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**SECTION: ADMINISTRATIVE POLICIES AND PRACTICES**

**SUBJECT: Local Agency Staff Requirements**

**ITEM: Registered Dietitian: Requirements and Responsibilities**

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## **Purpose**

To define the role and responsibility of the Registered Dietitian (RD) in the WIC program.

## **Policy**

The local agency shall employ a (RD). The nutrition education and assessment components of the program shall be provided by, or under the direction of, a RD.

## **Authority**

Sections 7 CFR 246.2 and 246.6 (b) (2)

U.S. Department of Agriculture (USDA) Food and Nutrition Services Nutrition Services Standards - 1(E, F), 2(C), 3(C)

California Business and Professions code sections 2585-2586

22 CCR 40621

## **Requirements**

- I. The RD shall possess and maintain the RD credential or the right to use the term "registered dietitian" as approved by the Commission on Dietetic Registration (CDR) of the American Dietetic Association (ADA).
- II. Upon request, the local agency shall provide the state agency with verification of an employee's RD qualifications, such as a copy of current Commission on Dietetic Registration (CDR) certification card, or other document of certification from the ADA.
- III. If the employee has previous experience at another local agency, the Local Agency 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. The RD shall complete the number of continuing education units required to maintain their professional registration with the ADA.

## Responsibilities

- I. An RD shall be responsible for overseeing the development, implementation and/or evaluation of the following:
  - A. the local agency's Nutrition Services Plan;
  - B. the ongoing Quality Assurance plan;
  - C. the state or local agency nutrition protocols to be used when developing an Individual Nutrition Education Plan (INEP);
  - D. the nutrition education teaching outlines;
  - E. the WIC Nutrition Assistant (WNA) training and certification process for staff;
  - F. participation in outreach activities;
  - G. maintenance of contacts lists of referral agencies;
  - H. communication with healthcare organizations to facilitate access to health care;
  - I. communication with community organizations to promote healthy eating and ensure access to healthy food; and
  - J. organization of, including but not limited to, parks departments and local merchants to provide healthy living activities for WIC participants and the community.
- II. The local agency shall employ RDs to perform the following direct service activities:
  - A. refer participants with level 4 indicators of nutrition need to a provider for medical nutrition therapy (MNT).
  - B. provide counseling to support the MNT provided by the participant's health care provider.
  - C. develop the initial Individual Nutrition Education Plans (INEP) addressing level 3 and 4 indicators of nutrition need for participants. Develop protocols for the education for the level 3 and 4 participants by any non-RD staff.

- D. monitor participant records according to local agency developed quality improvement plan.
  - E. assure that all locally developed nutrition education materials for participants contain accurate, reliable, science-based, and culturally appropriate information, and
  - F. provide guidance to other staff on decisions to disqualify participants based on lack of indicators of nutrition need or improved status.
- III. The RD may also perform all functions designated for other types of WIC staff, such as providing nutrition education for level 1, 2, 3 indicators of nutrition need, or providing group education.
- IV. If the local agency subcontracts for the services of a RD, the following three requirements shall be met. The subcontract shall:
- A. follow the provisions of the Contract Management Binder (CMB) subcontract sections;
  - B. fully define the scope of nutrition services that will be provided; and
  - C. fully delineate all provisions by which the subcontractor must abide in order for the local agency to fulfill its obligations to the WIC program.