

Implementing Point Two

Requirements for Point Two

Train all providers in the knowledge and skills necessary to implement this policy

All health care staff/workers (Level 1, 2, 3 & 4) who have contact with pregnant women, mothers and babies must be orientated to and understand their role within the Breastfeeding Policy; with orientation to the policy occurring within their first week of employment with the service. When the policy is revised or updated, all staff/workers should be informed of the changes.

A training needs analysis needs to be undertaken by the health service prior to the development of the education curriculum.

It is required that curriculum which adequately covers all the Baby Friendly Initiative best practice standards be produced for each staff education programme. Prior to submitting the curriculum, it is strongly recommended that the service liaise with NZBA to ensure it meets all of the requirements of the Seven Points and the Code.

The education programme will be delivered at a level appropriate to the health care worker's role (Level 1, 2, 3 or 4). All health care workers must have commenced the prescribed education programme appropriate to their role within six months of commencing employment with the service. Accurate attendance records will be kept and should be available on request to ensure the requirements of Point 2 are being met.

NZBA have developed, in conjunction with the Ministry of Health, the BFCI / BFHI Breastfeeding and Training Educational Requirements.

Basic Requirements

Sound basic training in the importance, management and practical aspects of breastfeeding for all health care workers who provide clinical care for breastfeeding mothers and babies is fundamental to the successful implementation of the Breastfeeding Policy. All health care workers providing direct service to breastfeeding women, should also have the knowledge and skills to comply with guidelines and procedures. They should have sufficient understanding of why breastfeeding is important and how it enables them to fulfil their role within the policy.

NZBA encourages health services to develop the capacity to deliver education and training programmes, as approved by NZBA, within their group of services. The programmes should be mandatory and include:

- Guiding Principles of *The Seven Point Plan*;
- Content of *The Seven Point Plan*;
- The International Code of Marketing of Breastmilk Substitutes and subsequent relevant WHA resolutions;
- Attitudes and barriers to breastfeeding; and
- Community support and resources for breastfeeding.

Orientation to the Policy

It is important that all health care workers are orientated to the policy within the first week of commencing employment with the service. Orientation can occur in a group setting or on a one-to-one basis with a supervisor or peer. A copy of the policy should be given to the health care worker for reference purposes and confirmation that the orientation has taken place is to be recorded.

During orientation, the health care worker's role within the policy should be discussed, i.e. if a Level 1 health care worker should be aware of who to refer the mother to should such breastfeeding advice be required.

Orientation to the policy is also important for agency staff who may be employed from time to time by the service; this ensures that their practice does not impact negatively on the overall care provided by the service.

Documentation

Education documentation should show that the relevant staff have received the minimum of hours of education as it pertains to their level.

A copy of the curricula or course outlines, for education and training in breastfeeding and lactation management, for various staff disciplines, together with the afore-mentioned documentation, should be provided for the document review. A training schedule for new employees should include orientation to the policy on arrival and a schedule for appropriate education within six months.

BFHI / BFCI Training and Education Requirements

The training and education requirements are for health practitioners and health workers who are working in the health system and especially for in-service education. They cover the:

- required knowledge, skills and abilities;
- level of knowledge, skills and abilities required for particular health practitioners;
- time required for training and education.

Training and education requirements have been developed using the BFHI and the BFCI requirements as a base but with further enhancements to provide a broader and more comprehensive level of skill and knowledge on which to build workforce capability.

The requirements do not prescribe competency or performance criteria; they give a list of required knowledge and skills for the different levels of service workers involved. The requirements are written to guide the educator on the content which would need to be included in a training and education package to meet the requirements.

Therefore, whilst we recommend this generic education framework, there will be a need to generate a more detailed learning outcome and consider the mode and methods of delivery for the individual, professional and cultural context by education providers.

The training and education requirements for health practitioners and health workers will fulfill the minimum NZBA criteria for Baby Friendly designation in New Zealand which have

been modified from the WHO/UNICEF BFHI criteria. These requirements have been adopted by the NZBA.

