapters and/or lessons the student will complete (see section S-2 in "Starting the Module").
 - ◆ Level 1 staff will complete only a few lessons.
 - ◆ Level 2 staff will complete all lessons.
 - ◆ Level 3 staff will have some required lessons to complete. They should also review the objectives in the remaining lessons to determine if they have already reached competency in the content. Additional lessons should be added to their training plan as needed.
3. Have the student indicate in their training module the lessons they will need to complete.
4. Make a training plan and timeline for completing the module. The estimated amount of time to complete each chapter is noted in Step 4 of *Steps for Completing the Module* (see section S-3 in "Starting the Module").
5. Show the student where to find the *Items Needed* to complete the module (see section S-6 in "Starting the Module").

For Review Activities in Chapters 1, 3, 5, 6 and 9.

1. Review Practice Activities and Skill Checks from the lessons just completed.
2. Complete the *Review Activity* with the student.
3. Role-play in client interaction scenarios with the student.
4. Evaluate progress in client interaction scenarios using a copy of the *Observation Checklist*.
5. Document progress on a copy of the *Competency Achievement Checklist*.

When the Student has Completed the Module

1. Review with the student the *Steps for Completing the Module* (see section S-3 in “Starting the Module”).
2. Ask the student to complete the *Posttest*. (NOTE: Level 3 staff will not complete a *Posttest*.)
3. Check the *Posttest* for correct answers (see pages 33-38).
4. Discuss incorrect answers.
5. If the score is 89% or lower, guide the student on areas to review and reissue the *Posttest* when the student is ready.
6. Document completion of the *Posttest* on a copy of the *Competency Achievement Checklist*.

For Observation during the First Appointment with a Breastfeeding Client

1. Review the student's “breastfeeding file” to ensure that they have gathered information to help during client interactions.
2. Observe the student during a certification appointment with a breastfeeding client (Level 2 staff only).
3. Use a copy of the *Observation Checklist* to evaluate the student.
4. Provide feedback to the student.
5. If needed, guide the student in areas that need improvement.
6. Document competence on the *Competency Achievement Checklist* by signing and dating the form.

To Finalize Completion of the Module

1. Congratulate the student on their achievement!
2. Give the completed *Competency Achievement Checklist* to the Local Agency Coordinator. The Local Agency Coordinator will file the form according to WIC Policy 440.
3. Collect the student's *Training Module Evaluation* and mail it to the state WIC office (see WIC Policy 440).
4. Follow the procedure in WIC Policy 440 to request a *Module Completion Certificate* and stickers.

NOTE

It is estimated that you will spend about 3½ hours total time meeting with the student.

Guidance for Review Activities

The following pages are guides with information to help with your interaction with the student.

The information includes:

1. Instructions for completing the Review Activity with the student.
2. Relevant WIC policies pertaining to breastfeeding.
3. Answers to Review Activity questions.
4. Answers to Practice Activities and Skill Check questions (only when there is a specific, objective answer).

NOTE

Answers are not included for all Practice Activities and Skill Checks because in most cases there is not one right answer to the problem. If a student has a question about a Practice Activity or Skill Check or is having problems completing the activities, help them find the solution within the lesson they just completed in the module.

Review Activity—Chapter 1

Guidance for Training Supervisor

1. This Review Activity requires the Training Supervisor to meet with the student.
2. During the meeting:
 - ◆ Discuss the Review Activity questions.
 - ◆ Talk about how the student did on the Practice Activities and Skill Checks in each of the lessons in Chapter 1.
3. Indicate on the *Competency Achievement Checklist* when the student has met the objectives for Chapter 1.

Relevant WIC Policy

- 705—Infant Feeding Policy: Introduction and Overview.
- 710—Breastfeeding: Promotion and Support Standards.
- 711—Breastfeeding: Benefits and Contraindications.

Practice Activity and Skill Check Answers

Answers are given only when there is a specific objective answer.

Lesson 1-2: Who Recommends Breastfeeding?

Skill Check (Lesson 1-2, page 5)

Question #1

Sometime after the baby is one year old.

Skill Check (Lesson 1-2, page 5)

Question #2

After the baby is 6 months old.

