

Breastfeeding Friendly Health Departments Sample Work Plan – Step 1

What:	Who: The person responsible to take the lead and others as needed	Implementation: Steps that will need to be taken to complete the task	Timeframe: What is the anticipated date of completion for each step?	Status:	Documentation: The information that will be required for BFHD recognition by MDH
Step 1: Establish a designated individual/group to manage the following tasks including policy review, development, staff orientation and education					
<i>Internal: Establish team and process</i>					
a. Establish a process for developing, reviewing and modifying policies, procedures and protocols related to breastfeeding practice and environments					<ul style="list-style-type: none"> ❖ List the positions of individuals designated to manage breastfeeding-related policy development and review, staff orientation, and continuing education related to the breastfeeding policy ❖ Attach or provide a link to your health department's document renewal procedure
<i>What process does your health department follow for developing, reviewing and modifying policies, procedures and protocols related to breastfeeding practice and environments? Who has been designated to manage this process?</i>					
b. Ensure staff receive orientation and continuing education on breastfeeding policy implementation and support					<ul style="list-style-type: none"> ❖ Supply orientation checklist or other appropriate documents
<i>How does your local health department ensure staff receive orientation and continuing</i>					