



Nevada WIC Program-Stage 2 Observations

REVIEWER: _____

DATE: _____

AGENCY: _____

CLINIC: _____

Staff Name and Job Position Training For		
Participant Name and Family ID		
Category (circle): I C WP WBF WPP	Appointment Type (check one): New Certification <input type="checkbox"/> Re-Certification <input type="checkbox"/> NE Contact <input type="checkbox"/> CHA <input type="checkbox"/> IHA <input type="checkbox"/> HR <input type="checkbox"/>	
Invest in the Interaction	Score	Notes
Greeted applicant/participant by name ; introduced self		
Obtained consent and reviewed purpose of gathering anthropometric measures		
Correctly entered medical data; verified less than 60 days old (if applicable)		
Weight/Length/Height	Score	Notes
Scales are zeroed and balanced before weighing individual		
Obtained accurate measurements by requesting: Dry diaper, light clothing, no shoes		
Weighed twice (n/a if digital equipment is used)		
Weighed to nearest ounce		
Length board used for infants & children under 24 months or unable to stand unassisted		
- Both legs are grasped and gently straightened for measurements (length)		
Length/Height measured twice (n/a if digital equipment is used)		
Standing height used for children over 24 months & women		
Measured using a stadiometer or non-stretched tape with a flat headboard		
- Heels slightly apart		
- Ankles, hips, and shoulder blades aligned		
- Eyes straight ahead with arms at sides		
- Without top hair adornment		
Length/Height is measured to nearest 1/8 inch		
Hemocue Lab Procedure	Score	Notes

√ = Complete, done correctly

N/A = Not applicable

∅ = Incorrect/partially done or not done

Cleansed and gloved hands for each test		
Gloves remained on until cuvette was disposed		
Correct site chosen (middle or ring finger; cannot have ring; heel when appropriate)		
Cleansed & dried site; site held to distend skin		
Correct puncture site and depth, first 2 - 3 drops wiped, pressure & bandage applied (no bandage under 2 years)		
Milking to collect blood; other method used - No squeezing		
Cuvette container with lid on and stored at room temperature		
The sharp edge of the cuvette is pointed downward		
Filled in one continuous draw; maintain contact with drop of blood; excess blood wiped off		
Hold cuvette to light to check for air bubbles, discarded if present		
Disposed used supplies properly in Biohazard/Sharps containers; trashcan as appropriate		
After each test, dispose of gloves and cleanse hands		
Blood values recorded accurately		
Masimo Pronto Procedure	Score	Notes
Cleansed hands (hand sanitizer okay for Pronto)		
Used on a client 2 years old or older; Cleansed & dried site		
Correct digit gauge used (adult, pediatric)		
Correct finger used (middle or ring; thumbs for small children - no rings or tight jewelry on hand being tested		
Sensor is aligned on finger correctly		
Sensor is shielded from excessive light		
Cable runs flat with no kinks or twists		
If unable to obtain reading, HemoCue machine is used		
Customer Service	Score	Notes
Staff logged out of WISH or locked computer when leaving the workstation		

√ = Complete, done correctly

N/A = Not applicable

Ø = Incorrect/partially done or not done

Clinic environment ensures confidentiality and privacy is maintained		
Accommodations were made to provide services/forms in participant's preferred language/ Focused on client when a translator was used		
Staff focused on the client and not just the computer		
Staff informed client of the right to complain/ complaint process		

NOTES

Trainee's Name	Staff position/title training for:
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How do you both feel the appointment went?



What area's do you both feel was done well?

What might trainee do different the next time?

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