Review Activity—Chapter 2

Guidance for Training Supervisor

1. This Review Activity is a self-evaluation. A meeting with the student is not required.
2. If the student requests a meeting:
 - ◆ Answer questions from the student as needed.
 - ◆ Help the student find the answers within the module or in other reference books.
 - ◆ Talk about how the student did on the Practice Activities and Skill Checks in each of the lessons in Chapter 2.

Chapter 2—Review Activity Answers

Review Activity (end of Chapter 2)

Question #1

Use the *Job Aids: Breastfeeding Services in your Community* and *Breastfeeding Roles in the WIC Clinic*. Also, the support resources listed in Lesson 2-1.

Review Activity (end of Chapter 2)

Question #2

Carrots, tuna, extra cheese, extra beans and extra juice.

Review Activity (end of Chapter 2)

Question #3

- ◆ Step 1—Ask open-ended questions.
- ◆ Step 2—Affirm her feelings.
- ◆ Step 3—Educate based on her needs.

Practice Activity and Skill Check Answers

Answers are given only when there is a specific objective answer.

Lesson 2-2: Preparing for Breastfeeding during Pregnancy

Skill Check (Lesson 2-2, page 4)

Question #1

- ◆ Mom has not noticed any breast changes during pregnancy.
- ◆ Mom's nipples are flat or inverted.

Skill Check (Lesson 2-2, page 4)

Question #2

- ◆ Breasts feel tender and fuller.
- ◆ Areola darkens and gets larger.
- ◆ Montgomery glands enlarge.
- ◆ Blood vessels show through the breast skin.
- ◆ Breastmilk/colostrum may leak.

Review Activity—Chapter 3

Guidance for Training Supervisor

1. This Review Activity requires the Training Supervisor to meet with the student.
2. During the meeting:
 - ◆ Talk about how the student did on the Practice Activities and Skill Checks in each of the lessons in Chapters 2 & 3.
 - ◆ Answer questions from the student as needed.
 - ◆ Help the student find the answers within the module or in other reference books.
 - ◆ Role-play with the student using the given scenario. Use the *Observation Checklist* to evaluate the student and give feedback.
3. Indicate on the *Competency Achievement Checklist* when the student has met the objectives for Chapters 2 & 3.

Practice Activity and Skill Check Answers

Answers are given only when there is a specific objective answer.

Lesson 3-4: How to Make Enough Milk

Practice Activity (Lesson 3-4, page 6)

Question #2

Georgia—9.6 %

Stefano—11.7 %

Sabrina—19 %

Review Activity—Chapter 4

Guidance for Training Supervisor

1. This Review Activity is a self-evaluation. A meeting with the student is not required.
2. If the student requests a meeting:
 - ◆ Answer questions from the student as needed.
 - ◆ Help the student find the answers within the module or in other reference books.
 - ◆ Talk about how the student did on the Practice Activities and Skill Checks in each of the lessons in Chapter 4.
3. If needed, help arrange for the student to observe the certification appointments.

Practice Activity and Skill Check Answers

Answers are given only when there is a specific objective answer.

Lesson 4-1: Nutrition for Breastfeeding Mothers

Skill Check (Lesson 4-1, page 8)

Question #1

Eat more vegetables, protein, fruit, and whole grains. Substitute juice, milk or water for soda.

Skill Check (Lesson 4-1, page 8)

Question #2

Her breastmilk will still be healthy for her baby.

Lesson 4-3: Substances to Avoid or Limit While Breastfeeding

Skill Check (Lesson 4-3, page 6)

Question #1

Occasional caffeine not harmful. Limit to 1—2 cups of coffee per day.

Skill Check (Lesson 4-3, page 6)

Question #2

Supermarket brands of herbal teas are usually safe. Check *Medications and Mothers Milk* for safety of specific herbs.

Skill Check (Lesson 4-3, page 6)

Question #3

Occasional alcoholic drink is not harmful. Drink right after nursing to allow alcohol to clear from breastmilk. One alcoholic drink takes 2 -3 hours to clear.

Skill Check (Lesson 4-3, page 6)

Question #4

Smoke less often and after nursing baby. Nicotine from 1 cigarette takes about 1½ hours to clear from breastmilk. Reduce baby's exposure to second-hand smoke.

Skill Check (Lesson 4-3, page 6)

Question #5

Marijuana does pass through to breastmilk. Occasional use is not documented to be harmful. Marijuana may be contaminated with other substances that are harmful. Parenting may be compromised.

