



Upholding the highest standards of infant feeding care

Staff Training Requirements Checklist

This tool will be used by a facility to evaluate whether an internal or external training curriculum covers all of the topics that are required by the *Guidelines and Evaluation Criteria*. Indicate where each subtopic is addressed within the training curriculum in as much detail as possible (e.g. page number, slide number, document title, module title).

Objectives	Content	Covered	Where content can be found
Discuss the rationale for professional, government and international policies that promote, protect and support breastfeeding in the United States.	Session 1: the BFHI – a part of the Global Strategy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 1
	<ul style="list-style-type: none"> The Global Strategy for Infant and Young Child Feeding and how the Global Strategy fits with other activities 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 1, Section: Background
	<ul style="list-style-type: none"> The Baby-Friendly Hospital Initiative 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 1, Sections: Becoming Baby Friendly, Baby Friendly Hospital Initiative
	<ul style="list-style-type: none"> How this course can assist health facilities in making improvements in evidence based practice, quality care and continuity of care 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 1, Sections: Introduction, Baby Friendly Hospital Initiative & Optimal Infant Feeding

© 2010, 2016 Baby-Friendly USA, Inc. This is a proprietary and confidential document. It may be reproduced and distributed only to members of the multi-disciplinary Baby-Friendly Task Force of a Baby-Friendly designated facility or a facility that is officially registered with Baby-Friendly USA, Inc. (BFUSA) as working towards designation. (Officially registered means completing the required forms and paying a fee to BFUSA to participate in the Development, Dissemination or Designation phase of the 4-D Pathway.)

Baby-Friendly® (“Baby-Friendly”) is a registered certification mark owned by Baby-Friendly USA, Inc.

Objectives	Content	Covered	Where content can be found
Demonstrate the ability to communicate effectively about breastfeeding.	Session 2: Communication skills	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 2
	<ul style="list-style-type: none"> Listening and Learning 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 2, Section: Problems in Communication
	<ul style="list-style-type: none"> Skills to build confidence and give support 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 2, Section: Understanding Mom
	<ul style="list-style-type: none"> Arranging follow-up and support suitable to the mother's situation 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 2, Section: Effective Communication, Develop a Collaborative Healthcare Plan
Describe the anatomy and physiology of lactation and the process of breastfeeding.	Session 3: How milk gets from the breast to the baby	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 3
	<ul style="list-style-type: none"> Parts of the breast involved in lactation 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 3, Section: Breast Development & Structure
	<ul style="list-style-type: none"> Breast milk production 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 3, Section: Stages of Milk Production
	<ul style="list-style-type: none"> The baby's role in milk transfer 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 3, Section: Baby's Role in Milk Production and Transfer
	<ul style="list-style-type: none"> Breast care 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 3, Section: Baby's Role in Milk Production and Transfer
Identify teaching points appropriate for prenatal classes	Session 4: Promoting breastfeeding during pregnancy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 4

© 2010, 2016 Baby-Friendly USA, Inc. This is a proprietary and confidential document. It may be reproduced and distributed only to members of the multi-disciplinary Baby-Friendly Task Force of a Baby-Friendly designated facility or a facility that is officially registered with Baby-Friendly USA, Inc. (BFUSA) as working towards designation. (Officially registered means completing the required forms and paying a fee to BFUSA to participate in the Development, Dissemination or Designation phase of the 4-D Pathway.)

Baby-Friendly® ("Baby-Friendly") is a registered certification mark owned by Baby-Friendly USA, Inc.