Apart from orientation to the Breastfeeding Policy for all non-clinical staff there are four main training levels for clinical staff within the BFCI education programme:

- **Level 1** is an “awareness level” and is applicable to health care staff who are in regular contact with the mother baby dyad but have no clinical role. For example, a manager or receptionist.
- **Level 2** is a “generalist level” and is applicable to health care staff who have contact with the mother baby dyad, but for whom this is not their primary role, for example, general practitioners, or practice nurse. Some Level Two practitioners may choose to share care with a breastfeeding specialist who can be accessed the same day. These practitioners will need to show evidence that they have made prior arrangements with the breastfeeding specialist for the shared care.
The referring practitioner will require infant feeding education which equates to a minimum of two hours of infant feeding education, which encompasses the mandatory subjects, every year since employment. If employed for three years this must equate to 6 hours in the previous 3 years.
Once six hours of breastfeeding education has been achieved within three years, which covers the mandatory subjects, then ongoing breastfeeding education for a Level Two Generalist staff member should equate to a minimum of 1 hour annually. This education needs to include a review of the Breastfeeding Policy and any relevant policies relating to infant feeding.
- **Level 3** is a “specialist level” and is applicable to health care staff who work directly with the mother baby dyad such as midwives, Plunket nurses/Well Child providers, practice nurses, child birth educators, and LMC GP’s.
- **Level 4** is an “expert level” health worker. These are classified as staff who have specialist expertise in infant and young child feeding. It is expected that these staff would be an International Board Certified Lactation Consultant (IBCLC) or working towards this qualification. This person would be employed by the facility, not only in a clinical role, but also to educate staff at all levels.

Level 1 provider / worker—“awareness”

At the time of assessment evidence must be provided to demonstrate that a minimum of 80% of Level One Awareness staff have completed the equivalent of one hour of education, which encompasses the mandatory subjects, every year since employment. If employed for three years this must equate to three hours in the previous 3 years.

For non-clinical / limited clinical staff, the education must include:

- the importance of breastfeeding
- the implications of formula feeding
- the guiding principles of The Seven Point Plan
- the content of The Seven Point Plan
- the Ten Steps to Successful Breastfeeding
- the protection of breastfeeding including the WHO International Code of Marketing of Breast-milk Substitutes and subsequent relevant World Health Assembly resolutions

Level 2 provider / worker—“generalist”

At least 80% health workers who have contact with the mother baby dyad but for whom this is not their primary role, are required to have completed 2 hours of infant feeding

education, which encompasses the mandatory subjects, every year since employment. If employed for over three years this must equate to 6 hours in the previous 3 years.

This education must include:

- the importance of exclusive breastfeeding for the first six months of life;
- the importance of sustaining breastfeeding following the introduction of complementary foods;
- the implications of formula feeding;
- the guiding principles of The Seven Point Plan;
- the content of The Seven Point Plan;
- the Ten Steps to Successful Breastfeeding
- the protection of breastfeeding including the WHO International Code of Marketing of Breast-milk Substitutes and subsequent relevant World Health Assembly resolutions;
- basic information on breastfeeding support and management.

Level 3—provider / worker—“specialist”

At the time of assessment evidence must be provided to demonstrate that a minimum of 80% of Level Three Specialist staff have completed the mandatory requirement of 21 hours of infant feeding education and, following this, ongoing education should equate to a minimum of 4 hours of infant feeding education annually. This ongoing annual education includes a minimum of 1 hour of clinical education. A 30 minute Breastfeeding for Maori Women education session must be attended during a 3 – 4 yearly ongoing education period.

The initial 21 hours of education must include:

- the importance of breastfeeding
- the importance of exclusive breastfeeding to six months
- the implications of formula feeding
- the guiding principles of The Seven Point Plan
- the content of The Seven Point Plan
- the Ten Steps to Successful Breastfeeding
- the protection of breastfeeding including the WHO International Code of Marketing of Breast- milk Substitutes and subsequent relevant World Health Assembly resolutions
- breastfeeding for Māori women, which reflects input from iwi or other relevant Māori groups/community organisations
- basic information on breastfeeding support and management.
- skill development related to breastfeeding support and management.
- attitudes and barriers to breastfeeding
- community resources that support breastfeeding

The supervised one-on-one clinical tuition must include:

- all practical aspects of positioning, aligning and latching of baby for breastfeeding
- the teaching of hand expressing breastmilk
- cup feeding technique
- safe and hygienic preparation, feeding and storage of breast-milk substitutes

Level 4—provider / worker—“expert”

A Level Four staff member

- must receive orientation to the Breastfeeding Policy and Artificial Feeding Policy on employment.

- attend a half hour session on Breastfeeding for Maori Women every three years.
- needs to seek peer supervision or review to affirm clinical competency.

There must be documented evidence demonstrating that the facility has arranged or supported appropriate ongoing annual education for this staff member to ensure 75 Continuing Education Recognition Points (CERPs) can be earned over a five year period enabling recertification.

- Programs with instruction specific to lactation are awarded [L-CERPs](#). (a minimum of 50 are required).
- Education on topics about the ethics of practice for IBCLCs is awarded [E-CERPs](#). (a minimum of 5 are required).
- [R-CERPs](#) can be earned from professional education that is related to the work of an IBCLC, but is not specifically about breastfeeding. (20 can be R CERPs).

