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Website <http://www.LactationTraining.com>
Internship Coordinator Amy Black
Interns@LactationTraining.com

Dear Internship Applicant,

We are pleased to offer a Lactation Consultant Internship Program for those wishing clinical experience in lactation management. You, as an intern, will be paired with an experienced lactation consultant/s who will act as your mentor. This program is designed to give you a broad range of clinical experiences as well as time for developing care plans and researching the rationale for the care you give.

You will have the opportunity to observe and participate in a wide range of lactation consultant activities based on the setting to which you are assigned. Because of the variety of activities, volume of patients available for the day and the types of patients available, there will be variation in your daily activities.

To document your progress, you will use a competency check list to record the skills you learn. Once competency in a skill is mastered, your mentors on site will need to sign off. Depending on the amount of previous experience you have, you may not complete all skills within internship. You will know which skills you will need to seek out in order to round your experience.

We offer a 100 hour internship and a 500 hour internship that will meet the clinical practice requirements for Pathway 3 in preparing for the IBLCE certification exam. Details are in the following Internship Program information packet. Please view <https://ibclce.org/step-1-prepare-for-ibclce-certification/> for an explanation of the exam pathways. In preparation for a 500 hour internship, you will be completing two applications, one for the IBLCE with help from our internship director and one for Lactation Education Resources. Please plan your time carefully prior to application for the IBLCE certification exam so you can meet the IBLCE deadlines.

We think that the experiences you will have and the knowledge you will gain while in the Internship Program, will give your lactation consultant career a head start. Working with interns is a rewarding experience for us as well. We look forward to welcoming you to our Internship Program!

Sincerely,

Kirra Brandon MD
CEO



INTERNSHIP PROGRAM

PURPOSE:

To provide educational and practice opportunities in a variety of settings for those interested in obtaining clinical experience in preparation for beginning a lactation consultant practice.

PREREQUISITES:

1. Commitment to complete 100 / 500 hours.
2. Pre-registration form and \$200 pre-registration fee that will go toward your \$2000 internship fee. https://lactationtraining.formstack.com/forms/intern_preregistration
3. Resume
4. Completion of the Lactation Consultant Training Program or equivalent.
5. Interview with the Internship Director (in person or by phone)
6. In-person interview with lactation department at clinical site prior to completion of other documentation.
7. Letters of recommendation (2) from a supervisor or someone who can attest to your experience, expertise and character.
8. Malpractice insurance coverage (provide copy). If you do not currently have malpractice insurance, you may obtain it from;
 - a. Seabury & Smith, (formerly Maginnis & associates) by calling 1-800-621-3008
 - b. CMF Group <https://www.cmfgroup.com/professional-liability-insurance/lactation-consultant-ibclc-insurance/>
 - c. Proliability
 - i. <http://www.proliability.com/professional-liability-insurance/students> OR
 - ii. <http://www.proliability.com/professional-liability-insurance/other-professions>
 - d. or any other carrier of your choice. Obtain the highest coverage they offer.
9. Health clearance (form attached)
10. Personal health insurance coverage (provide copy of policy)
11. Current CPR card. Must be Basic Life Support for Healthcare Providers with in-person training. No other CPR formats will be accepted.
12. Criminal Background Check with both local and national searches and sexual predator search. Proof of a 12-panel drug screen urine panel to test for the following:
 - Amphetamines (1000 ng/mL SCREEN)

- Barbiturates
- Benzodiazepines
- Cocaine metabolites
- Marijuana metabolites, (50 ng/mL SCREEN)
- Methadone
- Methaqualone
- Opiates (2000 NG/ML SCREEN)
- Phencyclidine
- Propoxyphene
- Oxycodone
- Ecstasy

Available via the internet through PreCheck, approximately \$100 for both. Look for Lactation Education Resources on the list of institutions. Our clinical sites will only accept background checks from PreCheck. Download the instructions from our website.

13. Seasonal flu shot

14. Compliance training

- OSHA training (if you have taken this at your medical facility, provide a copy of your certificate. If you have not taken this course it is available at: <https://www.lactationtraining.com/iblce-additional-general-education-package#oc> Occupational Safety and Security.
- Universal Precautions and Infection Control (if you have taken this at your medical facility, provide a copy of your certificate. If you have not taken this course it is available at: <https://www.lactationtraining.com/iblce-additional-general-education-package#up>
- HIPPA training (if you have taken this at your medical facility, provide a copy of your certificate. If you have not taken this course it is available at: <https://www.hipaatraining.com/>. The Basic HIPPA Training is fine for \$25.

15. Copy of RN or MD license (if applicable)

16. Completed LER Internship application

17. Pre-approval of your internship program plan by the IBLCE. Please contact the internship director, Amy Black, at interns@lactationtraining.com for specific instructions on how to fill this out to meet the requirements for our internship program with the IBLCE.