Objectives	Content	Covered	Where content can be found
and in interactions with pregnant women.	<ul style="list-style-type: none"> Discussing breastfeeding with pregnant women 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 4, Section: Ideal Messages about Breastfeeding, Prenatal Communication
	<ul style="list-style-type: none"> Why breastfeeding is important 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 4, Section: Ideal Messages about Breastfeeding
	<ul style="list-style-type: none"> Antenatal breast and nipple preparation 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 4, Section: Prenatal Communication
	<ul style="list-style-type: none"> Women who need extra attention 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 4, Section: Ideal Messages about Breastfeeding
Discuss hospital birth policies and procedures that support exclusive breastfeeding.	Session 5: Birth practices & breastfeeding	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 5
	<ul style="list-style-type: none"> Labor and birth practices to support early breastfeeding 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 5, Section: Effect of Labor & Delivery Practices on Breastfeeding
	<ul style="list-style-type: none"> The importance of early skin-to-skin contact 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 5, Section: Early Skin to Skin Contact
	<ul style="list-style-type: none"> Helping to initiate breastfeeding 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 5, Section: Early Skin to Skin Contact
	<ul style="list-style-type: none"> Ways to support breastfeeding after a Cesarean birth 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 5, Section: Early Skin to Skin Contact
	<ul style="list-style-type: none"> BFHI practices and women who are not breastfeeding 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 5, Section: Early Skin to Skin Contact

© 2010, 2016 Baby-Friendly USA, Inc. This is a proprietary and confidential document. It may be reproduced and distributed only to members of the multi-disciplinary Baby-Friendly Task Force of a Baby-Friendly designated facility or a facility that is officially registered with Baby-Friendly USA, Inc. (BFUSA) as working towards designation. (Officially registered means completing the required forms and paying a fee to BFUSA to participate in the Development, Dissemination or Designation phase of the 4-D Pathway.)

Baby-Friendly® ("Baby-Friendly") is a registered certification mark owned by Baby-Friendly USA, Inc.

Objectives	Content	Covered	Where content can be found
Demonstrate the ability to identify the hallmarks of milk transfer and optimal breastfeeding.	Session 6: Helping with a breastfeed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 6
	<ul style="list-style-type: none"> Positioning for comfortable breastfeeding 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 6, Section: Recognizing Correct Latch-on
	<ul style="list-style-type: none"> How to assess a breastfeeding 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 6, Section: Helping with Breastfeeding
	<ul style="list-style-type: none"> Recognize signs of optimal positioning and attachment 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 6, Section: Recognizing Correct Latch-on
	<ul style="list-style-type: none"> Help a mother to learn to position and attach her baby 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 6, Section: Recognizing Correct Latch-on
	<ul style="list-style-type: none"> When to assist with breastfeeding 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 6, Section: Helping with Breastfeeding
	<ul style="list-style-type: none"> The baby who has difficulty attaching to the breast 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 6, Section: Recognizing Correct Latch-on
Discuss hospital postpartum management policies and procedures that support exclusive breastfeeding.	Session 7: Practices that assist breastfeeding	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 7
	<ul style="list-style-type: none"> Rooming-in 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 7, Section: Rooming-in
	<ul style="list-style-type: none"> Skin-to-skin contact 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 7, Section: Rooming-in
	<ul style="list-style-type: none"> Baby-led feeding 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 7, Section: Baby-Led Feeding

© 2010, 2016 Baby-Friendly USA, Inc. This is a proprietary and confidential document. It may be reproduced and distributed only to members of the multi-disciplinary Baby-Friendly Task Force of a Baby-Friendly designated facility or a facility that is officially registered with Baby-Friendly USA, Inc. (BFUSA) as working towards designation. (Officially registered means completing the required forms and paying a fee to BFUSA to participate in the Development, Dissemination or Designation phase of the 4-D Pathway.)

Baby-Friendly® ("Baby-Friendly") is a registered certification mark owned by Baby-Friendly USA, Inc.

Objectives	Content	Covered	Where content can be found
	<ul style="list-style-type: none"> Dealing with sleepy babies and crying babies 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 7, Section: Dealing with Sleepy Babies & Crying Babies
	<ul style="list-style-type: none"> Avoiding unnecessary supplements 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 7, Section: Avoiding Unnecessary Supplements
	<ul style="list-style-type: none"> Avoiding bottles and teats 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 7, Section: Avoiding Bottles & Teats
Discuss methods that may increase milk production in a variety of circumstances.	Session 8: Milk supply	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 8
	<ul style="list-style-type: none"> Concerns about “not enough milk” 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 8, Section: Perceived vs Actual Insufficient Milk Supply
	<ul style="list-style-type: none"> Normal growth patterns of babies 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 8, Section: Normal Infant Growth Patterns
	<ul style="list-style-type: none"> Improving milk intake and milk production 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 8, Section: Milk Supply
Identify teaching points to include when educating or counseling parents who are using bottles and/or formula.	Session 9: Supporting the non-breastfeeding mother and baby	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 9
	<ul style="list-style-type: none"> Counseling the formula choice: a pediatric responsibility 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 9, Section: Safe Formula Practice
	<ul style="list-style-type: none"> Teaching/assuring safe formula preparation in the postpartum 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 9, Section: WHO Recommendations
	<ul style="list-style-type: none"> Safe bottle feeding; issues with overfeeding and underfeeding 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 9, Section: Teaching Feeding Cues to Non-breastfeeding Parents

