

ADMINISTRATIVE POLICIES AND PRACTICES WPPM #130-50

Subject: Local Agency Staff Requirements

Item: Degreed Nutritionist (DN): Requirements and Responsibilities

PURPOSE:

To define the roles and responsibilities for a Degreed Nutritionist (DN) in a local agency (LA) setting.

POLICY:

- I. The DN must possess a bachelor's degree in a nutrition-related field. The degree may have been earned from institutions within or outside the United States. A DN does not require WNA certification to perform the tasks described in this policy. The DN must work under the supervision of a Registered Dietitian (RD).

PROCEDURE(S):

- I. Requirements
 - A. If the degree is not listed, consult your Regional Nutritionist for approval. Degrees related the Nutrition Fields are as follows:
 1. Public Health Nutrition.
 2. Nutrition.
 3. Dietetics.
 4. Nutrition Science.
 5. Food and Nutrition.
 6. Food Science.
 7. Nutrition and Health.
 8. Community Nutrition.
 9. Home Economics with nutrition emphasis.
 - B. The LA must complete and maintain the DN Standards for Competency worksheet and review college transcripts. A RD must then review and approve the worksheet. Upon request, the LA shall provide CDPH/WIC with verification of the DN's qualifications.
 - C. If an employee has previous WIC experience, the LA must request and retain copies of these forms and documents from the previous agency or from the employee.
 - D. A LA must retain the verification forms and documents for a minimum of three years following the termination of an employee.
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E. Every five years a DN must complete 50 continuing education units that are equivalent to those allowable for a RD or Dietetic Technician, Registered.

II. Responsibilities

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

AUTHORITY:

[7 CFR §246.2](#)

[7 CFR §246.6\(b\)\(2\)](#)

Degreed Nutritionist (DN) & Masters Degreed Nutritionist (MDN)

Standards for Competency

Candidate name: _____ 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 AND. Attach copy.			
5) Verification Statement: Verification of eligibility to take the RD exam. Attach copy.			

B. NUTRITION KNOWLEDGE-indicate coursework completed.(If the answer to #1,- #5 is <u>yes</u> – skip#6-20).	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			

B. NUTRITION KNOWLEDGE-indicate coursework completed.(If the answer to #1,- #5 is <u>yes</u> – skip#6-20).	YES	NO	COMMENTS
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 _____