



Smooth Transitions Perinatal Transfer Committee (PTC) 1st Meeting

Sample Agenda (2024)

1. History/Perspective

- a. Hospital background and description (number of births/yr, approximate number of transfers annually, types of providers, NICU/newborn care offered, etc.)
- b. Discuss the relationship between hospital and community midwives
- c. Setting an intention for better collaboration

2. Review the Mission and Goals of Smooth Transitions

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 whole person safety and efficiency of the transfer process through the establishment of system-wide protocols (whole person safety encompasses the emotional, psychological, social, cultural, spiritual, and physical processes and outcomes)
- 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

3. Confidentiality & Privacy Reminder-to be read at the beginning of all PTC meetings

These PTC meetings are meant to be a space for general discussions about transfers, specifically related to systems-level processes and communication. Discussions around transfer will be addressed in a deidentified, high-level manner with no case-specific details. Please do not self-identify any connection to a specific transfer. These meetings are not designed to replace a protected case review; that can be done internally at each hospital or by one's professional

midwifery association. Should the discussion trend toward a specific case review, we would respectfully direct to the appropriate avenue. Any notes taken or minutes from these PTC meetings should not contain Confidential Information. The intention is to be educative, not punitive. Please follow common courtesies, such as, being respectful of others, not interrupting, allowing all voices to be heard, and valuing our time together by keeping the meeting productive. Thank you for your participation and work in improving these transfer situations and interprofessional collaboration.

4. Review the Smooth Transitions Program Steps

1. 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.

2. 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.

3. Develop Transfer Protocols and Tools

Work in small groups (facilitated by Smooth Transitions Program Coordinator and balanced between the hospital providers/nursing and community midwives) to co-create transfer protocols (gestational parent and neonatal-if applicable) and transfer tools. Drafts go out to the larger hospital and midwifery community for feedback before going live.

4. Hold Perinatal Transfer Committee (PTC) Meetings

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

5. Meet Regularly/Interaction

The Perinatal Transfer Committee meets 2 – 4x/year to provide updates, discuss any issues or concerns regarding transfers, and strategies about how to improve efficiency, safety, and patient experience. This can also be an opportunity to share CME, trainings, simulations, and develop needed resources based on what topics come up in the meetings.

6. Collect Data and Publish Research

Participating hospital providers and staff, community midwives, EMS, doulas, and transfer patients, will submit survey data to evaluate transfers and the efficacy of the program. 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 transfers be discussed? How can feedback be given respectfully?

(feel free to incorporate resources about respectful communication, such as Catalyst's Conversation Ground Rules Infographic www.catalyst.org/research/conversation-ground-rules/)

5. Establish Meeting Logistics

- a. Frequency-quarterly
- b. Timing-day/hour
- c. Location-virtual, in-person, hybrid
- d. Agenda topics/standing threads - decide on important agenda ideas that will always be discussed at future meetings and create a process for new topics to be added to the agenda
- e. Communication-share contact information for meeting invitations and notes/minutes
- f. Generate current directory of community midwives that would potentially transfer there

6. Concluding Comments/Thoughts

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, group problem-solving?
- Review Smooth Transitions qualitative survey data in a deidentified, aggregated report.
- Review quantitative statistics/outcome data when possible.
- Identify any areas for future education/training or needed tools.
- Expand the hospital-community midwife relationship beyond intrapartum, immediate postpartum, and neonatal transfer to other areas-i.e.-antepartum transfers of care, inductions, early discharge options, nurse midwives as receiving providers, allowing read-only access to the hospital EMR, etc.