

# 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: \_\_\_\_\_

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**Pre-orientation assessment:**

No	In Progress	Yes	
			Have you already met with your LA BFC and received <a href="#">LA orientation</a> ?
			Have you registered and completed <a href="#">Breastfeeding Basics</a> ?
			Have you registered and completed the 2-hour online H.U.G. Your Baby training? <a href="https://miwicevents.com/hug-your-baby-the-roadmap-to-breastfeeding-success/">https://miwicevents.com/hug-your-baby-the-roadmap-to-breastfeeding-success/</a>
			Have you completed the recommended 5-hour Coffective training? For access, email MDHHS <a href="mailto:MDHHS-WICbreastfeeding@michigan.gov">MDHHS-WICbreastfeeding@michigan.gov</a> and <a href="mailto:ThelenH@michigan.gov">ThelenH@michigan.gov</a>
			Have you completed the required CCS training? <a href="https://www.michigan.gov/mdhhs/assistance-programs/wic/wicproviderinfo/ccs/michigan-wic-client-centered-services">https://www.michigan.gov/mdhhs/assistance-programs/wic/wicproviderinfo/ccs/michigan-wic-client-centered-services</a>
			Job Shadowing Opportunities: You might find the <a href="#">Job Shadowing PC Log</a> a helpful tool to use when observing another PC. Have you observed another PC making phone calls or assisting a client with breastfeeding in the clinic?
			Have you observed a WIC CPA certifying a pregnant or breastfeeding/chestfeeding client for WIC?
			Have you observed an IBCLC or other lactation expert assisting a new client with breastfeeding 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?

**Do you have the following books for your own learning?**

- 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 <a href="#">PC Job Description</a>
			<a href="#">Regional LC Map</a> Ask questions, get the scoop on training, be mentored, make a plan for advancement.
			<a href="#">Breastfeeding and Peer Counselor Trainings</a> on the MPHI website.
			<a href="#">Breastfeeding for WIC Staff</a> : scroll down for Training Resources and Staff Tools and Guides
			<a href="#">MDHHS Lactation Policy</a> if you or a coworker are currently breastfeeding /chestfeeding or pumping and need a policy example.
			<a href="#">Data</a> (scroll down to the Program Evaluation, Planning and Management section). Knowing the numbers can be fun.
			<a href="#">Michigan Breastfeeding Network</a> for advocacy, education, and community building.
			<a href="#">Breastfeeding State Laws</a>

			Michigan WIC Peer Counselor <a href="#">Directory</a> to find your colleagues. If you know of changes that need to be made to this document, let your Regional LC know.
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**Do you have the following [resources](#) for your families?**

- H.U.G. Your Baby [Michigan Resource Page](#)
- [Breastfeeding Your Newborn Baby](#) by Nutrition Matters available in English, Spanish, & Arabic. Ask your local agency breastfeeding coordinator for the password.
- Ready, Set, BABY! [website](#) for clients. (Available in English/Spanish/Arabic)
- [Ready, Set, BABY! resources](#) to download and use when educating clients
- [WIC Breastfeeding Support](#)
- [KellyMom](#)
- [Center for Disease Control \(CDC\) Breastfeeding](#) Benefits, guidelines, data, special circumstances
- [Office of Women’s Health Breastfeeding Resources](#). Includes the infographic, fact sheets, Your Guide to Breastfeeding publication and lots of good/ unique videos.
- [First Droplets Video](#) by Jane Morton
- [Hand Expression Video](#) from Stanford Medicine
- [Hands On Pumping Video](#) from Stanford Medicine
- [Pace Feeding Video](#) from IABLE
- [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 <a href="#">Peer Counselor Orientation</a>
			MI-WIC 12.02 <a href="#">After-Hours Availability</a>
			MI-WIC 1.07A <a href="#">Staff Training Plan</a>

**Orientation topics to learn and discuss:**

Know nothing	Know a little	Know a lot	
			<a href="#">Client-centered phone skills</a> when calling clients.
			<a href="#">Michigan WIC Scope of Practice</a> and <a href="#">USDA Scope of Practice</a> review to ensure PC feels comfortable counseling on all Level 2 topics.
			Discuss clinic flow and how peer is integrated into client visits.
			Breastfeeding class <a href="#">Infant Feeding Classes - Google Drive</a> Able to facilitate interactive group discussion that is participant-centered.
			Have you had any training on cultural sensitivity? Have you taken the <a href="#">Implicit Bias self-assessment</a> ?
			What does it mean to maintain client confidentiality? As a side note, the <a href="#">Consent for Publication</a> should be signed by the client before taking pics of clients to share in the clinic or online.
			Knowledge of use of pump, and storage/collection of breast milk <a href="#">Breastfeeding Equipment &amp; Milk Expression</a> . WIC staff webpage for all things pumps. <a href="#">Breast Pumps and Hand Expression</a> : WIC family webpage with brands info, how to clean, store and troubleshoot pumps.
			Do you know your local agency's process for issuing 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: <a href="#">Anticipatory Guidance Topics</a> .
			This document has a list of <a href="#">USDA Level 2 counseling videos, handouts and post-tests</a> .
			<a href="#">Clinical Summaries</a> 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 <a href="#">Intake Form</a>
			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. <a href="#">Breastfeeding for WIC Staff</a> (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? <a href="#">When to Yield</a> <a href="#">How to Make a Referral to Level 3 or 4 Staff</a>
			Offers appropriate follow up care and referrals (Referrals also available in the MIWIC system).
			Ends counseling session on positive note.
			<a href="#">Documentation on BF Support Tab</a>

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 \_\_\_\_\_