Continuing Education Recognition Points (CERPs) can be earned not only by attending Conferences or seminars but also by preparing, researching and presenting education sessions at a level appropriate for IBCLC education. One (1) CERP is equivalent to sixty (60) minutes of instructional or preparation time.

Following the ongoing education the Lactation Expert, will update all staff education programmes based on current research and best practice.



A written curriculum should exist describing how the standards are covered

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Baby Friendly Community Criteria

| Orientation to the Breastfeeding Policy only | Orientation to the Breastfeeding Policy is required by ALL service workers. For those staff who have no clinical contact with pregnant women or mothers of young babies, such as managers or IT staff orientation to the Breastfeeding Policy on employment and three yearly (at each Policy review) is all the education that is required | | | |
|---|---|--|--|--|
| Level | Level One - Awareness no clinical role or a limited clinical role | | Level Two - Generalist | Level Three - Specialist |
| Definition | Health workers who have brief contact with the mother baby dyad and have no clinical role | Health workers who are in contact with the mother baby dyad but have a limited clinical role | Health workers who have contact with the mother baby dyad but for whom this is not their primary role. For example: this category would apply to a general practitioner or obstetrician who decides to share care with a professional breastfeeding specialist who can be accessed as necessary | Health workers who work directly with the mother baby dyad. |
| Examples | Managers and receptionists | Health promoters, Plunket volunteers, physiotherapists, specialist mental health nurses/workers. | General practitioners, paediatricians, obstetricians, a paediatric or practice nurse, dietitians. | Staff requiring this level of education include childbirth educators, Plunket nurses, Tamariki Ora nurses, Well child providers, Parents as First Teachers (PAFT workers) midwives, practice nurses, some general practitioners, obstetricians, Māori health workers, Pacifica health workers. |
| Initial education time required | The equivalent of one hour of education, every year since employment. If employed for over three years this must equate to three hours in the previous 3 years. | | The equivalent of two hours of education every year since employment. If employed for over three years this must equate to six hours in the previous three years. | A minimum of eighteen education hours and three hours of clinical training. |
| Ongoing education time required | Hours must equate to a minimum of one hour annually. | | Hours must equate to a minimum of one hour annually following the initial six hours of mandatory education. | The ongoing education programme must equate to the four hours annually which includes a minimum of one hour of clinical education. 30 minutes of Breastfeeding for Maori women must be covered within the three year period. |

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Table 3: Baby Friendly Community Criteria

| Level | Level One - Awareness no clinical role or a limited clinical role | Level two - Generalist | Level Three - Specialist |
|---|--|---|--|
| The initial education for BFCI must include | <ul style="list-style-type: none"> • The Seven Point Plan • The Ten Steps to Successful Breastfeeding • The protection of breastfeeding which includes the International Code of Marketing of Breast milk Substitutes and subsequent relevant WHA resolutions. • The definitions of infant feeding | <ul style="list-style-type: none"> • The Seven Point Plan. • The Ten Steps to Successful Breastfeeding • The protection of breastfeeding which includes the International Code of Marketing of Breast milk Substitutes and subsequent relevant WHA resolutions. • The definitions of infant feeding | <ul style="list-style-type: none"> • Content of 'The Seven Point Plan.' • Guiding principles of The Seven Point Plan. • The Ten Steps to Successful Breastfeeding. • The protection of breastfeeding which includes the International Code of marketing of Breast milk Substitutes and subsequent relevant WHA resolutions. • Basic information on breastfeeding support and management. • Skill development related to breastfeeding support and management. • Attitudes and barriers to breastfeeding. • Community resources for breastfeeding. • breastfeeding for Māori women, which reflects input from iwi or other relevant Māori groups/community organisations |
| Ongoing education for BFCI must include | Refresher of above. | Refresher of above. | Refresher of above. |

Level One List of Topics:

| | Topic |
|-----|---|
| 1. | Advocacy |
| 2. | Application to Scope of Practice |
| 3. | BFI and the Treaty of Waitangi |
| 4. | BFI in New Zealand |
| 5. | Communicating Positively |
| 6. | *Definitions of Infant Feeding |
| 7. | Reflective Learning |
| 8. | Self-Directed Learning |
| 9. | *Ten Steps to Successful Breastfeeding |
| 10. | *The International Code of Marketing of Breast-milk Substitutes |
| 11. | *The Importance of Breastfeeding |
| 12. | *The Importance of Exclusive Breastfeeding |
| 13. | *The Implications of Formula Feeding |
| 14. | *The Seven Point Plan |

