

Licensed Dietitian

Policy

Iowa Administrative Code:

All contract agencies shall employ at least one licensed dietitian to provide services for participants determined to be at high risk. Nutrition educators employed by a contract agency shall be supervised by a licensed dietitian.

Iowa Administrative Code:

Participants who are high risk, as defined in the Iowa WIC and Policy Procedure Manual, shall receive counseling and a nutrition plan of care developed by a licensed dietitian. The plan of care shall be documented in the participant record and shall include scheduling a minimum of individual education contact by a licensed dietitian.

Authority

Iowa Administrative Code: 641-73.5 (135)(3)

Iowa Administrative Code: 641- 73.9 (135)(1)f

Procedure

A Licensed Dietitian functions as a Competent Professional Authority (CPA) for determination of participant eligibility and certification.

Qualifications

- A WIC dietitian must be licensed in the state of Iowa by the Iowa Board of Dietetics. The individual must be hired as a nutrition educator until they have successfully passed the Commission on Dietetic Registration written examination, received their registration number, and received a license to practice dietetics in Iowa. (Iowa Administrative Code: 645-81 – Licensure of Dietitians)
- The following skills are desirable:
 - Professional work experience in public health services
 - Computer skills including word processing and/or data entry
 - Ability to overcome language/cultural barriers to connect with a diverse population of low-income populations

- Ability to work with community leaders and health professionals

Responsibilities

A licensed dietitian's responsibilities may include, but is not limited to the following:

- Functions as the Competent Professional Authority (CPA) for determination of program eligibility and certification
- Assess and document a participant's nutrition risk(s) including measuring length/height/weight, perform hematocrit or hemoglobin test, and complete the Nutrition Interview.
- Prescribe food packages
- Provide nutrition education, including breastfeeding promotion and support that is responsive to the participant's needs and interests
 - **Note:** High risk participants must be scheduled for at least one individual education contact by a licensed dietitian. If the initial contact was provided by a licensed dietitian, then the second contact can be provided by any CPA or a licensed dietitian as determined by the licensed dietitian that certified the participant. If the initial contact was provided by a non-Licensed Dietitian CPA, then the second contact must be provided by a licensed dietitian.
- Identifies and documents care plans
- Complete and follow-up on referrals to other health and social services
- Document screening and referrals for lead testing and immunizations
- Provide support to breastfeeding women and promotes breastfeeding efforts
- Serve as the staff person qualified to provide program nutrition information to interested professionals, outside agencies, organizations, and individuals
- Supervises other staff providing nutrition education (nutrition educators)
- Provides excellent customer service
- Participate in outreach activities
- Participant in quality assurance/improvement activities
- Assists the WIC Coordinator in developing needed program and personnel evaluation tools and plans
- Interacts with Various Programs
 - Participates in community needs assessment in the agency service area
 - Communicates or interacts with various programs including, but not limited to the following:
 - Iowa Department of Public Health
 - Department of Human Services
 - Maternal, Child and Adolescent Health
 - I-Smile
 - Early Head Start/Head Start
 - Public Health Nursing
 - Area physicians, HMOs, and hospital staff
 - Area Education Agency

- Family Planning agencies
- Lead Poisoning Prevention programs
- Child Health Specialty Clinics
- Child Care Resource and Referral agencies
- Staff of other WIC contract agencies
- Other community groups

Training

- Licensed Dietitians must complete training requirements as outlined in the policies “Local Agency Personnel Training”, “Training and Education Record”, and “New Employee Training Checklist”.
- **Note:** Full time licensed dietitians must attend at least nine hours of continuing education events per fiscal year. The number of hours planned for part-time staff should be prorated according to the number of hours worked.