Developing an Action Plan for a BFHI project

Rooming-in Example

Aim is to improve the number of mothers and babies with 24-hour rooming-in

Where are we now? What is the current situation?
Audit of rooming-in carried out on (date) ____________ showed:

___ % of mothers and babies remained together 24 hours a day.
___ % of mothers and babies remained together during the day but not rooming-in at night.
___ % of and babies did mothers not remain together 24 hours a day for medical indications.
___ % started rooming-in immediately after a normal birth.
___ % of c-section mothers started rooming-in within a half-hour of when they were able to respond to their baby.

What would we like the situation to be? What is our goal or target?
On (date) ______________, an audit of rooming-in will show:

___ % of mothers and babies remained together 24 hours a day.
___ % of mothers and babies remained together during the day but not rooming-in at night.
___ % started rooming-in immediately after a normal birth.
___ % of c-section mothers started rooming-in within a half-hour of when they were able to respond to their baby.

Any mothers and babies who did not remain together 24 hours a day will be recorded in the ______________ with the reason for rooming-out.

This record will be examined every 3 months to see if there are any contributing factors to rooming-out that could be addressed.

How will we get to our goal? (Method)

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<thead>
<tr>
<th>Action</th>
<th>Person (s) Responsible</th>
<th>Start and Completion Date</th>
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<tbody>
<tr>
<td>All staff, professional and ancillary, will be informed that rooming-in is the standard policy for all mothers by means of a posted notice.</td>
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<tr>
<td>All staff will be educated as to the reasons behind this policy appropriate to their areas of responsibility, by means of attendance at a 20-minute session on the ward.</td>
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<tr>
<td>All relevant staff will be taught means of assisting mothers to settle their babies themselves, and how to explain the importance of rooming-in to mothers/parents. Staff will be educated by means of a 20-minute session on the ward and this topic addressed during the 20-hour course.</td>
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<td>Antenatal classes and other information sources will explain to parents the importance of rooming-in and that it is the hospital policy.</td>
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74 Used with permission from the Baby-friendly Hospital Initiative in Ireland.
75 This Action Plan focuses on rooming-in. Other Action Plans would need to be made for other practices/Steps that needed attention.
Any mother and baby **not rooming-in** for a medical indication or by mother request will be **recorded** in the ______________ including the reason.

Completion of this **record** will be **checked** weekly for the first month of the project and any non-completion addressed.

This **record will be analysed** at the end of (one month from start) and each 3 months afterwards to see if there are any contributing factors to rooming-out that could be addressed. (addressing them would be a separate plan)

The (designated person) will carry out an audit of rooming-in one night per month, randomly chosen, during the next 4 months. The results of this audit will be recorded in ______________ and **posted** at the nurses’ desk on the ward.

**How will we know we are going in the right direction? (Evaluation)**

At (date, perhaps 4 months from start), the monthly random audits show an increase in rooming-in to the levels of the targets above.

For one week (date about 4 months from start), further data collected to ascertain the statistics regarding degree of rooming-in and how soon it starts as outlined above. This data collection is the responsibility of ______________

The record of rooming-out will be filled in with the occurrence, length of time and reason for the rooming-out.

A list of reasons for rooming-out and the number of occurrences of each reason will be complied by ______________

A sample of mothers (all the mothers in one week - date) asked on discharge to complete a short form regarding their experiences of rooming-in. Person responsible for designing this form ______________, checking completion of forms ______________ and analysing and reporting on findings ______________

**How will you sustain the practice? (Sustainability)**

Compliance with the rooming-in policy audited one night per month by random check by (person) ______________ and results recorded in ______________ and posted on the ward.

Reasons for rooming-out recorded in ______________ and examined on a three monthly basis for contributing factors that need to be addressed. Responsibility ______________

Importance of rooming-in explained to women during their antenatal contacts (not just at classes)

Responsibility ______________

New staff orientated to the rooming-in policy. Responsibility ______________

**Budget (What resources are required to implement the action?)**

Equipment: bed sides may be needed if bedding-in is used and beds are narrow, or bigger beds

Staff: initial -replacement staff for staff attending training; staff member at ½ day per week for x weeks for project co-ordinator or other person to educate staff (depends on number of staff to educate), develop recording system, and evaluate project.

On-going - 15 minutes per month for person to count numbers rooming-out; 1 hour per month to monitor whether the improvements are being sustained and to orient new staff.

May need additional antenatal staff to ensure there is time to discuss rooming-in with women.

Photocopying/printing of information leaflet for staff.

**Overall project responsibility:** ______________

Start date: ______________ Target completion date: ______________