

New Breastfeeding Peer Counselor Orientation Checklist

PC Name: _____ Hire Date: _____

Agency Name: _____

Regional LC Name: _____

Does the PC and local agency coordinator prefer in-person or virtual training? (Circle preference)

Training Dates and Setting/ Method: _____

Training Dates and Setting/ Method: _____

Training Dates and Setting/ Method: _____

Pre-orientation assessment:

No	In Progress	Yes	
			Have you already met with your LA BFC and received LA orientation ?
			Have you registered and completed Breastfeeding Basics ?
			Have you registered and completed the 2-hour online H.U.G. Your Baby training? https://miwicevents.com/hug-your-baby-the-roadmap-to-breastfeeding-success/
			Have you completed the required CCS training? Rethinking How We Listen & Respond (required within 6 months of hire) Log in to WIChealth.org > Click on Staff Training Academy > Click "Start Course" under Rethinking How We Listen and Respond" course. Complete lessons 1-6.
			Job Shadowing Opportunities: You might find the Job Shadowing PC Log a helpful tool to use when observing another PC. Have you observed another PC making phone calls or assisting a client with breast/chestfeeding in the clinic?
			Have you observed a WIC CPA certifying a pregnant or breast/chestfeeding client for WIC?
			Have you observed an IBCLC or other lactation expert assisting a new client with breast/chestfeeding in a hospital or WIC clinic?
			Do you have a PC mentor?

What do you think are your strengths?

What are some areas for growth?

What burning questions do you have?

Have you located these books in your local agency?

- Mother's Milk and Medications, Thomas Hale
- Breastfeeding Answers 2nd edition, by Nancy Mohrbacher

Have you reviewed the following resources for yourself?

Know nothing	Know a little	Know a lot	
			Review the PC Job Description
			Regional LC Map Ask questions, get the scoop on training, be mentored, and make a plan for advancement.
			Breastfeeding and Peer Counselor Trainings on the MPHl website.
			Breastfeeding for WIC Staff : scroll down for Training Resources and Staff Tools and Guides
			MDHHS Lactation Policy if you or a coworker are currently breast/ /chestfeeding or pumping and need a policy example.
			Data scroll down to the Program Evaluation, Planning and Management section. Knowing the numbers can be fun.
			Michigan Breastfeeding Network for advocacy, education, and community building.
			Breastfeeding State Laws
			Michigan WIC Peer Counselor Directory to find your colleagues. If you know of changes that need to be made to this document, let your Regional LC know.

Have you reviewed the [Breast/Chestfeeding Resources](#) website and clicked through each resource provided?

- [Breastfeeding Your Newborn Baby](#) by Nutrition Matters available in English, Spanish, & Arabic. Available in printed format or as an online resource. Ask your local agency breastfeeding coordinator for the password.
- [Ready, Set, BABY! resources](#) to download and use when educating clients
- [Infant Cues and Behaviors](#): from HUG Your Baby
- [Alternative Feeding Methods for Newborns | HealthLink BC](#). Note: the hand expression technique in this video is not recommended

These are apps you can take a look at. Do you have ideas on other apps?

- Breastfeeding Management 2 (\$1.99) (Available for *iPhones only*) Clinical management of breastfeeding problems by MA Breastfeeding Coalition
- Breastfeeding Solutions: An Interactive Guide to Solve Common Breastfeeding Problems (\$1.99)
- Coffective (free)
- [irthapp](#) (free) The only app where you can find prenatal, birthing, postpartum and pediatric reviews of care from other Black and brown women.
- InfantRisk Center (free)
- Medications and Mother’s Milk by Hale (intro is free and full of good information)
- MommyMeds (free)
- WIC Client Connect (free)

Have you reviewed the peer counselor policies?

Know nothing	Know a little	Know a lot	
			MI-WIC 12.01 Peer Counselor Orientation
			MI-WIC 12.02 After-Hours Availability
			MI-WIC 1.07A Staff Training Plan (after clicking the link, look in the upper right hand corner for the downloaded document)

Orientation topics to learn and discuss:

Know nothing	Know a little	Know a lot	
			Use Client-centered phone skills when calling clients.
			Michigan WIC Lactation Circle of Care: Roles, Scope and Referrals and USDA Scope of Practice review to ensure you (the PC) are comfortable counseling on all Level 2 topics.
			Discuss clinic flow and how you (the peer counselor) are integrated into client visits.
			Breastfeeding class Infant Feeding Classes - Google Drive Are you able to facilitate an interactive group discussion that is participant-centered?
			Have you had any training on cultural sensitivity? Have you taken the Implicit Bias self-assessment ?
			What does it mean to maintain client confidentiality? As a side note, the Photo Consent Form should be signed by the client before taking pics of clients to share in the clinic or online.
			How's your knowledge of pumps and how to store and collect human milk? Breastfeeding Equipment & Milk Expression . (Scroll down to the Staff Tools & Guides section for all things pumps.)
			Do you know your local agency's process for <i>issuing</i> breast pumps?
			If your local agency is doing infant feeding classes or support groups, discuss this.
			If your agency is doing home or hospital visits, discuss this.

COUNSELING

Know nothing	Know a little	Know a lot	
			Based on infant's age, have an idea of topics to cover: Anticipatory Guidance Topics .
			This document has a list of USDA Level 2 counseling videos, handouts and post-tests . You will want to print this and refer to it often!
			Clinical Summaries are guides that WIC peers and other breastfeeding staff can use to help guide care and treatment of client's issues and concerns.
			Peer Counselor Intake Form
			Uses parent's and baby's name and preferred pronouns.
			Uses analogies or visual aids to reinforce information.
			Able to demonstrate hand expression.
			Incorporates online and/or written materials into discussion. Breastfeeding for WIC Staff (scroll down to the Client Education Resources section)
			Provides evidenced-based, up-to-date breastfeeding information.
			Prioritizes topics to discuss based on information obtained.
			Probes using appropriate questions to assess a parent's situation.
			Communicates effectively and efficiently.
			Know when and how to yield, and how to offer follow-up care and referrals? Refer to the Michigan WIC Lactation Circle of Care: Roles, Scope and Referrals
			Ends counseling session on positive note.
			Documentation on BF Support Tab

What went well during the orientation? What are peer strengths?

What are opportunities for growth for the peer? What will they work on?
Consider upcoming required training, information on peer sharing meetings for their region, Breastfeeding Supporters of Color Network, attend a local coalition meeting, schedule next check-in meeting with the Regional LC.

Peer Counselor Signature: _____ Date _____

Regional LC Signature: _____ Date _____

PC Manager Signature: _____ Date _____