****  **HOSPITAL TRAINING PLAN**

**EMPower Training Plan Implementation Checklist**

**1. Convene your EMPower Training project team.** We suggest that you include one or more front line staff members from the maternity and postpartum units, nurse manager, nursing director, member of hospital leadership, lactation specialist, staff educator, QI/Safety department representation and a family/patient representative.

**2. Complete the EMPower Training project charter.** A project charter is a systematic, structured way to organize your training plan and implementation. It includes the project focus, goal, timeline, scope, and team members. On page 2, you will find a charter template that you can customize (see green font for directions on the customizable sections, also noted with an asterisk \*). Be sure to fill in the following information:

* 1. **Project Approach.** Typical approaches involve hands on skills fairs, simulations labs, and bedside check observation.
  2. **Scope.** This section describes activities that are considered in or out of scope for your training plan. You may add to the list started here to ensure that everyone on your team remains focused on the in-scope tasks.
  3. **Team Members.** Consider which individuals will be key to implementing your training plan.
  4. **Stakeholders.** Consider which individuals and organizations may be impacted by your training plan, in addition to those on your multidisciplinary team.
  5. **Communication Plan.** Consider how information about your training plan can be spread most effectively through your facility.
  6. **Sustainability Plan.** Think about how you plan to continue training beyond your initial training plan.
  7. **Training Timeline.** Be sure to complete a training timeline – and update it as needed – to ensure that you remain on track to achieve your training goal.

**3. Share your Hospital Training Plan with your project team and senior leadership.  
  
 4. Begin training implementation and track staff training.** Use the EMPower Training resources, including   
 the Training of Trainers manual and staff training tracker

**5. Review this Hospital Training Plan regularly with your team and coaches and make additions and   
 updates as needed.** This is intended to be a living document to organize and guide the work of your   
 team over time.

**EMPower Training Plan Charter**

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| **AIM STATEMENT** | By **[insert date]**, our hospital will improve the capacity of hospital staff to implement evidence-based maternity care practices supportive of optimal infant nutrition.   Our specific goal is to have [**insert percentage**]**% of maternity care staff** complete the EMPower Training hands-on competency training by this date. |
| **DELIVERABLES** | Project deliverables include   * A facility-specific hospital training plan (completion of this document) * Completed staff training tracker |
| **APPROACH** | **\*Think about your approach to training your staff. Which method will you use, based on the options you know or learned through the EMPower Training modules? How will you roll out the training? Use the accompanying customizable timeline at the end of this charter to help you develop a plan.**  **Selected Training Method:**  Hands-On Skills Fairs  Simulation Labs  Alternative/Other (Please specify)  **Plan to Track Training:** Track using your own system or use the EMPower Training Staff Training Tracker (separate Excel file). Note here who will be responsible for tracking and any details on how you plan to get the required information and frequency at which it will be updated.    **Other Notes / Considerations:** Fill in any additional comments about your approach here: |
| **SCOPE** | **\*Note here any additional in- or out-of-scope considerations that are specific to your hospital.**   |  |  | | --- | --- | | **In Scope** | **Out of Scope** | | * Hospital structure and policies to support breastfeeding training * Process for staff training and education re: breastfeeding support | * Hospital policies and structures unrelated to labor and delivery/breastfeeding * Achieving Baby Friendly Designation | |
| **TEAM MEMBERS** | **\*Identify your project team members here. We make suggestions in gray for who may be a good fit for the role. See Appendix A for descriptions of the responsibilities for each role and modify according to your hospital’s needs. You may document updates to this section if team members change during the project.**  **Project Sponsor:** Hospital CEO **Project Leader / Training Team Lead:** Nurse manager for labor & delivery (or another similar leader) **Trainer(s):** Lactation Consultants, Staff Educators, Childbirth Educators, Nursing Unit Managers, Staff Nurses, Peer Counselors **Training Tracker / Data Collector:** Staff Educators, Quality Improvement Experts, Nursing Unit Managers, Nursing Directors, Clinical Nurse Specialist **Education Event Coordinator:** Staff Educators, Childbirth Educators, Marketing **Patient or community champion(s):** Mother who recently delivered at hospital or WIC, La Leche League representative |
| **STAKEHOLDERS** | **\*Consider who has a stake in the success of this project. We’ve started a list for you here that you can edit as needed. Once you’ve identified stakeholders, make sure your communication plan includes them so that you are keeping them in the loop on your training progress.**   * + 1. Hospital CEO     2. Mother/Baby Physicians and Extenders     3. Pregnant women, new mothers, other family members     4. WIC |
| **COMMUNICATION PLAN** | **\*Consider how information about your training plan can be spread most effectively through your facility. Typical methods of communication include email, daily huddles, periodic staff meetings, posted flyers, and new staff orientation. Fill in the table below to help you stay on track with communicating to your key audiences – both internal and external.**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Audience  (Person / Group)** | **Information to be Shared** | **Method** | **Frequency** | **Who will Communicate** | **Notes** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |
| **SUSTAINABILITY PLAN** | **\*Consider how you will maintain staff training knowledge over time, including retraining existing staff and training new staff. We have started a list of potential steps to promote sustainability. Please edit and add additional steps as needed.**   |  |  | | --- | --- | | **Consideration** | **Sustainability Plan** | | 1. Plan for providing regular updates to hospital leadership to maintain support: |  | | 1. Plan for making training efforts visible within hospital: |  | | 1. Plan for ensuring training of all new maternity care staff: |  | | 1. Plan for and timing of refresher training of existing staff: |  | | 1. Plan for ensuring availability of maternity care staff time for training: |  | | 1. Plan for ensuring availability of funding for maternity care staff training: |  | | 1. Plan for linking maternity care training to hospital QI infrastructure and efforts: |  | | 1. Plan for hospital policy needed to support ongoing staff training: |  | |

