

Breastpumps

This module applies to any staff member issuing or administering breastpumps, but specifically to the following security roles:

RN/RD
Breastfeeding Peer Counselor



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This module requires use of the computer and the on-line KWIC Training Application.

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Objectives

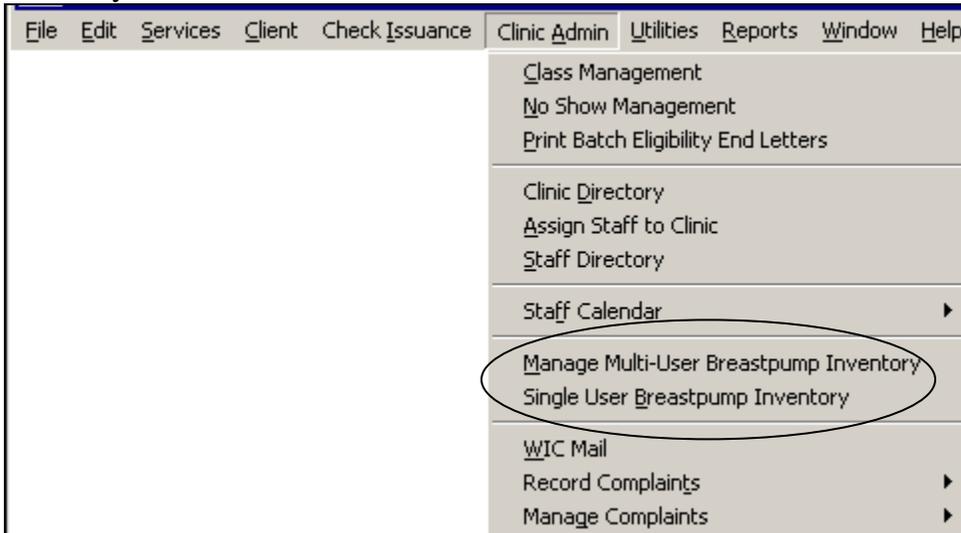
Upon completion of this activity, the employee will be able to:

1. Enter breastpumps into the KWIC inventory.
2. Issue single user breastpumps.
3. Issue multi user breastpumps.
4. Initiate a breastpump user report.

Breastpump Inventory

Read the following policy concerning breastfeeding equipment. Breastpumps should only be purchased following this policy – [NED 05.04.00](#)

Prior to issuing breastpumps, inventory information must be entered in KWIC using the “Manage Multi-user Breastpump Inventory” window and the “Single User Breastpump Inventory” window.



Multi-user Breastpump Inventory

Each multi-user electric breastpump must be entered into KWIC before issuance to a client.

Select the [Add] button to add breastpumps to the inventory.

KWIC tracks the breastpumps by the “Serial #” field. The number entered in this field appears on the issuance window and is printed on the user’s agreement. Any number that a clinic uses for tracking a breastpump can be entered in the Serial # field such as Pump #1, Pump #2 or the actual serial number. Write this number with permanent marker on the breastpump case with your clinic’s address and phone number. Enter whatever number or name your clinic uses as the identifying tracking name or number in the “Serial #” field. You can leave the Inventory # field blank or use it also. The notes field can be used to add identifying or other useful information. Click the save button to add the pump information.

Serial #	<input type="text" value="Pump #1"/>	Inactivated 00/00/0000 15 by
Inventory #	<input type="text" value="1122233"/>	Inactive Reason <input type="text"/>
Most Recent Caseload Issuance 09/03/2013 to Butler County WIC Program		
Notes	<input type="text" value="Case has a small crack"/>	

Single User Breastpump Inventory

KWIC allows for inventory entry of manual, single user electric pumps, and supplemental nursing systems in this window. The Breastpump Inventory/Issuance applications were developed by another state using KWIC. Kansas does not supply supplemental nursing systems to clients, so you will not use that feature.

Click the [Add] button to add breastpumps to the inventory.

Select the type and assign the number of breastpumps you have in stock. Be sure to click the [Save] button.

Caseload Butler County WIC Program		Number Assigned <input type="text"/>
Single User Type	<input type="text" value="Single User Electric"/>	
Note	<input type="text" value="Manual Supplemental Nursing System"/>	

