**Baby Friendly Initiative Practice Council**

## Fraser Health

# Terms of Reference

February 2019

**Mandate/Purpose:**

The Fraser Health (FH) Baby Friendly Initiative (BFI) Practice Council [formerly the Breastfeeding Practice Council] is a multidisciplinary committee of acute care and public health representatives within Fraser Health. The Council’s mandate is to:

* Work collaboratively with FH staff and other health care providers toward Baby Friendly Initiative designation (a World Health Organization initiative).
* Incorporate concepts of health promotion, community development, determinants of health, and population health in promoting continuous improvement in infant feeding support services for Fraser Health families.
* Link with FH physicians, and midwives especially with best practice initiatives, including the FH Infant Feeding Policy and Clinical Practice Guidelines.
* Implement the Infant Feeding Policy and Clinical Practice Guidelines to provide consistent information and practice, and to standardize handouts and other resources across Fraser Health.
* Link with various councils and committees to further BFI within FH and to also link with councils and committees in the province of British Columbia [BC] and the First Nations Health Authority.

## Structure:

**Membership** will include:

* FH’s BFI Lead as Chair to send to HU supervisors, PCCs, CNEs,
  + At least 1 Public Health Nurse (PHN) from each geographical region of Fraser Health: to send to your entire unit by email
  + R.N. representative(s) from each hospital (maternity, pediatric and/or NICU)
  + Dietitian representative from each of Public Health and Acute (Peds/NICU)
  + A manager representative from each of Public Health and Acute
  + Midwife representative
  + Pharmacist representative
  + First Nations representative
  + Consumer representative from Patient Voices Network with recent (within three years) birthing and infant feeding experience
  + La Leche League representative
  + Lactation Consultant (FH)

**Ad hoc members** will include:

* + Physician liaison, Medical Health Officer and community physician
  + CNS NICU, perinatal and public health

**Duties:**

* + **Chair: BFI Lead** 
    - Includes central role of compiling agenda items and will report to, seek input from and provide recommendations to the Managers.
    - Liaise with Perinatal/MICY and Population Public Health leaders.
    - Disseminate information to multi-disciplinary network i.e. physicians, midwives etc.
  + **Alternate Chair:** appointed by mutual agreement of the members
    - To work with Chair and assist with planning and facilitating meetings.
    - To take on role of Chair when Chair is absent.
    - Appointment of alternate chair to be reviewed every 2 years.
  + **Administrative Support, when available:**
    - Administrative support to ensure timely dissemination of minutes to Council members and stakeholders
    - To take minutes at meetings and distribute minutes according to distribution list after reviewing with chair.
    - Maintaining BFI webpage and SharePoint sites.
    - Submit forms and pamphlets for formatting
    - Room booking to be done by administrative support
* **The BFI Practice Council** will be an umbrella committee in Fraser Health with task-limited working groups to be determined as the need arises. These working groups may be geographical or across Fraser Health, may have community partners (e.g., La Leche League, doulas, midwives, clients) and other health professionals (e.g., physicians).
* The Council will be represented at the Perinatal Steering Committee for FH’s acute partners, called the Maternal Infant, Child and Youth (MICY) program and at the Best Beginnings (BB) Steering Committee for Population Public Health (PPH).

**Meetings:**

Meetings are open to interdisciplinary health care providers in Fraser Health.

* When: Five times per year or more often as determined by the chair
* Where: Location to be booked for the year by administrative support each year

**Decision Making:**

Decision making within the group will be based on a collective consensus.

* *Consensus is a decision-making strategy where* ***most*** *of the committee members are comfortable with the decision and* ***all*** *are in agreement with its implementation. It is a decision that is fair and workable and has the support of all committee members.*

**Accountability / Links:**

* The Council will report to, seek input from and provide recommendations to the Directors and Managers of MICY and PPH programs.
* Task-limited working groups will be formed when needed. Members for the working groups will be invited to participate as needed and will report to Council.
* Terms of Reference to be reviewed every two (2) years.
* Council members will receive meeting minutes following each meeting. Council members will ensure this information is widely distributed.

Members will be responsible for keeping their communication channels current.

* Minutes to be posted on the SharePoint site for the BFI Practice Council and sent out through council representatives.
* Council members will send an alternate to Council meetings when unable to attend personally. If two subsequent meetings are missed with no alternate or regrets being received by the Chair, that person will no longer be considered a member.

**ADDENDUM TO TERMS OF REFERENCE**

**Outcomes: Bolded information indicates accomplished outcomes.**

* **Long Term Outcomes**

1. Baby Friendly compliance and designation for all FH hospitals and health units.
2. Best Practice in the service delivery of breastfeeding support.
3. Seamless breastfeeding care from community → hospital → community.
4. Milk Collection Depots and Dispensaries:

* Increase the publics’ and Health Care Professionals’ awareness of donor milk use, Milk Collection Depots in FH and the ongoing need for donor milk.
* Get Pasteurized Donor Human Milk (PDHM) to FH’s Level 2 NICUs and other hospitals providing maternity services.

**(PDHM currently in our Level 3 NICUs)**

1. Lobby for tertiary Breastfeeding Clinic for more complex issues, such as breastfeeding premature infants once in the Community, failure to thrive, anatomical variances impacting feeding, recurring Mastitis, etc.

* **Medium Term Outcomes**

1. Evaluation of the roll out of the written *Feeding: Infants and Young Children – Best Practices Policy and Clinical Practice Guidelines* *(CPG).*
2. Access for new staff to orientation for service delivery of breastfeeding support. **Done on an ongoing basis in FH within 6 months of hire.**
3. Planning and implementation of a breastfeeding certification/recertification process for perinatal HCPs every 2 years. **BFI Refresher Sessions rolled out Fall 2017.**
4. Ongoing collection of breastfeeding statistics, including data collection, and research initiatives. **This work is ongoing with Diana Grill, Epidemiologist, Population Health Observatory, Public Health**
5. Defined competencies for new staff, for continuing education and for expert practitioners.

* **Short Term Outcomes (Many have been accomplished)**

1. A **Fraser Health Breastfeeding Policy** **is in place and approved by MICY and Population Public Health Leadership**.
2. Update FH Breastfeeding Guidelines and convert to Mosby’s/Clinical Skills by Elsevier online. Comply with relevant PSBC Guidelines. **Currently have 13 Breastfeeding Clinical Skills by Elsevier.**
3. Invite other key stakeholders as guest speakers. **(Hilary Rowe, Clinical Pharmacy Specialist Maternal Fetal Medicine, Denise Penaloza, Clinic Supervisor Maxx Wright, Lea Geiger BFI Provincial Lead have attended).**
4. Increase Physician membership (acute and community).
5. Identify all service providers of breastfeeding support and define and provide for links to the Council. **Ongoing.**
6. Integration of Fraser Health with province-wide Baby Friendly Network (BCBFN) and those living in the Fraser Health region working with breastfeeding families at all stages of breastfeeding. **BFI Council Chair sits on BCBFN Committee along with a PHN rep from BHU.**
7. Review FH BFI Practice Council SharePoint site and FH.ca website to ensure current. **The website is reviewed annually and the SharePoint site on an ongoing basis.**