

SECTION: ADMINISTRATIVE POLICIES AND PRACTICES

SUBJECT: Local Agency Staff Requirements

ITEM: Degreed Nutritionist (DN): Requirements and Responsibilities

Purpose

To define the role and responsibilities for Degreed Nutritionist (DN) staff employed in the WIC program.

Policy

The Degreed Nutritionist (DN) has a bachelor's degree in a nutrition-related field. The degree may have been earned from institutions within or outside the United States. DNs do not require WNA certification to perform the tasks described in this policy. The DN shall work under the supervision of a RD.

Authority

7 CFR 246.2 and 7CFR 246.6 (b) (2)
State Mandate

Requirements

- I. A DN shall possess a bachelor's degree in a *nutrition*-related field. See the DN Standards for Competency worksheet for a list of degrees in nutrition-related fields. If the degree is not on this list, consult with your Regional Nutritionist for approval.
- II. The Local Agency (LA) shall complete and maintain the DN *Standards for Competency* worksheet and college transcripts. Upon request, the LA shall provide the State Agency (SA) with verification of the DN's qualifications.
- III. If an employee has previous WIC experience, the LA shall request and retain copies of these forms and documents, from the previous agency or from the employee.
- IV. Local agencies shall retain the verification forms and documents for a minimum of three years following the termination of an employee.

- V. Every five years a DN shall complete 50 continuing education units that are equivalent to those allowable for an RD or DTR.

Responsibilities

DNs with bachelor's degrees may provide services to participants with any nutrition need.

Degreed Nutritionist (DN) & Masters Degreed Nutritionist (MDN) Standards for Competency

Name of Candidate _____ DN MDN Local Agency _____

Instructions: Use this worksheet to evaluate your candidate:

- ◆ **Part A** - Hold at least one of the 5 “Credentials”. Indicate all credentials that apply.
- ◆ **Part B** - Under “Nutrition Knowledge”, a minimum number of core courses (**# 6, 7, 8, 13, 16 and 17 – bolded below**) are required.
- ◆ **Part C** - Must have experience or meet the competencies listed. Interpretation of Part C is up to the discretion of the RD doing the evaluation. (WNA certification is encouraged).

A. CREDENTIALS/VERIFICATION	YES	NO	MTH/YR AWARDED
1) Certified Nutrition Specialist with the American College of Nutrition**. Attach copy of certification.			
2) Master’s Degree, Nutrition Related Field. Attach transcript.			
3) Bachelor’s Degree, Nutrition Related Field. Attach transcript			
4) Verification Statement: Completion of academic requirements (Didactic Program in Dietetics or <i>DPD</i>) approved by the American Dietetic Association (ADA). Attach copy.			
5) Verification Statement: Verification of eligibility to take the RD exam. Attach copy.			
B. NUTRITION KNOWLEDGE- <i>indicate coursework completed.(If the answer to #1,- #5 is yes – skip#6-20).</i>	YES	NO	COMMENTS
6) Basic Human Nutrition or Life Cycle Nutrition			
7) Maternal, Child, & Infant Nutrition or Pediatric Nutrition			
8) Diet Therapy, Clinical Nutrition or Disease and Medical Nutrition Therapy			
9) Nutritional Care			
10) Preventative Nutrition/Wellness			
11) Introduction to Dietetics			
12) Nutrition Education Methods			
13) Community Nutrition			
14) Healthcare Management			
15) Nutrition and Metabolism			
16) Food Selection/Preparation			
17) Psychology/Comparable Course			
18) Biochemistry			
19) Human Anatomy/Lab			
20) Physiology/Lab			
C. COMPETENCIES/EXPERIENCE	YES	NO	LENGTH OF TIME
21) Public Health Program(s)			
22) Community Program – Direct Public Service			
23) Cultural Diversity			
24) Counseling Skills			
25) Nutrition & Health Assessment			
26) Nutrition Education Planning			
27) Communication Skills			
28) Referrals and Outreach			
29) WNA Certification			

Candidate Approved by (Local Agency RD) _____ Date _____

Degrees in Nutrition Related Fields

This is not a complete list. If the degree is not on this list, consult with your Regional nutritionist for approval.

Public Health Nutrition
Nutrition
Dietetics
Nutrition Science
Food and Nutrition
Food Science
Nutrition and Health
Community Nutrition
Home Economics with nutrition emphasis

Processing Certification Request

A local agency reviewer shall complete the Degreed Nutritionist/Masters Degreed Nutritionist/Master Degreed Nutritionist: Standards for Competency worksheet and review college transcripts. A Registered Dietitian (RD) must review and sign.