

WRHA Community Nutrition Educator Program  
Frequently Asked Questions  
For agencies requesting service

**1) What is the Community Nutrition Educator Program?**

The Winnipeg Regional Health Authority (WRHA) Community Nutrition Educator (CNE) Program is a free service to support community programs and non-profit organizations with general healthy eating and food literacy information. Community Nutrition Educators are volunteers trained by WRHA Public Health Dietitians to provide reliable, unbiased, and current information on healthy eating and food to the community. The goals of the CNE Program are to enhance community food literacy through peer-to-peer education and skill development and to help build sustainable nutrition capacity within community agencies and support healthy food environments.

**2) Who can access the CNE Program?**

The CNE Program is accessible to non-profit agency or community organization within the Winnipeg Health Region.

**3) What if I have a budget for nutrition presentations?**

The CNE Program is for non-profit agencies and community groups who are unable to access funds for nutrition professionals. If you have a budget for nutrition presentations, please contact a private practice dietitian at the College of Dietitians of Manitoba:  
<https://www.collegeofdietitiansmb.ca/find-a-dietitian/speakers-bureau/>

**4) Is there a cost associated with the CNE program?**

- a) **Programming:** There is no cost to access a CNE volunteer. WRHA policy disallows all volunteers including CNE volunteers from accepting gifts or honorariums. Peer volunteers are what make the CNE Program successful.
- b) **Food:** If you have requested a cooking demonstration you will be responsible for purchasing the groceries. CNEs are not able to purchase supplies with their own money and request reimbursement from the agency. The public health dietitian will provide you with a copy of your selected recipe so you can purchase the ingredients.

## 5) What is the role of the CNE?

Community Nutrition Educators work with a variety of people and groups in all community areas of Winnipeg. CNE service includes:

- Community presentations on topics such as: healthy eating and food skills, grocery shopping, healthy relationships with food and information about food systems.
- Information booths and displays at health fairs.
- Facilitate community nutrition programs (i.e. Kids in the Kitchen or Livin' Better).
- Conduct cooking demonstrations with a variety of recipes.

## 6) What is the role of my community area Public Health Dietitian?

Public health dietitians help community organizations related to food and nutrition. Your community area public health dietitian can work with you to create sustainable change within your agency and provide additional nutrition resources. Your community area public health dietitian will ensure that the CNE volunteer(s) is/are prepared to complete your request and answer any questions you may have. The contact list for public health dietitians/nutritionist in your community area is located below and available at: <https://wrha.mb.ca/public-health/service/nutrition-promotion/>. If you are unsure of which community area your agency is located, please consult WRHA Mango Maps at:

<https://mangomap.com/cgreenwpg/maps/c45dba50-027a-11e6-b4e0-22000bb3a3a1/referral-lookup?preview=true#>

## 7) What topics fall outside the scope of a CNE?

CNEs follow a scope of practice which does not allow the volunteer to provide information or advice on specific health conditions (such as diabetes or heart disease), therapeutic diets, weight loss plans, and vitamin/mineral or herbal supplements. Your community area public health dietitian can help you to find a health professional such as a private practice dietitian, if you require presentation content that falls outside of the scope of a CNE.

## 8) Is there a minimum number of people who need to attend a presentation facilitated by a CNE?

The minimum attendance requirement to request CNE service is four participants. If less than four people show up for the session, cancellation of the CNE presentation is at the discretion of the CNE and the agency. We strongly recommend that a staff member attends the session. Attendance at the session can help to strengthen staff's knowledge about the topic and resources available in the community area, which can then be used to support community members in the future.

**9) What is the process to request a CNE?**

To request a CNE, complete the *Request for Community Nutrition Educator Service* form, available online at: <https://www.emailmeform.com/builder/form/ebeAtT51f240MRI6VnhE4>. If you have any questions or need assistance completing the form, contact the public health dietitian in your community area (FAQ#6) or a CNE Program lead (FAQ#15).

**10) What happens once I have submitted the request form?**

Once your form is submitted electronically you will receive a confirmation email. The public health dietitian in your community area will contact you for additional information, to clarify details and to determine if your request meets the requirements of the CNE Program.

If your request is accepted, you will be contacted again by the public health dietitian when a CNE has been matched to your request or if we are unable to match a CNE.

**11) What is the time frame for requesting a CNE?**

Allow at least 3 weeks' notice to allow an appropriate amount of time to complete the request process. The CNE Program relies on volunteers and is therefore occasionally unable to fill some requests. Please plan accordingly, so alternative arrangements can be made if a CNE is unavailable.

**12) What if my appointed CNE is ill or is unable to attend my event?**

If your appointed CNE is sick, or due to an emergency is unable to attend your agency event, they will contact you directly. Please ensure that the CNE has your phone number. If your request can be rescheduled, then the public health dietitian will be in communication with you and restart the process to match a CNE to your request.

**13) What is the follow-up after the CNE completes the request?**

Once the CNE has completed the request you can follow-up with the public health dietitian in your community area with any feedback, questions, or concerns. Please complete the *Agency Post-Placement Evaluation* form. This form will be emailed to you after the session and is available at: <https://www.emailmeform.com/builder/form/y0MvtBsCbW29gPJmZ2xcYaf>.

You may also be invited to participate in an interview or focus group for purposes of evaluating the CNE Program.

**14) How many times can I request a CNE?**

There is no set amount of times that you can request CNE service. If you require ongoing support from the CNE Program, your community area dietitian can explore other ways to meet your group education needs.

**15) What if I have feedback, questions, or concerns about the CNE program or a CNE volunteer?**

Please contact the CNE Program leads for questions regarding the CNE program or volunteers at [publichealthnutrition@wrha.mb.ca](mailto:publichealthnutrition@wrha.mb.ca).