
310.13**Registered Nurse Guidelines****Qualifications and Requirements**

Qualifications A WIC registered nurse (RN) must be registered in the state of Iowa.

Desirable skills The following experiences and skills are desirable:

- Computer skills including word processing and/or data entry;
- Professional work experience in public health services,
- Ability to work well with a diverse population of low-income persons with possible language/cultural barriers, and
- Ability to work with community leaders and health professionals.

Physical requirements This position may involve lifting up to 50 pounds.

Travel requirements Travel to outlying clinic sites may be required. Driving responsibilities and transportation scheduling are determined at each agency.

Supervision of registered nurses Registered nurses are responsible to the agency's WIC program coordinator and receive technical assistance from staff of the state WIC office.

If a registered nurse is functioning as a CPA and completing the diet assessment portion of the certification process, there must be a supervising licensed dietitian available for consultation, but is not required to be onsite during clinic.

Responsibilities

Introduction Registered nurses may have all or a combination of responsibilities in the following areas.

Clinic A registered nurse's responsibilities may include:

- Conducting the following assessments for determining nutritional risk:
 - Measuring length/height and weight,
 - Performing hematocrit or hemoglobin tests,
 - Completing the health screening, and
 - Completing the diet assessment,
- Functioning as the competent professional authority (CPA) for determination of program eligibility and certification;
- Assessing individual anthropometric, biochemical, and dietary data;
- Certifying or denying participation on the basis of nutrition risk;
- Provide nutrition education to WIC participants on a one-to-one or group basis;
- Promoting and supporting breastfeeding efforts;
- Functioning as a member of the agency chart audit team;
- Tailoring the WIC food package to best meet the dietary needs of each participant; and
- Supervising and delegating specific tasks to a licensed practical nurse in the clinic setting.

Data system A registered nurse's data system responsibilities may include:

- Setting up computers and printers correctly, and preparing for transport;
- Maintaining data system equipment;
- Entering information into the data system; and
- Report data system issues to the WIC HelpDesk

Health education A registered nurse's health education responsibilities may include:

- Serving as the staff person qualified to provide program and health information to interested professionals, outside agencies, organizations and individuals; and
- Providing basic health education in the area of infant, child and maternal health to WIC participants including breastfeeding promotion and support.

Continued on next page

Responsibilities, Continued

Nutrition education

A registered nurse's nutrition education responsibilities may include providing nutrition education contacts for both high-risk and low-risk participants. If a registered nurse provided the initial contact to a high-risk participant, then a licensed dietitian must provide the second nutrition education contact. If a licensed dietitian provided the initial contact to a high-risk participant, then a registered nurse could provide the second nutrition education contact at the discretion of the licensed dietitian.

Adjunct to health care

A registered nurse's responsibilities as an adjunct to health care may include:

- Assisting in the responsibility for referral of WIC participants to other sources of health care as needed, and
- Providing accurate documentation and follow-up of all referrals made.

Training

A registered nurse's training responsibilities may include:

- Attending meetings and conferences that enhance training and skills, and
- Providing health education orientation and general medical in-services to agency staff as needed.

Note: Local WIC agencies that utilize registered nurses for nutrition services should plan for nurses to attend at least four (4) hours of nutrition-related continuing education events per fiscal year. The number of hours planned for part-time and contract staff should be prorated according to the number of hours worked.

Grant management

A registered nurse's grant management tasks may include assisting the program coordinator in developing needed program and personnel evaluation tools and plans.

Continued on next page

Responsibilities, Continued

**Interaction
with various
programs**

The registered nurse's position may require communication or interaction with:

- Iowa Department of Public Health
- Department of Human Services
- Public Health Nursing
- Area physicians, HMOs and hospital staff
- Area Education Agency
- Family Planning agencies
- Lead Poisoning Prevention programs
- Child Health Specialty clinics
- Maternal Health programs
- Child Health programs
- Head Start
- Staff of other WIC contract agencies,
- I-Smile, and
- Other community groups.

Reference

Iowa Administrative Code 655-6.
