

BFPC Procedures for Referring to WIC Level 3 or 4 Staff

See [Breastfeeding Scope of Practice by Staff Level](#) for a description of staff levels and issues/concerns that can be addressed by each staff level.

Yielding to a breastfeeding question or concern

Client in clinic	<p>Refer to BFPC ‘When to Yield’ or “Breastfeeding Scope of Practice by Staff Level”</p> <p>If the problem or situation is determined to be outside the scope of the BFPC/Senior BFPC, refer to WIC Level 3 or 4 Staff</p> <p>If staff member is unavailable to see client in person right away:</p> <ul style="list-style-type: none"> • How long until available? Are they at a different clinic site? • Is client willing to wait? <p>If it will be too long and client unable/unwilling to wait, tell the mother you would like to refer her to another WIC staff to provide additional assistance, and that the WIC staff person will contact her within 24-48 hrs.</p> <p>Document referral in MI-WIC system</p>
Client on phone	<p>Refer to BFPC ‘When to Yield’ or “Breastfeeding Scope of Practice by Staff Level”</p> <p>If the problem or situation is determined to be outside the scope of the BFPC/Senior BFPC, refer to WIC Level 3 or 4 Staff</p> <p>Tell the mother you would like to refer her to another WIC staff to provide additional assistance, and that the WIC staff person will contact her within 24-48 hrs.</p> <p>Document referral in MI-WIC system</p>

Referring to WIC Level 4 Staff in MI-WIC System

	<p>Go to ‘referrals’ tab in client record</p> <p>Double click on ‘Breastfeeding: Lactation Consultant’ to generate pop-up</p> <p>Add a row and select ‘WIC-IBCLC’ from the drop down menu</p> <p>Save and close</p> <p>Assure the client the IBCLC will reach out within 24-48hrs.</p> <p>Document detailed notes in BF Notes section</p> <p>Inform LA BF coordinator/IBCLC via email or phone call</p>
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Referring to WIC Level 3 Staff in MI-WIC System (When the IBCLC is not available for 24-48 hrs. (e.g. planned vacation or sick))

	<p>Go to ‘referrals’ tab in client record</p> <p>Double click on ‘Breastfeeding: Lactation Specialist’ to generate pop-up</p> <p>Add a row and select ‘WIC-CLC or CLS’ from the drop down menu</p> <p>Save and close</p> <p>Assure the client the breastfeeding specialist will reach out within 24-48hrs.</p> <p>Document detailed notes in BF Notes section</p> <p>Inform LA BF coordinator/IBCLC via email or phone call</p>
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Referring back to BFPC after consultation with Level 3 or Level 4 Staff

	<p>WIC DBE documents plan of care in client record</p> <p>Client will be then be placed on ‘client call back’ list for F/U by BFPC unless otherwise specified in plan of care</p> <p>Document client progress;</p> <p>If client is not following plan or plan is not working refer back to WIC Level 3 or 4 staff in MI-WIC system</p> <ul style="list-style-type: none"> • Document detailed notes in BF notes section • Inform BF Coordinator via email or phone
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*IBCLC- International Board Certified Lactation Consultant

*CLC- Certified Lactation Counselor

*BFPC- Breastfeeding Peer Counselor

*CLS- Certified Lactation Specialist

Courtesy of Macomb County L. Cody