

Information and Application 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 our 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

- Principles of Lactation Management (POLM) & Lactation Counseling and Problem Solving (LCAPS)
- Physician Courses (*Live video streaming available and preferred when possible*)
 - 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
- Breastfeeding Management and Breastfeeding the Compromised Infant classes will be offered online and therefore, in-person classes will no longer be scheduled.

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.
- Provide a projector, screen, and lavalier microphone at no cost.
- Provide on-site assistance with setup and registration.
- 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 classroom suitable to hold a minimum of:
 - 100 or more for POLM; 50 for LCAPS
 - Physician Courses: 20 physicians in attendance (may allow decreased number in rural areas or when video streaming); however other health-care professionals may attend. First priority is given to physicians.

Additional Requirements for POLM/LCAPS

- 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.
- 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.
- Make arrangements for catering; provide a menu and 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
- Distribute registration materials.
- Bring laptop computer if not available on-site.

TALWD will provide the following services for POLM/LCAPS:

- Collect registration information and fees.
- Be responsible for the cost of breaks, lunches and fees associated with catering.
- 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. The Physician's Breastfeeding Courses may be requested at any time. 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. If your specific city is not listed and meets the site requirements, you may submit an application to host. Courses may be cancelled if minimum attendance requirements have not been met.

Regional Schedule for POLM/LCAPS

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

- Austin-area 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 Antonio - January/February
- Dallas - March/April
- Corpus Christi - May/June
- Midland/Odessa - July/August
- Tyler - September/October
- Houston - November/December

2019

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

Physician Courses

We ask that you have approximately 20 physicians in attendance; however other healthcare professionals may attend. First priority is given to physicians when registering/attending. For more rural locations or when live streaming, the required number of physicians may be lowered. DSHS reserves the right to cancel due to low enrollment. The host is responsible for receiving and disseminating the class materials and CE paperwork and must remain in the class to monitor attendance. This ensures compliance with the continuing education regulations on attendance.

Application Deadline

To be considered as a hosting site for POLM/LCAPS, please submit your application to host no later than July 30th 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 or by faxing to 512-341-4473.

Application to Host DSHS Breastfeeding Courses

Contact Name _____ Phone _____

Email Address _____

Training Site Name _____

Training Site Address _____

City, State, Zip Code _____

Room Name/Number _____ Room Capacity _____

1st choice month preference _____

2nd choice month preference _____

Host Year 20____ Parking Cost \$ _____ per day Parking Validated YES NO N/A

I am interested in hosting POLM and LCAPS. I am interested in hosting a physician course.

I agree to the following:

- I understand that submission of an application does not guarantee my facility will be chosen to host.
- I will advertise the training to local WIC agencies, area hospitals, birthing facilities and health-care providers well in advance that are within 2 hours driving distance from the training site.
- I will provide a cost-free location that meets the following requirements:
 - Seating
 - Classroom style (each seat has writing surface)
 - No obstacles preventing the participants from viewing the presentation or instructor
 - POLM/LCAPS: 100+ for POLM, 50 for LCAPS
 - Physician Courses: Minimum of 20
 - Adequate number of ladies' restrooms/stalls located close to training room
 - Private non-bathroom space with an electrical outlet that is free from intrusion for nursing mothers to express breastmilk (can be small office, lactation room, conference room, etc)
- I understand that classes may be cancelled at the discretion of management in the event the minimum requirements for registration are not met.
- I understand DSHS has the right to change venues if my facility will be undergoing construction that may interfere with the quality of the educational activity.

- I understand that if DSHS arrives to conduct the course and my facility does not meet the minimum requirements of space and/or attendance as described and agreed to above, consideration for hosting future courses will be impacted.
- I will make arrangements for catering and provide menu choices and payment instructions at least 2 weeks in advance. *(POLM/LCAPS only)*
- I will be available to provide assistance on the day of class.

Printed Name of Requestor _____ Title _____

Signature of Requestor _____ Date _____

Please send your completed application or questions to the WIC CE Coordinator by email to WIC.CECoordinator@dshs.texas.gov or faxing to 512-341-4473.