© 2010, 2016 Baby-Friendly USA, Inc. This is a proprietary and confidential document. It may be reproduced and distributed only to members of the multi-disciplinary Baby-Friendly Task Force of a Baby-Friendly designated facility or a facility that is officially registered with Baby-Friendly USA, Inc. (BFUSA) as working towards designation. (Officially registered means completing the required forms and paying a fee to BFUSA to participate in the Development, Dissemination or Designation phase of the 4-D Pathway.)

Objectives	Content	Covered	Where content can be found
Discuss contraindications to breastfeeding in the United States as well as commonly encountered areas of concern for breastfeeding mothers and their babies.	Session 10: Infants and Mothers with special needs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 10
	<ul style="list-style-type: none"> Breastfeeding infants who are preterm, low birth weight or ill 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 10, Section: Breastmilk & the Preterm, Ill & Low Birth Weight Infant
	<ul style="list-style-type: none"> Breastfeeding more than one baby 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 10, Section: Breastfeeding Multiples
	<ul style="list-style-type: none"> Prevention and management of common clinical concerns 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 10, Section: Common Clinical Concerns - Jaundice
	<ul style="list-style-type: none"> Medical reasons for food other than breast milk 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 10, Section: Medical Contraindications for Breastfeeding
	<ul style="list-style-type: none"> Nutritional needs of breastfeeding women 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 10, Section: Nutrition for Breastfeeding Mothers
	<ul style="list-style-type: none"> How breastfeeding helps space pregnancies 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 10, Section:
	<ul style="list-style-type: none"> Breastfeeding management when the mother is ill 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 10, Section: Breastfeeding when Mother is Ill (Medications)
	<ul style="list-style-type: none"> Medications and breastfeeding 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 10, Section: Breastfeeding when Mother is Ill (Medications)
	<ul style="list-style-type: none"> Contraindications to breastfeeding 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 10, Section: Medical Contraindications for Breastfeeding
Describe management techniques for breast and nipple	Session 11: Breast and nipple concerns	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 11

© 2010, 2016 Baby-Friendly USA, Inc. This is a proprietary and confidential document. It may be reproduced and distributed only to members of the multi-disciplinary Baby-Friendly Task Force of a Baby-Friendly designated facility or a facility that is officially registered with Baby-Friendly USA, Inc. (BFUSA) as working towards designation. (Officially registered means completing the required forms and paying a fee to BFUSA to participate in the Development, Dissemination or Designation phase of the 4-D Pathway.)

Objectives	Content	Covered	Where content can be found
problems.	<ul style="list-style-type: none"> Examination of the mother’s breasts and nipples 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 11, Section: Breast & Nipple Exam
	<ul style="list-style-type: none"> Engorgement, blocked ducts and mastitis 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 11, Section: Engorgement, Plugged Ducts, Mastitis & Abscess
	<ul style="list-style-type: none"> Sore nipples 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 11, Section: Breast & Nipple Exam, Engorgement, Plugged Ducts, Mastitis & Abscess
Identify acceptable medical reasons for supplementation of breast fed babies according to national and international authorities.	Session 12: If the baby cannot feed at the breast	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 12
	<ul style="list-style-type: none"> Learning to hand express 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 12, Section: Methods of Expressing Breastmilk
	<ul style="list-style-type: none"> Use of milk from another mother 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 12, Section: Hierarchy of Feeding Choices
	<ul style="list-style-type: none"> Feeding expressed breast milk to the baby 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 12, Section: Milk Expression Basics
Describe essential components of support for mothers to continue breastfeeding beyond the early weeks.	Session 13: On-going support for mothers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 13
	<ul style="list-style-type: none"> Preparing a mother for discharge 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 13, Section: Guidance for Common Postpartum Experiences, Postpartum Support

