

WIC Confidentiality - Competencies (For All WIC Staff)

NOTE: These general orientation competencies are designed for a high level understanding of the WIC Civil Rights policies and procedures and are incorporated into the *WI WIC Confidentiality Online Orientation Course* (launch date – October 2010) found on the Wisconsin *WIC Training Connection* website.

COMPETENCY AREA	COMPETENCY DESCRIPTION	COMPETENCY PERFORMANCE	NOTES/RESOURCES
A. CONFIDENTIALITY OVERVIEW	Understand basics of confidentiality policies.	Know confidentiality requirements.	* Resources for all topics are listed on the course home page - WIC Training Connection: Staff Development
B. FILES	Maintain participant confidentiality.	Describe how WIC participants are able to access their own file/data. Describe how others are able to access WIC participant files/data without consent. Describe how others are able to access WIC participant files/data with consent.	
C. CHALLENGES	Recognize challenges related to maintaining confidentiality.	Explain challenging situations in WIC that relate to confidentiality issues. Problem solve for challenging situations related to confidentiality in the WIC clinic. List ways in which WIC staff can maintain confidentiality of WIC participants on a daily basis	