Skill Check (Lesson 4-3, page 7)

Question #6

Do not use cocaine while breastfeeding.

Skill Check (Lesson 4-3, page 7)

Question #7

Do not use heroin while breastfeeding.

Skill Check (Lesson 4-3, page 7)

Question #8

Do not use amphetamines while breastfeeding.

Skill Check (Lesson 4-3, page 7)**Question #9**

Most medications are safe. Most illnesses have a compatible medication that can be used. Use *Medications and Mothers Milk* as a resource. Only health care providers can prescribe and/or change medications.

Skill Check (Lesson 4-3, page 7)**Question #10**

Progestin-only contraceptives have less effect on milk supply than ones that contain estrogen. Wait until 6 weeks postpartum to start hormonal contraceptives.

Review Activity – Chapter 5

Guidance for Training Supervisor

1. This Review Activity requires the Training Supervisor to meet with the student.
2. During the meeting:
 - ◆ Talk about how the student did on the Practice Activities and Skill Checks in each of the lessons in Chapters 4 & 5.
 - ◆ Answer questions from the student as needed.
 - ◆ Help the student find the answers within the module or in other reference books.
 - ◆ Role-play with the student using the given scenarios. Use the *Observation Checklist* to evaluate the student and give feedback.
3. Indicate on the *Competency Achievement Checklist* when the student has met the objectives for Chapters 4 & 5.

Relevant WIC Policy

707—Breastfeeding: Definition.

713—Breastfeeding: Use of Supplemental Formula.

745—Human Milk Fortifier.

Chapter 5—Review Activity Information

Review Activity (end of Chapter 5)

Question #2

The student should have concluded that HMF was appropriate for this infant.

Review Activity (end of Chapter 5)

Question #4 (Role-play)

- ◆ Use the *Observation Checklist* to evaluate the student and provide feedback.
- ◆ The Training Supervisor can use the following information to pretend to be the client during the role-play situations.

Inadequate Milk Supply:

- ◆ Mom has a 3 week old baby.
- ◆ Mom is worried because her breasts don't feel as full as they used to and her baby seems to be hungrier than before.
- ◆ Baby's weight gain is good.
- ◆ Baby has 7 wet diapers a day and 4 stools.
- ◆ Baby nurses 10 times in 24 hours for about 20 minutes each time.
- ◆ Mom's nipples aren't sore.

Sore Nipples:

- ◆ Baby is 5 days old.
- ◆ Mom's mature (white) milk has come in.
- ◆ Baby has 6 wet diapers and 5 stools a day.
- ◆ Baby nurses 9 times in 24 hours for 40 minutes each time.
- ◆ Mom's nipples are sore throughout the feeding.
- ◆ Mom's nipple pain is getting worse.

Engorgement:

- ◆ Baby is 4 days old.
- ◆ Mom's milk is just coming in.
- ◆ Mom has been engorged for 12 hours.
- ◆ Baby is latching on to the breast without problems.

Practice Activity and Skill Check Answers

Answers are given only when there is a specific objective answer.

Lesson 5-1: The First Two Weeks—No Problems v. Red Flags

Practice Activity (Lesson 5-1, page 7)

Question #1

- ◆ No stools in 3 days.
- ◆ Sleepy.
- ◆ Nursing less than 8 times in 24 hours.

Practice Activity (Lesson 5-1, page 7)

Question #2

Important to refer baby right away for further evaluation.

Skill Check (Lesson 5-1, page 8)

Scenario #1

Breastfeeding is going well.

Skill Check (Lesson 5-1, page 9)

Scenario #2

Breastfeeding is *not* going well.

Lesson 5-4: Sore Nipples

Practice Activity (Lesson 5-4, page 5)

Question #1

Normal:

- ◆ Pain is brief.
- ◆ Pain is usually just during latch on.
- ◆ Pain goes away quickly.
- ◆ Pain gets better after mature (white) milk comes in.
- ◆ Pain goes away by the second week.

Soreness that requires treatment:

- ◆ Pain continues throughout feeding.
- ◆ Pain gets worse during feeding.
- ◆ Severe pain.
- ◆ Visible injury to nipple.
- ◆ Itching or burning on nipple.

Lesson 5-5: Mastitis

Practice Activity (Lesson 5-5, page 4)

Question #1

- ◆ Plugged duct:
 - ◇ If unsure that it is a plugged duct.

