

New Employee Training Documentation

Please remember to send the required documents (scan/fax) to your consultant :

- *Applies to WIC Counselor positions (CNW, NES, Nutritionist, RD) hired since October 2012.*

1) Learning agreements (signed)

Arizona Department of Health Services - Arizona WIC Training
ARIZONA WIC NUTRITION EDUCATOR (CFA) TRAINING PROGRAM
LEARNING AGREEMENT

WIC Nutrition Educator Name _____
Agency: _____
Trainer Name: _____
Nutrition Educator Starting Date: _____

The WIC Nutrition Educator agrees to:

Complete all of the following Arizona WIC Training Courses and Activities within 60 months of the initiation of the learning agreement. Any modifications to the training plan must have approval from the Arizona WIC State Agency.

Nutrition Educator Initial: _____
Trainer Initial: _____

Getting Started with Arizona WIC

Introduction to WIC (online learning course) or state agency training

Introduction to WIC (online learning course) or state agency training

State agency orientation and training

Introduction to WIC (online learning course) or state agency training

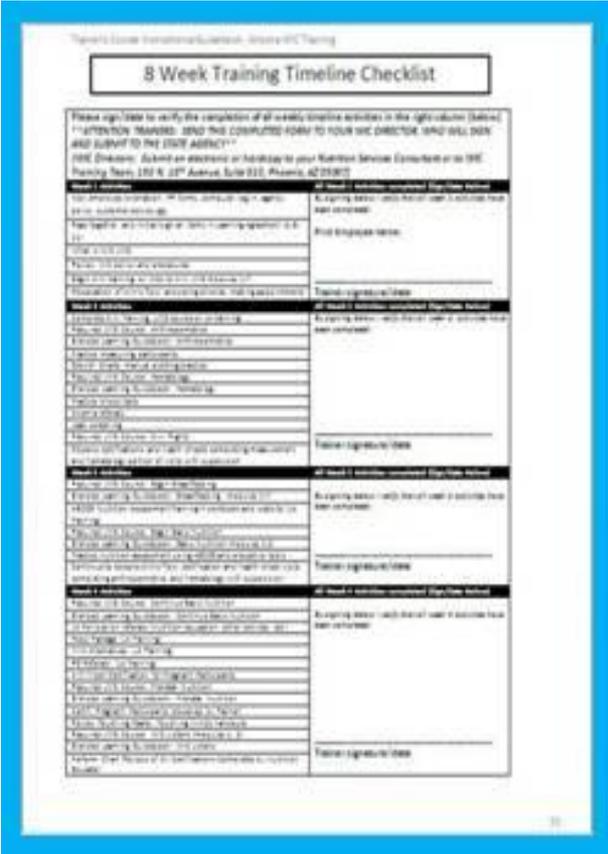
By signing this Learning Agreement, the Nutrition Educator and Trainer agree to complete the training and activities within the 60-month period required by the State Agency, according to the 3 Year Training Timeline.

Nutrition Educator Initial: _____
Trainer Initial: _____

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2) Phase 1 Checklist (aka 8-12 wk training timeline)

- initialed by Trainer, signed by Director



The image shows a document titled "8 Week Training Timeline Checklist" for "New Hire Training". It includes instructions for completion and a table with four columns: "Week 1 activities", "Week 2 activities", "Week 3 activities", and "Week 4 activities". Each column has a list of tasks and a corresponding "Trainer signature/date" field. The form is presented as a screenshot of a printed document.

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- 3) Phase 2 Checklist** (aka Monthly observations/Chart Reviews)
 - initialed by Trainer, signed by Director

Trainer's Local Informational Overview - Agency-002 Training

Monthly Chart Reviews and Observations

SAP to I/C Director upon completion, I/C Director sign and send to state agency

1 st Month	
1. I/C Director	Initialed by Trainer
2. I/C Director	Initialed by Trainer
3. Program/Department/Healthcare Organization/see side of sheet	
4. I/C Director	
Observations	Initialed by Trainer

2 nd Month	
1. I/C Director	Initialed by Trainer
2. I/C Director	Initialed by Trainer
3. Program/Department/Healthcare Organization/see side of sheet	
4. I/C Director	
Observations	Initialed by Trainer

3 rd Month	
1. I/C Director	Initialed by Trainer
2. I/C Director	Initialed by Trainer
3. Program/Department/Healthcare Organization/see side of sheet	
4. I/C Director	
Observations	Initialed by Trainer

4 th Month	
1. I/C Director	Initialed by Trainer
2. I/C Director	Initialed by Trainer
3. Program/Department/Healthcare Organization/see side of sheet	
4. I/C Director	
Observations	Initialed by Trainer

I/C Director Signature _____ Date _____

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4) Comprehensive Evaluation Checklist (signed by the WIC Director)

Form 10: Under-18-month-old Children - Arizona WIC Training

Send to WIC Director upon completion. WIC Director will sign and send to state agency.