*These subjects are compulsory

Level Two List of Topics:

| | Topic |
|-----|---|
| 1. | Acceptable Clinical Reasons for Supplementation |
| 2. | Advocacy |
| 3. | Anatomy and Physiology of the Breast (Culture vs Nature) |
| 4. | *Application of Knowledge to Scope of Practice |
| 5. | BFI and the Treaty of Waitangi |
| 6. | BFI in New Zealand |
| 7. | Clinical Breastfeeding Management |
| 8. | Communicating Positively |
| 9. | *Definitions of Breastfeeding |
| 10. | Ensuring Safe Formula Feeding |
| 11. | Hand Expressing |
| 12. | Positioning and Latching Baby to the Breast |
| 13. | Recognising Feeding Problems |
| 14. | Reflective Learning |
| 15. | Self Directed Learning |
| 16. | Safe Sleep Practices |
| 17. | *Ten Steps to Successful Breastfeeding |
| 18. | *The International Code of Marketing of Breast-milk Substitutes |
| 19. | *The Importance of Breastfeeding |
| 20. | *The Importance of Exclusive Breastfeeding |
| 21. | *The Implications of Formula Feeding |
| 22. | *The Seven Point Plan |
| 24. | *Alcohol Smoking Illegal drug Use and The Breastfeeding Mother |
| 25. | *Drugs during pregnancy, labour and breastfeeding |

*These subjects are compulsory

***Additional** compulsory topics for Doctors/ *Level Two

Level Three List of Topics:

| | |
|-----|---|
| 1. | Acceptable Sound Clinical Reasons for Supplementation |
| 2. | Advocacy |
| 3. | *Alcohol, Smoking and Illegal Drugs and Breastfeeding |
| 4. | Anatomy and Physiology of the breast - Culture vs Nature |
| 5. | *Assessing a Breastfeed/Positioning and Latching |
| 6. | Barriers to Breastfeeding |
| 7. | BFI in New Zealand |
| 8. | *BFI Practises and the Non-breastfeeding Woman |
| 9. | Breast Engorgement |
| 10. | Breastfeeding Definitions |
| 11. | Breastfeeding Devices |
| 12. | *Breastfeeding For Maori Women |
| 13. | Breastfeeding Legislation and Policy in New Zealand |
| 14. | Breastfeeding Patterns and Variations |
| 15. | Clinical Breastfeeding Management |
| 16. | Communicating Positively |
| 17. | *Complementary feeding |
| 18. | *Cup Feeding |
| 19. | *Drugs During Pregnancy and Breastfeeding |
| 20. | *Ensuring Safe Supplementation of an Infant |
| 21. | Feeding Plans |
| 22. | Growth Patterns and Charts |
| 23. | *Hand Expressing |
| 24. | Informed Consent |
| 25. | Reflective Learning |
| 26. | Safe and Unsafe Sleep Practices |
| 27. | Self-Directed Learning |
| 28. | Support Networks in the Community |
| 29. | *Sustained Breastfeeding |
| 30. | *Ten Steps to Successful Breastfeeding |
| 31. | *The Importance of Breastfeeding |
| 32. | *The Importance of Exclusive Breastfeeding |
| 33. | *The International Code of Marketing of Breast-milk Substitutes |
| 34. | *The Implications of Formula Feeding |
| 35. | *The Seven Point Plan |

*These subjects are compulsory

These topics are highly recommended

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Key Requirements for the development of the Education programme

1. New staff/health workers are orientated to the Breastfeeding Policy and are scheduled for education within six months of employment.
2. Staff/workers are notified if the Policy is updated or revised.
3. Staff/workers commence the education programme appropriate to their role within 6 months of commencing employment with the service.
4. The education and training programme for clinical staff working directly with breastfeeding mothers reflects the core content as outlined by NZBA and "The Seven Point Plan".
5. There is a copy of the course outline for the various categories of staff/health workers in breastfeeding promotion and support available for review.
6. There is a training schedule available for new staff/workers.
7. The basic level of training for **Level 3 & Level 4 workers** includes Breastfeeding for Māori Women.
8. There is ongoing in-service training for Level 1, Level 2, Level 3 and Level 4 staff / workers on breastfeeding, which meets the education guidelines.
9. There is service support for ongoing education for the Level 4 staff member(s) to ensure education materials and advice on infant feeding practices are current and evidence-based.
10. Staff requiring orientation to the Breastfeeding Policy only require an update three yearly at each policy review
11. Records are maintained of the breastfeeding education sessions attended by staff/workers.
12. All staff/workers are fully trained appropriate to their role (refer to training levels).
13. Staff/workers are fully trained and kept up to date, appropriate to their role, in the skills needed to assist breastfeeding mothers and babies.
14. Staff/health workers who have clinical responsibility for the care of pregnant women, breastfeeding mothers and children are able to answer questions on breastfeeding management correctly. (80% pass rate is required)
15. Staff who may be called upon to do so, are able to demonstrate breastfeeding management skills, including teaching mothers how to position and latch their babies correctly and how to hand express their breastmilk.