- ◆ Mastitis:
 - ◇ If unsure that it is mastitis.

- ◆ Breast Abscess:
 - ◇ If unsure that it is a breast abscess.

Practice Activity (Lesson 5-5, page 4)

Question #2

- ◆ Plugged duct
 - ◇ Do not refer to health care provider.

- ◆ Mastitis:
 - ◇ Refer to health care provider immediately when mom has a fever and symptoms for more than 24 hours.

- ◆ Breast Abscess:
 - ◇ Refer immediately to her health care provider.

Lesson 5-6: Sleepy Baby

Practice Activity (Lesson 5-6, page 3)

- ◆ A baby who is 4 days old or older is difficult to wake to feed 8 times in 24 hours.
- ◆ Baby regularly falls asleep at the breast after only a few sucks.
- ◆ Baby regularly falls asleep at the breast before a full feeding.

Lesson 5-9: Jaundice

Skill Check(Lesson 5-9, page 3)

Question #1

Effective and frequent breastfeeding.

Skill Check (Lesson 5-9, page 3)**Question #2**

All jaundice should be evaluated by the baby's health care provider. WIC staff should refer the baby to his health care provider immediately if he has prolonged jaundice (beyond 1 week) or if he is not able to nurse effectively 10 times in 24 hours.

Lesson 5-10: Breastfeeding a Preterm Baby**Skill Check (Lesson 5-10, page 6)**

Appropriate use of HMF.

Review Activity—Chapter 6

Guidance for Training Supervisor

1. This Review Activity requires the Training Supervisor to meet with the student.
2. During the meeting:
 - ◆ Talk about how the student did on the Practice Activities and Skill Checks in each of the lessons in Chapter 6.
 - ◆ Answer questions from the student as needed.
 - ◆ Help the student find the answers within the module or in other reference books.
 - ◆ Discuss “How Culture Affects Breastfeeding” (Lesson 6-6) with the student.
 - ◆ Role-play with the student using the given scenario. Use the *Observation Checklist* to evaluate the student and give feedback.
3. Indicate on the *Competency Achievement Checklist* when the student has met the objectives for Chapter 6.

Chapter 6—Review Activity Information

Review Activity (end of Chapter 6)

Question #3 (Role-play)

- ◆ Use the *Observation Checklist* to evaluate the student and provide feedback.
- ◆ The Training Supervisor can use the following information to pretend to be the client during the role-play situations.

Client returning to work:

- ◆ Mom is returning to work next week.
- ◆ Mom is working part-time and her work schedule is flexible.
- ◆ Baby is 8 weeks old.
- ◆ Baby is exclusively breastfed.
- ◆ Baby has never been offered a bottle.
- ◆ Baby's grandma will care for the baby at the grandma's house.
- ◆ Grandma is supportive of breastfeeding.
- ◆ Mom has never pumped breastmilk before.

Practice Activity and Skill Check Answers

Answers are given only when there is a specific answer.

Lesson 6-1: Are Vitamin Supplements Needed?

Skill Check (Lesson 6-1, page 6)

Question #1

Samantha—may be at risk.

Samuel—not at risk.

Suzanna—may be at risk.

Skill Check (Lesson 6-1, page 6)

Question #2

Give her the handout *Babies and Vitamin D* and refer her to the baby's health care provider.

Skill Check (Lesson 6-1, page 6)

Question #3

Baby is older than 6 months and the family gets water from a community water system that is *not* fluoridated or uses well water.

Lesson 6-2: Breastfeeding an Older Baby or Toddler

Practice Activity (Lesson 6-2, page 11)

The staff did a good job handling this case.

Lesson 6-3: Growth Concerns

Skill Check (Lesson 6-3, page 4)

Question #1

This is a “slow-to-gain” baby.

Skill Check (Lesson 6-3, page 5)

Question #2

This is an underfed baby.

Review Activity—Chapter 7

Guidance for Training Supervisor

1. This Review Activity is a self-evaluation. A meeting with the student is not required.
2. If the student requests a meeting:
 - ◆ Answer questions from the student as needed.
 - ◆ Help the student find the answers within the module or in other reference books.
 - ◆ Talk about how the student did on the Practice Activities and Skill Checks in each of the lessons in Chapter 7.
3. If needed, help student schedule breast pump training.

