

## Policies 3: Sample Memorandum of Understanding with Hospitals

### Goal

The purpose of this Memorandum of Understanding (MOU) is to begin a partnership between the \_\_\_\_\_ WIC Agency (hereafter “WIC Agency”) and the \_\_\_\_\_ Hospital (hereafter “Hospital”) in \_\_\_\_\_ (City/State). The goal is to improve breastfeeding initiation and duration rates among WIC participants and WIC eligible mothers who deliver their infants at the Hospital through providing WIC Breastfeeding Peer Counselors (BPC).

### Terms of Agreement

WIC Agency agrees to provide the following personnel and services for WIC participants and WIC eligible clients at the Hospital.

1. A Breastfeeding Peer Counselor (BPC) who has been trained through the WIC Breastfeeding Peer Counseling Program will provide basic breastfeeding education, support, and referrals for WIC participants and WIC eligible mothers during rounds at \_\_\_\_\_ the Hospital.
2. The BPC will be screened by the Hospital volunteer office to ensure that she meets all the requirements necessary to provide patient care in the Hospital, and will comply with all the guidelines provided by the volunteer office.
3. An International Board Certified Lactation Consultant (IBCLC) or breastfeeding expert from the WIC Agency or Hospital will provide additional training on working in the Hospital, and will mentor the BPC until she is competent to conduct rounds independently.
4. The WIC Agency will designate a liaison to provide technical assistance and to mediate any concerns that may arise.
5. Scope of work for the WIC BPC in the Hospital includes providing encouragement and support, and basic education on:
  - Reasons to breastfeed.
  - Overcoming barriers to breastfeeding.
  - Colostrum quantity and benefits.
  - Normal course of breastfeeding.
  - Positioning and latch.
  - Skin-to-skin and its benefits.
  - Maintaining adequate milk production.
  - Normal infant output.
  - Preventing common problems.
  - Anticipatory guidance to prepare for post-discharge needs.
  - Resources for breastfeeding support.
6. Duties of the WIC BPC are to:
  - Check in with the hospital nurse or lactation consultant.

- Make rounds with all WIC and WIC-eligible mothers to assess their interest in breastfeeding and to provide basic assistance.
- Observe a feeding within accordance with hospital policy to check positioning and latch.
- Report any breastfeeding concerns that are beyond the BPC scope of practice to the patient’s assigned nurse or lactation consultant, and the WIC designated breastfeeding expert.
- Keep accurate records for all contacts and submit them in a timely manner to the WIC supervisor and to the hospital nurse following agreed upon procedures.
- Give breastfeeding literature provided by the WIC Program.
- Refer to the WIC office for follow-up with the WIC designated breastfeeding expert to arrange for an electric breast pump, if necessary.
- Arrange for follow-up contacts after discharge if agreeable to the mother.
- Assist patients with accessing WIC services.

7. Role of the Hospital:

- Designate a contact person to whom the WIC BPC will report.
- Facilitate rounds in conjunction the WIC Agency.
- Provide the WIC BPC with referrals of breastfeeding mothers under their care who demonstrate a need for breastfeeding support.
- Provide the WIC BPC with space to store breastfeeding education materials.
- Work with the WIC Agency liaison to report any concerns, and to regularly communicate progress of the services being provided.
- May require a Hospital orientation for the WIC BPC through the volunteer program.

**Acknowledgement of Agreement**

The term of this MOU is from \_\_\_\_\_[date] to \_\_\_\_\_[date], unless sooner terminated pursuant to the terms of this agreement. This MOU is of no force or effect until signed by both the Hospital and WIC Agency.

(Name of Hospital)  
(Hospital Address)

(Name of WIC Agency)  
(WIC Agency Address)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print Name

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Title

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Title

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Date

*Adapted from Texas WIC and Alameda County WIC Program*