Documentation required for Point Two prior to Assessment

1. A copy of the education curriculum for **Level 1, Level 2, Level 3** and **Level 4** staff/workers.
2. Outline of how the staff education programme is delivered.
3. Evidence of an ongoing education programme.
4. A current list of all staff, for whom Point Two is applicable, with their individual date of employment.
5. Education records for staff / workers verifying that the required numbers of hours have been met within the specified timeframes.

Evaluation of Education Requirements

It will be important to assess each staff member individually. The type of education required depends on the contact the staff member has with I women. It may be, for instance, that service managers have definite clinical role(s) and therefore require Level 3 education. NZBA have put together guidelines for the facility to review, however it is not the role of the NZBA to identify the level of education required. If during the assessment, the education level delivered appears inadequate for a staff member, the service will be required to clarify how they came to that decision. In some cases services have underestimated the level of education required for some of their staff and this has led to the need for further education for the staff. The required standard must be achieved within the six month period given to the service following audit, in which they must rectify all issues identified at audit. If a service has any questions regarding individual categories we recommend contacting NZBA for clarification; this contact should be made well before assessment.

A Health Worker / Volunteer Definition:

An individual who provides a direct service in relation to the health of pregnant women, mothers and their children/ tamariki up to two years of age.

Recognition of prior learning:

Health workers are encouraged to continue ongoing education once they have achieved their chosen qualifications.

On employment the NZBA encourages documentation be recorded of any previous infant feeding education the new employee has attended in the previous five years.

These education hours may be included in the training data for that individual providing:

- The topics are appropriate/applicable to infant feeding
- The tutor had the appropriate qualification to teach the subject
- Certificates of attendance and programme are sighted and copies retained for verification

Orientation to the Breastfeeding Policy:

All staff commencing work in the service must receive orientation to the Breastfeeding Policy. The orientation mechanism and subsequent training records are to be made available on request. It is an expectation that workers are re-orientated to the Breastfeeding Policy three yearly in-line with policy review procedures. Orientation to the policy must ensure that the staff member has read and understood the services commitment to the Seven Point Plan, *International Code of Marketing of Breast-milk Substitutes* and subsequent relevant World Health Assembly resolutions, and compliance to the Treaty of Waitangi.

New Employees:

This applies to staff working in the service who have been employed in the past 6 months. These staff must have had orientation to the service's Breastfeeding Policy and if in a clinical role or having any contact with pregnant women or mothers with infants, should

have been enrolled in the next available education session applicable to their assessed education level.

Workers who require orientation to the Breastfeeding Policy only:

Service workers requiring orientation to the Breastfeeding Policy only, are those workers who, in their role, do not have contact with pregnant women or mothers with infants or young children.

This level could include staff in management, medical records or in the geriatric services for instance.

Orientation to the Breastfeeding Policy gives these workers an overview of the philosophy of service in the support of breastfeeding and information pertaining to compliance required to the International Code.

These staff require orientation to the Policy at each Policy review.

Level One – ‘Awareness’:

These are classified as staff, who are employed by the service in a non-clinical or a limited clinical role, and who are in regular contact with pregnant women, mothers and their babies. For example cleaning staff, reception staff, clerical staff

Level Two – ‘Generalist’:

These are classified as staff who have contact with the mother / baby dyad and, who have a clinical role but for whom infant feeding is not a focus. These workers are able to refer to a Level 3 specialist for breastfeeding/infant feeding assistance. Generalist staff could include General Practitioners, dietitians, Family Start workers and some practice nurses. This level does not include Lead Maternity Carers or well-child providers who have direct contact with pregnant women, mothers and their babies.

A health worker, such as a practice nurse, could be ‘categorised’ as a Level Two worker because she/he works in the service as the ‘wound’ nurse. However another practice nurse in the same practice, who immunises infants and often discusses feeding progress, should be educated to a Level Three worker to ensure her advice and awareness of the information she receives is managed appropriately.

It is very important that staff support women within their scope of practice – any infant feeding issues which fall outside the individual worker’s scope of practice must prompt a referral to the appropriately trained worker in the service.