Please follow these instructions exactly to avoid having to repeat any one of these steps!

100 HOUR PROGRAM

The intern will observe, contribute to and participate in consultations, as the mentor sees her develop appropriate skills.

Keep records of clinical experiences on the designated forms (The Clinical Competencies for IBCLC practice).

Tuition \$ 1000

500 HOUR PROGRAM

The intern will observe, contribute to and participate in consultations, as the mentor sees her develop appropriate skills. Observation hours do not count towards the 500 hours. Only hours when the intern is participating in the consult will “count” towards the 500 hours. Please refer to the IBLCE document: Pathway 3 Plan Approval Packet <https://iblce.org/step-1-prepare-for-ibclc-certification/lactation-specific-clinical-experience/pathway-3-mentorship/>

Tuition \$2000 (A payment plan is available, inquire at interns@LactationTraining.com)

DOCUMENTATION

You will receive an internship documents in digital format related to your internship at the beginning of your internship. We will go over these documents with you and your mentor. We recommend placing these in a binder to go with you to your clinical site.

Keep records of clinical experiences on the designated forms (The Clinical Competencies for IBCLC Practice) which you will find in your notebook.

Write 10 case studies including relevant research. To document your case studies, use the form in the following link. You may start and save your work and resume later if you can't complete it in one session. Please see the instructions on the form so you do not lose your work.

http://lactationtraining.formstack.com/forms/intern_case_study Be concise and focused. Your work will be reviewed by Amy Black. You will receive feedback on some of your case studies. If you do not receive feedback, assume the case study was accepted as is.

Engorgement

Jaundice Sore

Nipples

Premature infant

Infant weight loss greater than 10%

You may substitute one of these topics for a topic of your choice.

Flat or inverted nipples

Breast refusal

Cultural issues

Over-production

Low milk production

Guidelines for Case Study Reports

Problem	Identify problem/s
Cause	Rank the causes in order of how common they are List the reasons the problem may occur Identify the time period when the problem is likely to occur
History	Mother and infant/s history
Assessment	Describe the clinical findings for mother, infant, breastfeeding assessment
Plan of care	Describe the recommendations including addressing the infant's needs, the mother's needs and the breastfeeding situation
Evaluate	Evaluate the recommendations, what was good, what could have been done better. This might include policies and practices as well as staffing that affected the patient care
Research	Summarize what the textbooks and research journals say, provide bibliography

Each intern is required to complete a final presentation. This can be a more detailed presentation on one of your case studies or a subject within lactation of interest. This presentation might be a PowerPoint presentation, include posters, flow sheets, charts, pictures, demonstrations or other relevant materials. The presentation will be held with your local mentors and any other individuals your mentors may feel would benefit from your final presentation within your community.

Attend one meetings/classes of each of the following categories and provide a written report of each. Use the form at: http://lactationtraining.formstack.com/forms/group_meeting_report.

- 1) Professional group: The local ILCA group meeting or state Breastfeeding Coalition meeting
- 2) Parents class: A prenatal breastfeeding class
- 3) Mothers support group: A post-partum support group or a La Leche League meeting.

COMPLETION OF THE PROGRAM:

The trainee will be awarded a completion certificate when:

- 1) 100 / 500 clinical hours are complete dependent on your program
- 2) The Clinical Competencies for IBCLC Practice are submitted to the Internship Director
- 3) All 10 case studies, 3 meeting/classes have been reported and final presentation is complete
- 4) Time sheets with hours broken out by mentor has been submitted to the Internship Director
- 5) Self-evaluation has been submitted to the Internship Director
- 6) Evaluation of program has been submitted to the Internship Director
- 7) Payment has been received in full

POLICIES:

Scheduling

Trainees will schedule time at their placements with the supervising Lactation Consultants based on availability. Generally, interns work 2-3 days per week. The time limit for completing the 100 hours is 6 months, for 500 hours is one year.

Supervision

During the Internship Program LER will provide guidance and arrange observation / practice opportunities. An intern will begin by observing her mentors. She will then perform the various competencies under the supervision of the Lactation Consultants. When she has been observed several times and is believed to have mastered each skill, she may perform that activity independently with the lactation consultant nearby as a resource for problems or questions. All activities are subject to the approval of the institution's policies.

Learning opportunities are based on the availability of patients and their clinical situations. Every effort will be made to offer a variety of educational experiences. The intern may not reach the level of independent practice in each competency by the completion of the internship.

Conflict of interest

Interns may not solicit, distribute materials or business cards, or promote goods or services of any type while enrolled in the Internship Program.

