

PC Policy #3: Approved PC Work Activities

Each category below summarizes the approved activities PCs have approval to bill for on their invoice. PCs should verify with their LPCC, Team Leaders and/or WIC staff who approves their monthly invoices.

1. Casework

- a. Breastfeeding support to WIC clients on an individual, one-on-one basis.
- b. Any referral contact with a WIC client; counseling documents are required to be completed.
- c. If the client declines PC services at the initial PC contact, only document the contact on the referral spreadsheet and do not create a client folder.
 - i. PCs may provide support by referring the client to local resources, WIC clinic, DBE, etc.
 - ii. PCs may notify the client that PC services will remain available in the future if needed.
- d. Any collaboration with WIC staff regarding client caseload.
- e. Completing Quarterly Reports.
- f. PCs will follow required client contacts as specified in [PC Policy #15: Required PC Client Contacts](#), as well as on the SOAP note and Chart Review form.

2. Support Groups

- a. Lead and/or PCs who have worked for 1 year or more may facilitate breastfeeding support groups for WIC clients only. Refer to [PC Policy #12: Support Groups](#).

3. Training

- a. NM WIC Peer Counseling training plan in TRAIN New Mexico.
- b. Approved WIC sponsored training.
- c. Mentoring and shadowing as outlined in PC program job descriptions.
- d. Receiving a chromebook or other supplies from a WIC clinic.
- e. Attending the monthly Statewide PC Meeting.
- f. Reading the monthly PC Newsletter.
- g. Annually reviewing policies, helpful hints, job description and scope of practice- when approved.
- h. On-going Education approved by the WIC Peer Counseling Manager and WIC Breastfeeding Manager.
- i. Meetings requested by your LPCC as needed.
- j. Refer to [Policy #1: Training Requirements](#).

4. Mentoring/Shadowing

- a. Mentoring and shadowing as outlined in PC job descriptions.
- b. Other mentoring/shadowing duties as assigned and described in [Policy #1 - Training Requirements](#).

5. Outreach (requires approval by WIC Peer Counseling Manager and WIC Breastfeeding Manager).

- a. Providing information to the community regarding the WIC Peer Counseling program.

- b. World Breastfeeding Week events, not the planning process.
- c. Community or Health events with WIC staff.
- d. Attend WIC-facilitated prenatal or breastfeeding classes to increase caseload.

6. Administrative: limited to 5 hours per month.

- a. Meeting with TL to get referrals, discuss client chart audits, submit time and payment invoices for review and approval, and to address other administrative concerns or issues.
- b. Attending a WIC regional or clinic staff meeting.
- c. Completing the PC End of Year evaluation and PC program survey.
- d. Reviewing emails.

Any activities outside of PC's job description and/or additional hours require approval. The Peer Counselor will send an email to the LPCC for approval. Then the LPCC will request approval from the WIC Peer Counseling Manager and WIC Breastfeeding Manager for approval.