Level Three – ‘Specialist’:

These are classified as the clinical staff who are working in the service directly with pregnant women and/or mothers of infants and young children. These may include Lead Maternity Carers, practice nurses, Well-Child Providers and in some cases support staff who work in a clinical capacity, in the community, with mothers and their babies

Level Four: ‘Expert’;

These are classified as staff who have specialist expertise in infant and young child feeding. It is expected that these staff would be an International Board Certified Lactation Consultant (IBCLC) or working towards this qualification. This person would be employed

by the service, not only in a clinical role, but also to educate staff at all levels, on infant feeding.

Note:

It is recommended there be at least one Level Three or Level Four staff member, in the service, available for mothers on referral.

Recognition of prior learning:

Health workers are encouraged to continue ongoing education once they have achieved their chosen qualifications.

On employment the NZBA encourages documentation be recorded of any previous infant feeding education the new employee has attended in the previous five years.

These education hours may be included in the training data for that individual providing:

- The topics are appropriate/applicable to infant feeding
- The tutor had the appropriate qualification to teach the subject
- Certificates of attendance and programme are sighted and copies retained for verification

Further clarification:

In some cases further clarification may be required as to a health worker / volunteer's role within the service prior to determining what level of education is appropriate.

On the following pages are some ideas you may like to use to document staff education.

A certificate for each individual staff member could be retained in a folder. This allows for easy identification of those staff who have completed the mandatory education and the ongoing education is documented on the reverse of the initial record.

Safe and Unsafe Sleep Practices:

The NZBA work alongside 'Change for Our Children' (www.changeforourchildren.co.nz) to encourage safe sleep practices with parents of young infants and children.

Breastfeeding mothers, in particular, are likely to feed their babies in their bed and it is well recognised that many will fall asleep with their baby. It is therefore very important that the NZBA incorporate, in their education, requirements for staff, pregnant women and mothers which cover safe and unsafe sleep practices.

Health workers can gain one hour of education time by completing the 'Baby Essentials' and 'Through the Tubes' on-line education programme.

'Baby Essentials' can also be completed by women, mothers and their partners.

Educators can access all information necessary on the topic from the website above.

Handouts and powerpoint presentations can be accessed to view or to use in classes.

The NZBA does not distribute safe or unsafe education packages as our role is to support the practices identified by the professionals at 'Change for Our Children'

Breastfeeding Education Hours: Staff who have commenced work at the service in the past 6 months

Data compiled by:

Date:

Service:

| Name | Start Date | Level 1, 2 or 3 | Date of Policy Orientation | Mandatory education completed | Prior Learning: (Date / Time) | | | | | | Education since commencing employment | Planned education date set as: | Total number of completed breastfeeding education hours |
|---------------------|-----------------|-----------------|----------------------------|-------------------------------|-------------------------------|----------------|-------------------------------|---|---|------------------------------------|---|--------------------------------|---|
| | | | | | The Seven Point Plan | The Code | Breastfeeding for Māori women | Care of the Non-Breastfeeding mother and baby | Clinical Hours | Documentation available on request | | | |
| <i>Lesley Brown</i> | <i>12/10/11</i> | <i>3</i> | <i>13/10/11</i> | <i>Yes 1/3/10</i> | <i>21/4/09</i> | <i>21/4/09</i> | <i>27/5/09</i> | <i>29/09/09</i> | <i>2/10/09(1) 5/10/09(1) 28/2/10(1)</i> | <i>Yes</i> | <i>Policy Orientation Initial Study Day (13/12/11) 6hrs</i> | <i>21 + 6.5</i> | |
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Insert the date, in the columns provided, of each component of education and / or the completed number of hours

Breastfeeding Education Hours: Awareness Level One (80% have completed the equivalent of one hour of education, which encompasses the mandatory subjects, every year since employment. If employed for over three years this must equate to three hours in the previous 3 years)

Data compiled by:

Date:

Service:

| Name | Start Date | Non-Clinical Staff Dates & Times | | | | Planned education dates | Total number of completed breastfeeding education hours |
|------|------------|----------------------------------|----------------------|----------|-------------------------|-------------------------|---|
| | | Date of Policy Orientation | The Seven Point Plan | The Code | Documentation available | | |
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Insert the date, in the columns provided, of each component of education and / or the completed number of hours

Breastfeeding Education Hours: Generalist Level Two (80% have completed 2 hours of infant feeding education, which encompasses the mandatory subjects, every year since employment. If employed for over three years this must equate to 6 hours in the previous 3 years)

Data compiled by:

Date:

Service:

| Name | Start Date | Generalist Staff (Dates and Times) | | | | | Planned education dates | Total number of completed breastfeeding education hours |
|------|------------|-------------------------------------|----------------------|-------------------------------------|------------------------------|-------------------------|-------------------------|---|
| | | Orientation to Breastfeeding Policy | The Seven Point Plan | The International Code of Marketing | The Risks of Formula Feeding | Documentation available | | |
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Insert the date, in the columns provided, of each component of education and / or the completed number of hours

Breastfeeding Education Hours: Specialist Level Three (80% have completed the mandatory requirement of 21 hours and following this, ongoing education equates to 12 hours of infant feeding education. This includes a minimum of 3 hours supervised clinical education and a 30 minute Breastfeeding for Maori Women education programme in the last 3 years)

Data compiled by:

Date:

Service:

| Name | Start Date | Specialist Staff: Dates & Times | | | | | | | | | Planned education date | Total number of completed breastfeeding education hours |
|------|------------|-------------------------------------|----------------------|-----------------------|-------------------------------|--|------------------------------|------------------|--------------------------------------|-------------------------|------------------------|---|
| | | Orientation to Breastfeeding Policy | The Seven Point Plan | The Code of Marketing | Breastfeeding for Māori Women | Orientation to the Artificial Feeding Policy & the Care of the Non-breastfeeding mother & baby | The Risks of Formula Feeding | Clinical Tuition | Other related breastfeeding sessions | Documentation available | | |
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Insert the date, in the columns provided, of each component of education and / or the completed number of hours

Breastfeeding Education Hours: Expert Level Four (On employment has received Orientation to the Breastfeeding Policy and Artificial Feeding Policy, has attended a one hour Breastfeeding for Maori Women session, peer review is encouraged to confirm clinical competence, is supported by the facility to attain adequate CERP's for IBCLC recertification)

Data compiled by:

Date:

Service:

| Name | Start Date | Expert Staff Dates and Times | | | | | | | | | | Estimated number of CERP's gained since IBLCE |
|------|------------|--|---|-------------------------------|----------------------|-------------------------------------|-----------------------------|-----------------|-----------------|-----------------|-------------------------|---|
| | | Review of or Orientation to Breastfeeding Policy | Review of or Orientation to the Artificial Feeding Policy & the Care of the Non-breastfeeding mother & baby | Breastfeeding for Maori Women | Clinical Peer Review | Lactation Sessions prepared (hours) | Lactation Sessions Attended | L CERP's earned | E CERP's earned | R CERP's earned | Documentation available | |
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Insert the date, in the columns provided, of each component of education and / or the completed number of hours.



Baby Friendly Initiative Train-the-Trainer Workshop

The NZBA are able to provide this course as an option for a service, if required, to utilise to meet the standards for Point Two.

This workshop was developed to provide an educator with all of the courses required for the BFI Infant Feeding education of Levels 1 – 3 staff.

The Train the Trainer course spells out the skills and knowledge needed to implement the Baby Friendly standards. Participants will gain an understanding of how people learn and what factors need to be taken into account when implementing a programme of training. They will explore some basic teaching strategies and consider how these can be applied to the teaching of key topics relevant to Baby Friendly practice. All participants will be required to deliver at least one short presentation as part of the course.

Participants who have attended the course will be provided with a package of training materials including aims and learning objectives, sample lesson plans, ideas for how to teach each session, and slides which are presented as powerpoint presentations. All this will be developed in the format of a series of modules to help with programme planning. The course will focus on preparation of trainers in the effective use of this package.

The course materials are reviewed three yearly to ensure they remain current. The updated material is available for purchase for those who have attended the workshop.

Who is the course for? The Train-the-Trainer course is provided for those staff who have been identified as Baby Friendly trainers within the workplace i.e. have been given ring-fenced time to provide classroom training as part of the education programme.

The workshop will be held over **three days**.

Requirements for applicants:

To be considered for acceptance to participate in this workshop:

- *The applicant must submit current curriculum vitae*
- *Two referees with contact details (The referees need to be able to confirm breastfeeding knowledge/skills and/or teaching skills)*

Include documentation which can validate the following criteria.

Ideally the applicant must:

- *have attended a minimum of thirty hours of lactation education*
- *show clinical breastfeeding competence*
- *have adult educator experience*

The above records need be forwarded to the NZBA at least one month prior to the workshop. **On-line documentation is preferred.**

Approval to attend the course will be sent within one week of receipt of the material. Once approval has been confirmed a non-refundable deposit of \$250 is required, with full payment to be made prior to the workshop.

Train the Trainer Course details:

Who owns the training pack?

Whoever funded the participant's attendance at the course is the owner of the training materials. The training pack will be updated every three years and this will require the purchase of any new addition.

Who can use the materials?

