

**Smooth Transitions Perinatal Transfer Committee**

**Initial Meeting - Sample Agenda**

1. **History/Perspective**

* Hospital description, background, and history (number of births/year, approximate number of transfers annually, types of providers, NICU/newborn care, etc.)
* Discuss history of relationship between hospital and community midwives
* Set an intention for better collaboration

1. **Review the Mission and Goals of the Smooth Transitions™ QI Program**

**Mission: To address our shared responsibility for improving hospital transfers from planned community-based births to promote greater patient safety and satisfaction.**

**Goals:**

* **Improve the safety and efficiency of the transfer process through the establishment of system-wide protocols**
* **Collect and analyze transfer outcome data for the purpose of quality improvement**
* **Build greater collaboration between community-based midwives, EMS, and hospital care team**
* **Enhance the patient experience of care when transfers occur**

1. **Review the Smooth Transitions™ Program Steps**

* **Host a Smooth Transitions**™ **Presentation**

The Smooth Transitions Program Coordinator sets up a presentation at your hospital. Beforehand, the Program Coordinator talks with hospital staff and community midwives about the current situation and issues.

* **Identify Clinician Champions**

It is important to find a clinician champion for both the hospital and midwifery community. They will help organize meetings and communicate between the groups.

* **Form a Perinatal Transfer Committee**

Gather a group of obstetrical and pediatric providers, nursing staff, EMS personnel, and local licensed midwives and form a perinatal transfer committee.

* **Develop and Adopt Transfer Tools**

The Transfer Committee creates transfer protocols (ideally maternal and neonatal), and adopts transfer forms, SBAR scripts, and a transfer algorithm using provided templates.

* **Meet Regularly/Interaction**

The Perinatal Transfer Committee meets 2 – 3x/year to discuss any issues or concerns regarding transfers and to share strategies about how to improve efficiency, safety, and satisfaction. This can also be an opportunity to share CME, trainings, and resources. Protected case reviews can occur as needed following the Smooth Transitions Protocol.

* **Collect Data and Publish Research**

Participating hospitals will collect data to evaluate the efficacy of the project. Quantitative and qualitative analysis can be done for small scale improvement at the hospital level or statewide for research purposes and publication.

4. **Establish Ground Rules for the Meetings**

* Spend a little time coming up with some rules for communicating and interacting during the meetings. Everyone needs to feel safe, comfortable, and heard. To what level of detail will cases/transfers be discussed? How can feedback be given respectfully?

5. **Establish Meeting Logistics**

* Frequency
* Timing
* Location
* Agenda/topics/standing threads - decide on important agenda ideas that will always be discussed at future meetings
* Designate a clinician champion within the hospital and within the local midwifery community. How will communication work? Share contact info
* Generate current contact list of community midwives

6. **Concluding Comments**

**Future Meetings**

* Agenda items identified at the first meeting are important and need to be addressed at every meeting: How are transfers going in general for both groups? Are the protocols working? Do they need modifications? Are everyone’s needs getting met? Engage in group problem-solving.
* Review Smooth Transitions qualitative survey data.
* Review quantitative statistics/outcome data from the Smooth Transitions Transfer Logs.
* Identify any areas for future education/training or needed tools.
* Develop a mechanism for sharing meeting summary/minutes, survey data, transfer statistics, with the larger hospital and midwifery communities.

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