

## Information on How to Host DSHS Breastfeeding Courses

The Texas Department of State Health Services (DSHS) is committed to providing current, evidence-based lactation education to ensure consistent, accurate information across all levels of health-care professionals. Thank you for your interest in hosting one or more courses. DSHS provides the instructors, conference materials, and continuing education contact hours at no cost to your facility. Facilities must complete an application and agree to the responsibilities listed.

### Available Courses

- Breastfeeding Management (BFM) & Breastfeeding the Compromised Infant (BFCI)
- Principles of Lactation Management (POLM) & Lactation Counseling and Problem Solving (LCAPS)
- Physician Courses (*may be requested at any time*)
  - Supporting Breastfeeding When Challenges Occur
  - The Ten Steps: Evidence-Based Care to Support the Mother Baby Dyad, Steps 1-4
  - The Ten Steps: Evidence-Based Care to Support the Mother Baby Dyad, Steps 5-10

### Site Requirements

- Provide a cost-free location with classroom-style training room with writing surface for all students and unobstructed views of the instructor and class presentations.
- Secure a training facility that has an adequate number of restrooms/stalls (especially women's) in or close to the training room.
- Secure a private, non-bathroom space, with an electrical outlet, close to the training room where nursing mothers can express breastmilk uninterrupted. Attendees will provide their own pump.
- Advertise classes to all of your area's hospitals, birthing facilities, WIC agencies, and health-care providers within a 1-2 hour driving distance.
- Provide a projector, screen, and lavalier microphone at no cost.
- Provide access to a copier. We will provide the paper.
- Provide on-site assistance with setup and registration.
- Provide a table in front for speakers and a registration table outside entry door (if possible), or just inside entry for sign in and materials.
  - LCAPS will require additional tables to conduct skills demonstrations.
- Provide classroom suitable to hold a minimum of:
  - BFM/BFCI: 50 plus (in larger cities such as Houston, Dallas, and Austin) up to as many as your room can hold. The more the merrier!
  - POLM/LCAPS: 100 or more for POLM; 50 for LCAPS
  - Physician: 20 physicians in attendance (may allow decreased number in rural areas or when video conferencing); however other health-care professionals may attend. First priority is given to physicians.
- BFM/BFCI: Keep a list of registrants and email it to the assigned DSHS instructor 2 weeks prior to the date of the training.
- BFM/BFCI: Communicate information to registrants regarding exact location of training (entrance, room name/number) parking information, and need for helper if bringing an infant to class.
- POLM/LCAPS: Make arrangements for catering; provide a menu, and a price quote with payment instructions at least two weeks in advance.

### The DSHS State WIC office will provide the following services:

- Provide speaker(s), syllabus and continuing education contact hours at no cost to your facility or attendees.
- Collect registration information and fees (when applicable).
- Distribute registration materials.
- Bring laptop computer if not available on-site.
- POLM/LCAPS: Be responsible for the cost of breaks, lunches and fees associated with catering.

- POLM/LCAPS: Will notify the hosting site with the number of attendees and any special dietary needs in advance.

### Schedule

The courses are offered on a regional/rotational basis. Requests for BFM/BFCI classes in smaller areas more than 2 hours from the areas listed below can be submitted at any time and will be scheduled at the discretion of DSHS management and may occur annually or bi-annually. The Physician's Breastfeeding Courses will still be available by request and are not subject to the application process. POLM is offered six times each year in the odd-numbered months and LCAPS is offered approximately nine times in the even-numbered months. Below are the regional schedules and could be subject to change. Courses may be cancelled if minimum attendance requirements have not been met.

### Schedule for BFM/BFCI\*

<u>Metro area of state</u>	<u>Trainings per Calendar Year</u>	<u>Minimum Attendance</u>
Amarillo	2	25
Austin	3	40
Brownsville/Harlingen/McAllen	3	25
Corpus Christi	2	25
Dallas/Fort Worth area	Up to 5	40
El Paso	2	25
Houston area	Up to 5	40
Lubbock	2	25
Midland/Odessa	1	25
San Antonio	3	40
Tyler/Longview	2	25
All other cities	1-2	25

\* If POLM/LCAPS is scheduled, then the number of BFM/BFCI classes may be decreased.

### Rotational Schedule for POLM/LCAPS

These classes will be offered in the following areas on a rotational basis:

- Austin or San Antonio (2 LCAPS classes offered)
- Dallas or Fort Worth (2 LCAPS classes offered)
- Houston or Galveston (2 LCAPS classes offered)
- East/Northeast: Longview, Nacogdoches or Tyler
- South: Corpus Christi, Laredo, or the Valley (Harlingen, Edinburg or McAllen)
- West/Northwest: El Paso, Midland/Odessa, Amarillo/Lubbock

### Future Dates and Locations for POLM/LCAPS

(Months and locations are subject to change)

#### 2018

- San Angelo - January/February
- Dallas - March/April
- Corpus Christi - May/June
- Lubbock - July/August
- Tyler - September/October
- Houston - November/December

#### 2019

- Edinburg/McAllen area - January/February
- Odessa - March/April
- Fort Worth - May/June
- Longview - July/August
- Houston - September/October
- San Antonio - November/December

### Application Deadline

To be considered as a hosting site for BFM/BFCI or POLM/LCAPS, please submit your application to host no later than July 30<sup>th</sup> for consideration for the following calendar year. Physician classes may be requested at any time. Please send your completed application or questions to the WIC CE Coordinator by email to [WIC.CECoordinator@dshs.texas.gov](mailto:WIC.CECoordinator@dshs.texas.gov) or by faxing to 512-341-4473.