Only trainers who have attended the Train-the-Trainer workshop, can use the material as they have signed an agreement declaring that the tool will be used only by them. This is to protect the integrity of the programme

Trainers must meet certain NZBA criteria to attend the three day course, i.e. have experience in breastfeeding and adult education.

What happens if the trainer leaves your employment?

In this situation the funder owns the training materials, but would need to send another suitable person to train to be accredited to use the training package .

Services are welcome to register any other educator, who meets the prescribed criteria, to attend the course at a reduced fee

Note: they would not receive another set of training materials.

What happens in the situation where your service has more than one educator and you want them all to use the one set of materials?

You may send any person, who meets the criteria as above, to attend a future workshop; the cost of them attending would therefore be reduced as no Train-the-Trainer materials would be required for them.

You can have up to a maximum of three educators using any one set of training materials at any one time.

Christchurch Based courses:

The cost of the workshop in Christchurch is \$1650.00 plus GST per course participant.

The fee for attending the Train-the-Trainer 3 day workshop (**with all resources deducted**) in Christchurch, the cost is currently \$600 + GST. If the workshop is held outside of Christchurch there will be additional costs to cover travel and accommodation expenses.

Any questions and all documentation should be addressed to:

The Learning and Development Facilitator

New Zealand Breastfeeding Authority

16 Sheffield Crescent,

P.O. Box 20-454

Bishopdale

Christchurch. 8543

Email: info@nzba.co.nz Telephone: (03) 3572 072 Ext. 204

Fax (03) 3572 074 Mobile: 027 284777

Overview



The 'Train the Trainer' three day course is designed to ensure those attending can deliver education which meets the standards set out in the 'BFHI/BFCI Breastfeeding Training and Education Requirements'. (Ministry of Health 2008)

The workshop initially addresses many aspects required for an understanding of the teaching of adult education.

Those attending will be introduced to the infant feeding education programme developed in consultation with both national and international IB-CLC's (International Board Certified Lactation Consultants) and a nationally accredited clinical educator.

The package covers the three levels of training necessary to meet the standards set for BFHI and BFCI accreditation.



New Zealand Breastfeeding Authority
Unit 1, 16 Sheffield Crescent
P O Box 20-454
Bishopdale
Christchurch 8543
Phone: 03 3572072
Fax: 033572074
E-mail: dawn@nzba.co.nz
Website: www.babyfriendly.org.nz



Train the Trainer Workshop





The Workshop

Purpose:

The purpose of this 3-day Training of Trainers course is to strengthen the capacity of a team of trainers by applying different training methodologies and principles of adult learning to the trainings of health service personnel and community-based health workers. These skills will be applied to the Breastfeeding Education, developed with consultation, by the NZBA.

Technical:

- ◆ Concepts and principles of adult learning
- ◆ Steps to behavior change
- ◆ Process of planning a training/ learning event
- ◆ Types of learning objectives
- ◆ Effective facilitation skills
- ◆ Advantages and disadvantages of effective training/learning methodologies
- ◆ Audio-visuals as a training tool
- ◆ Elements of a lesson plan
- ◆ Types of training/learning evaluation
- ◆ Components of a training/learning action plan

Skills

- ◆ Formulate achievement-based learning objectives
- ◆ Design lesson plans
- ◆ Apply a variety of effective training/learning methodologies
- ◆ Apply facilitation skills
- ◆ Use audio-visuals
- ◆ Practice training/learning sessions

Those attending receive all materials required to present all levels of compulsory education necessary to achieve the BFHI and BFCI accreditation.

These resources include :

- Lesson plans
- Research
- Powerpoint presentations
- Handouts
- ◆ Supporting resources

The cost of a Christchurch based - Train-the-Trainer course: \$1650 plus GST per person and \$600 plus GST for any additional trainer (sent by the owner of the package) to a maximum of three per resource. Courses held outside Christchurch will incur further costs.

Pre-requisite

As a pre-requisite to attend this three day workshop:

- ◆ The applicant must submit a current curriculum vitae, including references, to the New Zealand Breastfeeding Authority (NZBA).
- ◆ Ideally the attendee must :
 - ⇒ have attended a minimum of thirty hours of lactation education
 - ⇒ show clinical breastfeeding competence
 - ⇒ have adult educator experience

The above records must be forwarded to the NZBA at least one month prior to the workshop.

Approval to attend the course will be sent within one week of receipt of the material. On-line documentation is preferred.

Forward all documentation to:

Dawn Hunter IBCLC
New Zealand Breastfeeding Authority
16 Sheffield Crescent,
P.O. Box 20-454
Bishopdale
Christchurch. 8543
Email: dawn@nzba.co.nz
Telephone: (03) 3572 072 Ext. 204