

ADMINISTRATIVE POLICIES AND PRACTICES WPPM #130-70

Subject: Local Agency Staff Requirements

Item: Registered Nurse (RN): Requirements and Responsibilities

PURPOSE:

To define the role and responsibilities for Registered Nurse (RN) in the WIC program.

POLICY:

- I. To work in the WIC Program a RN must have a minimum of a bachelor's degree in a health-related field. The degree may have been earned from institutions within or outside the United States.
- II. RN staff may provide services to participants with any nutrition need.

REQUIREMENTS:

- I. If a staff person eligible to become a RN does not pass the registration examination within the six months application period, but they remains eligible to test with the Board of Registered Nursing, the local agency (LA) may use their own discretion on whether the staff person continues employment at the RN pay scale until the examination is passed. However, the California Department of Public Health, Women, Children and Infants Division (CDPH/WIC) recognizes a staff person that does not pass the examination within the first six months as a WIC Nutrition Assistant (WNA) may only provide services within a WNA's scope of practice.
- II. Upon request, a LA must provide CDPH/WIC with verification of an employee's qualifications. Verification for RNs must be in the form of the current California Board of Registered Nursing certification card.
- III. If an employee has previous WIC experience, the LA must request and retain copies of these forms and documents from the previous agency or from the employee.
- IV. The LA must retain the verification forms and documents for a minimum of three years following the termination of an employee.
- V. A RN must complete the number of continuing education units required to maintain their professional certification.

AUTHORITY:

[7 CFR §246.2](#)

[7 CFR §246.6\(b\)\(2\)](#)

[California Business and Professional Code §§2725-2742](#)