Objectives	Content	Covered	Where content can be found
	<ul style="list-style-type: none"> Follow-up and support after discharge 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 13, Section: Guidance for Common Postpartum Experiences, Postpartum Support
	<ul style="list-style-type: none"> Protecting breastfeeding for employed women 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 13, Section: Breastfeeding for Employed Women
	<ul style="list-style-type: none"> Sustaining continued breastfeeding for 2 years or longer 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 12, Section: Breastfeeding Duration
Describe strategies that protect breastfeeding as a public health goal.	Session 14: Protecting breastfeeding	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 14
	<ul style="list-style-type: none"> The effect of marketing on infant feeding practices 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 14, Section: Legislation, The international Code of Marketing of Breastmilk Substitutes
	<ul style="list-style-type: none"> The International Code of Marketing of Breast-milk Substitutes 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 14, Section: The international Code of Marketing of Breastmilk Substitutes
	<ul style="list-style-type: none"> How health workers can protect families from marketing 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 14, Section: The international Code of Marketing of Breastmilk Substitutes
	<ul style="list-style-type: none"> Donations in emergency situations 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 14, Section: Breastfeeding in Emergency Situations
	<ul style="list-style-type: none"> The role of breastfeeding in emergencies 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 14, Section: Breastfeeding in Emergency Situations

© 2010, 2016 Baby-Friendly USA, Inc. This is a proprietary and confidential document. It may be reproduced and distributed only to members of the multi-disciplinary Baby-Friendly Task Force of a Baby-Friendly designated facility or a facility that is officially registered with Baby-Friendly USA, Inc. (BFUSA) as working towards designation. (Officially registered means completing the required forms and paying a fee to BFUSA to participate in the Development, Dissemination or Designation phase of the 4-D Pathway.)

Baby-Friendly® ("Baby-Friendly") is a registered certification mark owned by Baby-Friendly USA, Inc.

Objectives	Content	Covered	Where content can be found
	<ul style="list-style-type: none"> How to respond to marketing practices 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 14, Section: The international Code of Marketing of Breastmilk Substitutes
Identify barriers and solutions to implementation of the Ten Steps to Successful Breastfeeding that comprise the Baby-Friendly Hospital Initiative.	Session 15: Making your hospital or birth center Baby-Friendly®	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 15
	<ul style="list-style-type: none"> The Ten Steps to Successful Breastfeeding 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 15, Section: 10 Steps to Successful Breastfeeding
	<ul style="list-style-type: none"> What “Baby-Friendly” Practices mean 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<ul style="list-style-type: none"> The process of becoming a Baby-Friendly hospital or birth center 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Module 15, Section: The 4-D Pathway

Participation in the 4-D Pathway and use of the Baby-Friendly USA tools does not guarantee that facilities will receive the Baby-Friendly designation. Facilities are responsible for implementing all of the changes and quality improvement activities necessary to ensure that they have successfully incorporated all of the *Guidelines and Evaluation Criteria* into their daily practice. The Baby-Friendly designation is granted after an on-site assessment by the Baby-Friendly assessment team and a review by the External Review Board (ERB) determines that the *Guidelines and Evaluation Criteria* were successfully implemented.

© 2010, 2016 Baby-Friendly USA, Inc. This is a proprietary and confidential document. It may be reproduced and distributed only to members of the multi-disciplinary Baby-Friendly Task Force of a Baby-Friendly designated facility or a facility that is officially registered with Baby-Friendly USA, Inc. (BFUSA) as working towards designation. (Officially registered means completing the required forms and paying a fee to BFUSA to participate in the Development, Dissemination or Designation phase of the 4-D Pathway.)

Baby-Friendly® (“Baby-Friendly”) is a registered certification mark owned by Baby-Friendly USA, Inc.