**EMPower Training Timeline   
  
\*Please modify and customize this timeline as you see fit to suit your hospital’s training plan.**

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| **Task** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| Identify Trainers (Example task) |  |  |  |  |  |  |  |  |  |  |  |  |
| Complete Breastfeeding & QI Capacity Assessments (Example task) |  |  |  |  |  |  |  |  |  |  |  |  |
| Complete Hospital training Plan (Example task) |  |  |  |  |  |  |  |  |  |  |  |  |
| Plan for Sustainability (Example task) |  |  |  |  |  |  |  |  |  |  |  |  |
| Obtain Needed Supplies (Example task) |  |  |  |  |  |  |  |  |  |  |  |  |
| Identify Training Location(s) (Example task) |  |  |  |  |  |  |  |  |  |  |  |  |
| Implement Training Plan (Example task) |  |  |  |  |  |  |  |  |  |  |  |  |
| Hold Make Up Training (Example task) |  |  |  |  |  |  |  |  |  |  |  |  |
| Update Senior Leadership (Example task) |  |  |  |  |  |  |  |  |  |  |  |  |
| Training Ends (Example task) |  |  |  |  |  |  |  |  |  |  |  |  |
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**Appendix A: Team Member Roles and Responsibilities**Your team should review these roles and responsibilities and make edits where appropriate. For instance, you may decide to have the training team lead track completion of the overall training plan rather than a data collector. If that is the case, you can move that responsibility accordingly.

* **Project sponsor:**
  + Provide funding and high-level support
  + Assist with communication and implementation of new policies to support initiative
* **Project Leader/Training Team Lead:**
  + Overall facilitation of training plan implementation
  + Development of training team
  + Assign roles/ responsibilities
  + Communicate expectations and coordination of overall efforts
  + Hold team members accountable
  + Point of contact for EMPower Training Coaches
  + Communicate training plans to team members and senior leadership
* **Trainer(s):** 
  + Develop and facilitate training sessions
  + Teach and mentor maternity care staff in skills outlined in training plan
  + Validate competency of knowledge and skills
* **Training Tracker/ Data Collector:**
  + Track completion of overall training plan
  + Track competency validation of each maternity care staff member
  + Organize training attendance and documentation of completion
  + Utilize EMPower Training Tracking materials
  + Report Training completion to EMPower Training Coaches
* **Education event coordinator(s):** 
  + Coordination of training events (i.e. Skills labs/ fairs, simulation labs, workshops, etc)
  + Collaborates with Master Trainers/ Team for training plan development
  + Tasks related to event planning: Reserve training space, print training materials, advertise/ communicate training events details to staff (flyers, emails, etc), compile needed training supplies (baby dolls, breast models, etc)
  + Put a “creative touch” into planned training events….makes training “fun”
* **Patient or community champion(s):**
  + Provide input to ensure that training results in patient and family-centered care
  + Assist with ensuring training appropriateness and availability for all populations