Grievance Policy

Clinical interns are contacted quarterly to determine the intern's satisfaction with the program and the mentor's evaluation of the intern. Mentors and interns are encouraged to contact Amy Black, Director of Clinical Internships, at any time a problem situation appears. If a problem is uncovered, it is discussed with the intern, her clinical instructor, the Director of Internships and Program Director in necessary, to determine a resolution.

Confidentiality

No confidential medical, personal or programmatic information may be divulged to others in any way. Turn in your assigned Confidentiality Statement with your application. Patients should be identified only by pseudonym or "mother", "baby" in any case reports.

Parking

Parking will be provided by the institution. Interns will be responsible for parking fees, if any.

LEARNING OBJECTIVES:

At the end of the internship the Lactation Intern will:

1. Be able to counsel mothers as they initiate lactation and trouble shoot common breastfeeding issues.
2. Distinguish between common breastfeeding problems and more complex problems and provide appropriate referral as needed.
3. Be able to counsel mothers with common breastfeeding difficulties over the phone.
4. Be familiar with the features of different kinds of breast pumps, cleaning and trouble shooting.
5. Be able to recommend a breast pump suitable for the individual needs of each patient.
6. Be competent in providing routine education and support to hospitalized mothers of normal newborns and premature infants.
7. Be informed about the proper storage and handling of breastmilk.
8. Be familiar with resources for breastfeeding information including a medical library, the internet, and appropriate reference books.
9. Be aware of resources and handouts for patients with special needs: e.g. handicapped infants, mothers of multiples, mothers whose first language is not English, mothers with low reading level, etc.
10. Provide anticipatory guidance to mothers of normal newborns and mothers with breastfeeding problems.
11. Be able to document assessments and recommendations in appropriate records.
12. Be familiar with the appropriate use of special aids such as breast shells, nipple shields, feeding tube devices, special pillows, periodontal syringes and other related lactation management devices.



Lactation Education Resources

Internship Program Application Form

Name _____

Address _____

City, State, Zip _____

Phone number _____

Fax number _____ email _____

Please attach a résumé or CV.

Lactation Consultant Training Program 90 hours (or equivalent) completion date: _____

Anticipated time schedule for 100 / 500 hours of training: (scheduled as space is available).
(Days per week, hours per day, completion time frame)

Goals and learning needs for the Internship program:



Lactation Education Resources

LACTATION INTERNSHIP HEALTH CLEARANCE FORM

Name of intern _____ DOB _____ has:

1. A negative PPD (Mantoux Method) less than 3 months prior to the date of scheduled clinical observation or a negative chest x-ray less than 1 year prior to scheduled clinical observation. Date performed _____ Date read _____ Results _____ mm

2. Proof of immunity to measles, mumps and rubella. _____ date

3. Laboratory evidence of immunity to varicella, or two doses of chickenpox (VariVax) vaccine. _____ date

(Anyone born before 1957 does not need measles, mumps or rubella documentation, only varicella.)

4. Has had hepatitis B vaccination and hepatitis immune status by serology, if available (or provide statement of declination). (Provide Hep B declination form) _____ date

5. Has had seasonal flu vaccine _____ date

6. Has had Tdap series within 10 years _____ date

7. COVID vaccination: Date of first _____ Date of second _____
Booster(s) _____. (Must provide proof of vaccination).

I have examined this individual and have found her/him to have no mental, no physical health problems or evidence of infectious or communicable diseases that will interfere with her completion of the Lactation Consultant Internship Program.

Signature of Physician / Nurse Practitioner

Facility



Lactation Education Resources

LACTATION INTERNSHIP

CONFIDENTIALITY STATEMENT

In the course of your activities with patients you will have access to confidential medical and personal information and records. This information may not be divulged to others in **any way**. Case reports and written assignments should identify patients only by a pseudonym or general reference “mother”, “infant”. In addition, you may become aware of sensitive programmatic information. You will not share this information with anyone outside of the organization.

Medical information is protected by HIPAA (The Health Insurance Portability and Accountability Act of 1996) regulations. Protected Health Information, the medical record, and records of payment held by health care clearinghouses, employer sponsored health plans, health insurers, and medical service providers and their employees and business associates is covered by the Privacy Rule and may not be divulged without the person’s consent. You may not discuss patients and cases with anyone other than your mentor/s. Infringement results in severe legal penalties and fines.

An infraction in this area is considered very serious and may be grounds for disciplinary action and/or dismissal from the Internship Program.

By signing this statement, you acknowledge that you have read this document and will not share or divulge any personal, medical or programmatic information to anyone who is not authorized to have access to it.

Signature of Intern

Date

Internship Time Worksheet

Date	Activity	Observation time	Clinical time	Mentor	Time total
	Total				