

**Staff Member:** \_\_\_\_\_  
**Start Date of** \_\_\_\_\_  
**Competency:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_  
**Unit:** \_\_\_\_\_

*This competency has been assigned to the staff member indicated above and must be completed as part of their assigned role. This competency may need to be renewed at a designated future date to ensure the staff member maintains their skill.*

*The **Staff Member** will discuss with their Preceptor on their previous experiences and skills in establishing a plan and goals for successfully demonstrating their ability to meet the performance elements of the competency.*

*The **Preceptor** will discuss with the Staff Member the best approach to ensure their success in meeting the performance requirements for this competency. The **Preceptor** will date and initial each performance element when they validate that the Staff Member **has met the requirement of the element and can deliver this aspect of care without direct supervision**. The Preceptor should indicate in the Notes column any areas that the Staff Members should focus on to gain greater proficiency as they continue to develop. If the **Preceptor** has any concerns regarding the Staff Member's ability to meet the performance elements and successfully complete this policy, they should document their concerns on the Notes column and contact their **Supervisor** for direction.*

<b>Applicable References &amp; Policies:</b>	<ul style="list-style-type: none"> <li>Human Milk Storage Guidelines (cdc.gov)</li> </ul>
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Performance Elements	Validation Method (Circle) D – Demonstrated S – Simulated T – Test V - Verbalized	Date Performance Element Met	Preceptor Initials	Notes
<b>Knowledge</b>				
<b>Staff members will know:</b> <ul style="list-style-type: none"> <li>Organizational policies and procedures regarding the handling of breast milk products.</li> </ul>	<b>D S T V</b>			
<ul style="list-style-type: none"> <li>Human Milk Storage Guidelines set forth by the CDC. These guidelines include:               <ul style="list-style-type: none"> <li>Storage locations, i.e.: countertop, refrigerator, and freezer.</li> <li>Temperatures for freshly expressed and thawed breastmilk.</li> <li>Discarding leftover breast milk.</li> </ul> </li> </ul>	<b>D S T V</b>			

Performance Elements	Validation Method (Circle) D – Demonstrated S – Simulated T – Test V – Verbalized	Date Performance Element Met	Preceptor Initials	Notes
<ul style="list-style-type: none"> <li>Prior to working with the breast milk, the staff member performs hand hygiene.</li> </ul>	<b>D S T V</b>			
<b>Storage</b>				
<ul style="list-style-type: none"> <li>Utilizes breast milk storage bags for storage.</li> </ul>	<b>D S T V</b>			
<ul style="list-style-type: none"> <li>Labels milk with the date/time it was expressed and the baby and mother's identification labels.</li> </ul>	<b>D S T V</b>			
<ul style="list-style-type: none"> <li>Stores the milk in the refrigerator or freezer, not on the door of the freezer or refrigerator.</li> </ul>	<b>D S T V</b>			
<ul style="list-style-type: none"> <li>Refrigerates or freezes milk in small amounts, 2-4 ounces.</li> </ul>	<b>D S T V</b>			
<ul style="list-style-type: none"> <li>When freezing, leaves a one-inch space above the bag as the breast milk will expand as it freezes.</li> </ul>	<b>D S T V</b>			
<ul style="list-style-type: none"> <li>When not expecting to use the breast milk within 4 days – freeze it right away.</li> </ul>	<b>D S T V</b>			
<b>Thawing</b>				
<ul style="list-style-type: none"> <li>Always uses the oldest milk first.</li> </ul>	<b>D S T V</b>			
<ul style="list-style-type: none"> <li>Thaws breast milk under running lukewarm water or overnight in the refrigerator.</li> </ul>	<b>D S T V</b>			
<ul style="list-style-type: none"> <li>Uses the thawed breast milk within 24 hours of being completely thawed.</li> </ul>	<b>D S T V</b>			
<ul style="list-style-type: none"> <li>Uses thawed breast milk within 2 hours of bringing it to room temperature or warming.</li> </ul>	<b>D S T V</b>			
<ul style="list-style-type: none"> <li>NEVER refreezes thawed milk.</li> </ul>	<b>D S T V</b>			
<b>Feeding</b>				
<ul style="list-style-type: none"> <li>Educates the mother on how to test the temperature of the breast milk before giving it to the baby. (Putting a few drops on the wrist, making sure it is not too hot).</li> </ul>	<b>D S T V</b>			

Performance Elements	Validation Method (Circle) D – Demonstrated S – Simulated T – Test V – Verbalized	Date Performance Element Met	Preceptor Initials	Notes
<ul style="list-style-type: none"> <li>Swirls the breast milk to mix the fat, which may have separated.</li> </ul>	<b>D S T V</b>			
<ul style="list-style-type: none"> <li>If the baby does not finish the bottle, leftover milk is used within 2 hours.</li> </ul>	<b>D S T V</b>			

*I hereby attest that I have completed this assigned competency and feel confident in my ability to perform the listed performance elements. I understand that if I have any questions regarding my abilities to perform in my role that I am to contact my supervisor immediately.*

**Signature of Staff Member:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Preceptor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Notes:**