Comprehensive Evaluation (complete certification with no errors)	Initial & Data Completed (with Employee Name)
Infant Certification	
Child Certification	
Pregnant Certification	
Postpartum Certification	
Breastfeeding Certification	

WIC Director: Please sign to certify receipt and approval of this record of comprehensive evaluation completion.

WIC Director Signature: _____ Date: _____

LMS Course Updates

July 10, 2013



Health and Wellness for all Arizonans

azdhs.gov



FFY 13 E-Learning Courses Released

1. 2013 Civil Rights

- Required to be completed by August 30 for all staff

2. Baby Behavior

- Required prior to Regional training for all staff;

FFY 13 E-Learning Courses (cont'd)

3. PCS – Setting the Stage (Customer Service) –

FFY13 - optional

FFY 14 - required

4. Principles of Influence – optional or required

FFY13 - optional

FFY 14 - required

5.

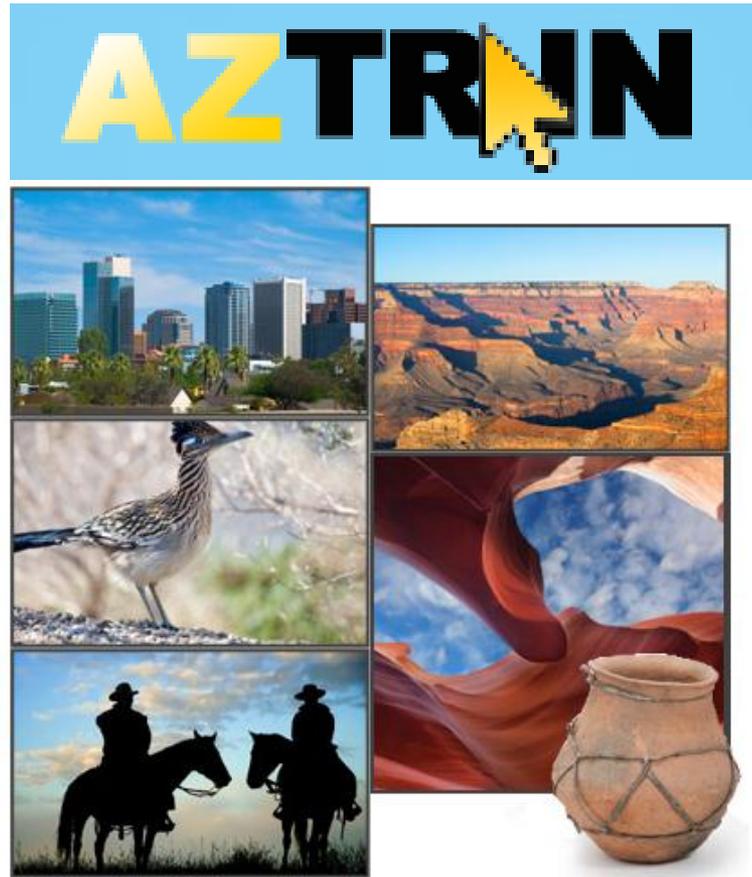
FFY 13 E-Learning Courses (cont'd)

5. Updated Nutrition Through the Life Cycle Courses – changed My Pyramid to My Plate

FFY 13 E-Learning Courses TBD

1. Non-invasive hemoglobin process – need volunteers for focus group
2. Nutrition Assessment – Content write-up with completion in FFY 14
3. Major revision of “What is WIC” – Content write-up with completion in FFY 14

All aboard! The TRAIN is leaving...



DATES TO REMEMBER

1. JULY 1 - All new employees are registered only on TRAIN
2. AUGUST 30
 - All current employees registered in SumTotal (GEO) need to complete all courses started.
 - All current employees need to complete Civil Rights.

DATES TO REMEMBER (cont'd)

3. SEPTEMBER 1 –

- No access to current SumTotal
- All employees should be registered on TRAIN-
- All historical data from SumTotal will be transferred to TRAIN