Relevant WIC Policy

- 712—Breastfeeding: Breast Pump Distribution Guidelines.
715—Breastfeeding: Procedures for Ordering Breast Pumps.

Review Activity—Chapter 8

Guidance for Training Supervisor

1. This Review Activity is a self-evaluation. A meeting with the student is not required.
2. If the student requests a meeting:
 - ◆ Answer questions from the student as needed.
 - ◆ Help the student find the answers within the module or in other reference books.
 - ◆ Talk about how the student did on the Practice Activities and Skill Checks in each of the lessons in Chapter 8.
3. If needed, help the student schedule observations.

Review Activity—Chapter 9

Guidance for Training Supervisor

1. This Review Activity requires the Training Supervisor to meet with the student.
2. During the meeting:
 - ◆ Talk about how the student did on the Practice Activities and Skill Checks in each of the lessons in Chapters 7, 8 & 9.
 - ◆ Answer questions from the student as needed.
 - ◆ Help the student find the answers within the module or in other reference books.
3. Indicate on the *Competency Achievement Checklist* when the student has met the objectives for Chapters 7, 8 & 9.
4. Make plans for the *Posttest* and observation of the student's first breastfeeding client appointment.

Answers—Posttest—Level 1

True or False?

Circle whether the statement is true (T) or false (F).

- T F Breastfeeding protects a baby's health.
- T F Breastfeeding protects a breastfeeding mom's health.
- T F During the first six months of life, breastmilk is all most babies need to eat/drink.
- T F There are a few women who cannot or should not breastfeed.
- T F All WIC staff in my agency should promote breastfeeding.
- T F I feel confident in my ability to talk to women about breastfeeding.

Answers—Posttest—Level 2

True or False?

Circle whether the statement is true (T) or false (F).

- T F Breastfeeding protects a baby's health.
- T F Breastfeeding protects a breastfeeding mom's health.
- T F During the first six months of life, breast milk is all most babies need to eat/drink.
- T F There are a few women who cannot or should not breastfeed.
- T F All WIC staff in my agency should promote breastfeeding.
- T F I feel confident in my ability to talk to women about breastfeeding.
- T F Most moms will breastfeed even if their family and friends think they shouldn't.
- T F The best way to prevent engorgement is to breastfeed frequently.
- T F "Normal" nipple soreness shouldn't last through the whole feeding.
- T F Rocking is a good way to calm a fussy baby.
- T F A woman can stop milk from leaking from her breast by pressing on her nipples with her forearms.
- T F A baby with jaundice should be evaluated by the baby's health care provider.
- T F Some preterm babies may need to drink human milk fortifier in addition to breastmilk.
- T F Breastfed babies who do not get enough sunlight may need Vitamin D supplements.
- T F It is okay to breastfeed a baby past their first birthday.

- T F Some babies are “slow to gain” weight and are still normal.
- T F It is best to wean babies from the breast gradually.
- T F Different cultural practices may have a positive influence on breastfeeding.
- T F All breastfeeding women need breast pumps.
- T F Breastfeeding classes should always cover “how-to” information.
- T F I know where to find the breastfeeding pamphlets and videos in my clinic.
- T F A woman who smokes should not breastfeed.
- T F A breastfeeding mom can have an occasional alcoholic drink.
- T F There are certain foods that all breastfeeding moms should avoid eating.
- T F A mom who is breastfeeding should not take birth control pills.
- T F A breastfeeding woman needs to eat well to make good quality breastmilk.
- T F Going back to work usually means a mother will need to stop breastfeeding.
- T F Breastfeeding is embarrassing for some women.
- T F It is OK for a woman to breastfeed in public.
- T F I feel prepared to respond to breastfeeding concerns.
- T F I would like more breastfeeding training.
- T F I feel I am able to help women breastfeed.

Fill in the Blank

Fill in the blank with the correct answer.

Moms should breastfeed **8–12** times in 24 hours.

A baby who is getting enough breastmilk should have **at least 6** wet diapers and **at least 3** poopy diapers a day.

A breastfeeding woman with flu-like symptoms may have **mastitis**.

A sleepy newborn should be woken up to nurse every **3** hours.

Short Answer

Describe how a baby should look when properly latched on.

Answer:

- ◆ Mom is sitting comfortably.
- ◆ Baby is supported by pillows.
- ◆ Baby is held tummy to tummy with his mouth at chest level.
- ◆ Mom holds breast using “C” or “U” hold.
- ◆ Baby’s mouth is open wide and taking in much of the areola.
- ◆ Baby’s lips are flanged out.
- ◆ Baby’s cheeks are not dimpled.
- ◆ Baby is not making clicking or smacking sounds.
- ◆ Baby is held close to the breast.
- ◆ Baby makes deep jaw movements when sucking.
- ◆ Audible swallowing is heard.



List 2 early feeding cues.


Answer:

- ◆ Licking, smacking or sucking movements with mouth.
- ◆ Brings hands to face.
- ◆ Sucks on hands.
- ◆ Makes soft cooing or sighing sounds.
- ◆ Roots (opens mouth wide and turns head in search of breast).
- ◆ Makes rapid eye movements.

Case Study

Read the following scenario and answer the questions that follow.

You have been talking with Svetlana, a new prenatal client. She is not sure if she wants to breastfeed. Because her mom couldn't breastfeed, she is not sure if she will be able to either.

What questions would you ask Svetlana? 
What information would you give her?

Answer:

The counselor should:

- ◆ Ask open-ended questions.
- ◆ Ask probing questions.
- ◆ Affirm the clients feelings.
- ◆ Provide education based on the clients needs.
- ◆ Provide appropriate education.
- ◆ Provide appropriate handouts.
- ◆ Provide culturally sensitive information.

Observation Checklist

NOTE

Master copy—make copies before using.

- ◆ Use the checklist on the back of this page to evaluate the student during practice client interaction scenarios.
- ◆ After the observation, discuss with the student the areas that he/she did well and the areas that need improvement.
- ◆ Give positive feedback on the areas well done.
- ◆ Give specific suggestions on how to improve areas that need improvement.
- ◆ If needed, make up another scenario to practice areas that need improvement.
- ◆ Keep the completed observation checklists until the student has completed the module.

Evaluation Criteria:			
	Yes	No	Comments
Asks open-ended questions.			
Asks probing questions.			
Affirms feelings.			
Provides education based on client's needs.			
Provides appropriate education.			
Provides correct information.			
Provides appropriate handouts.			
Provides culturally sensitive education.			
Demonstrates understanding of the breastfeeding information.			

Competency Achievement Checklist Breastfeeding Module

NOTE

Master copy—make copies before using.

Staff (Student) Name _____

Instruction Level (circle) 1 2 3

Local Agency _____

Training Supervisor: Evaluate the student's competency and achievement of the learning objectives appropriate to their instruction level at the following checkpoints.

At this Checkpoint:	Evaluate this:	Date Competency Achieved On:	Initials
Chapter 1 Review Activity	Student has achieved the appropriate learning objectives in Chapter 1.		
Chapter 3 Review Activity	Student has achieved the appropriate learning objectives in Chapter 2 and Chapter 3. Student has achieved all the evaluation criteria on the <i>Observation Checklist</i> during the Review Activity role-play.		
Chapter 5 Review Activity	Student has achieved the appropriate learning objectives in Chapter 4 and Chapter 5. Student has achieved all the evaluation criteria on the <i>Observation Checklist</i> during the Review Activity role-play.		

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Continued from page 41

At this Checkpoint:	Evaluate this:	Date Competency Achieved On:	Initials
Chapter 6 Review Activity	Student has achieved the appropriate learning objectives in Chapter 6. Student has achieved all the evaluation criteria on the <i>Observation Checklist</i> during the Review Activity role-play.		
Chapter 9 Review Activity	Student has achieved the appropriate learning objectives in Chapter 7, Chapter 8 and Chapter 9.		
Posttest	Student has achieved a score of 90% or better.		
Review "breast-feeding file"	Student has compiled a "breastfeeding file."		
Observation of student during a certification appointment with a breastfeeding client.	Student has achieved all the evaluation criteria on the <i>Observation Checklist</i> during the certification appointment observation.		

I verify that _____ has achieved the learning objectives of the Breastfeeding Module and is competent to provide breastfeeding services in WIC per his/her job duties. She meets the criteria set by the state to receive a certificate of completion for this module.

Signed _____ Date _____
(Training Supervisor)

NOTE:

Upon completion of this form:

1. File the form in the appropriate personnel file in accordance with WIC Policy 440.
2. Enter the module completion date information in TWIST.