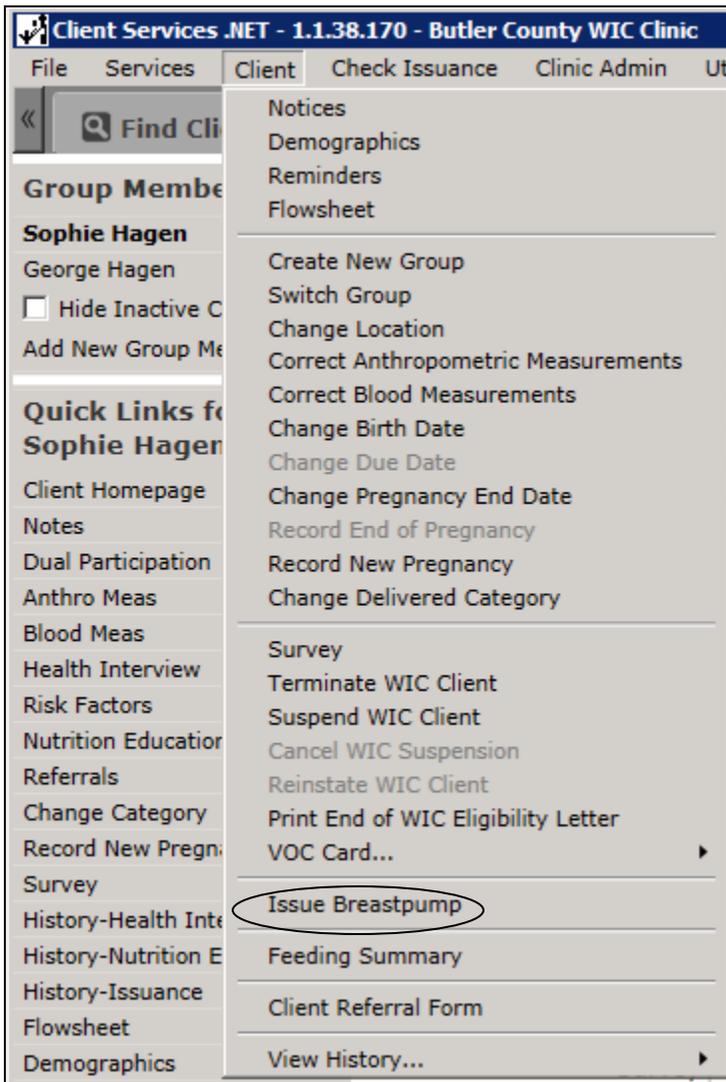
Additional Information:

Single user breastpumps will need to be manually inventoried for ordering purposes as KWIC only tells the user that there are pumps available to issue not how many are available.

Breastpump Issuance

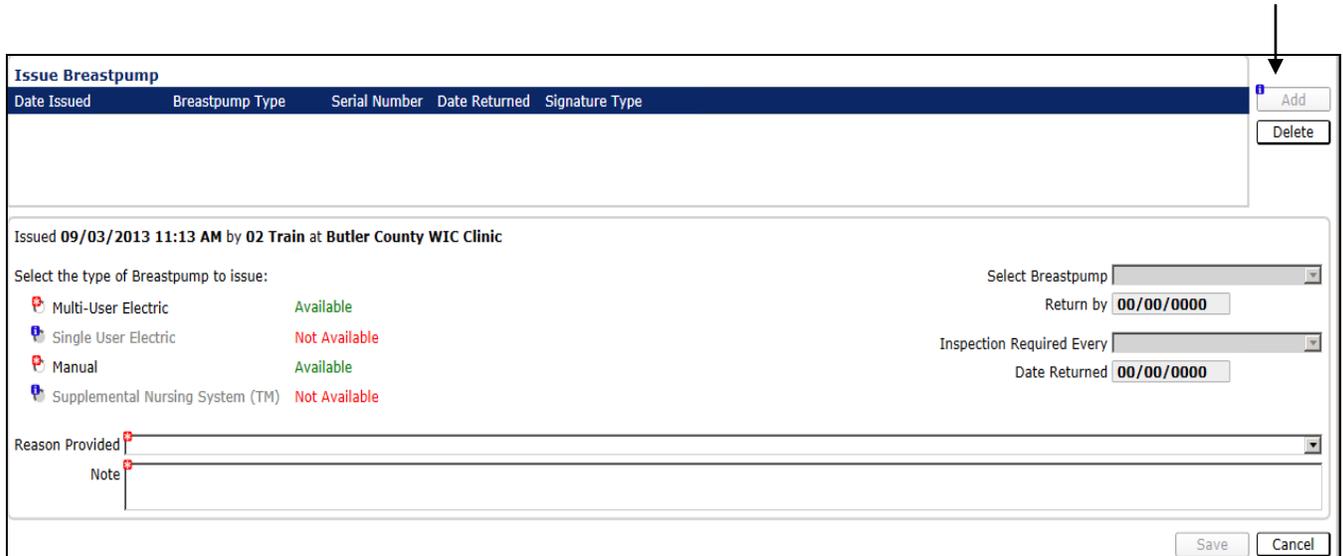
Read the following policies about breastpump issuance. Breastpumps should only be issued following the Kansas WIC policies - [NED 05.04.01](#), [NED 05.04.02](#), and [NED 05.04.03](#).

The Issue Breastpump window is on the dropdown menu under the Client menu heading. A breastfeeding client must be selected for issuance. All breastpumps are issued from the same window.

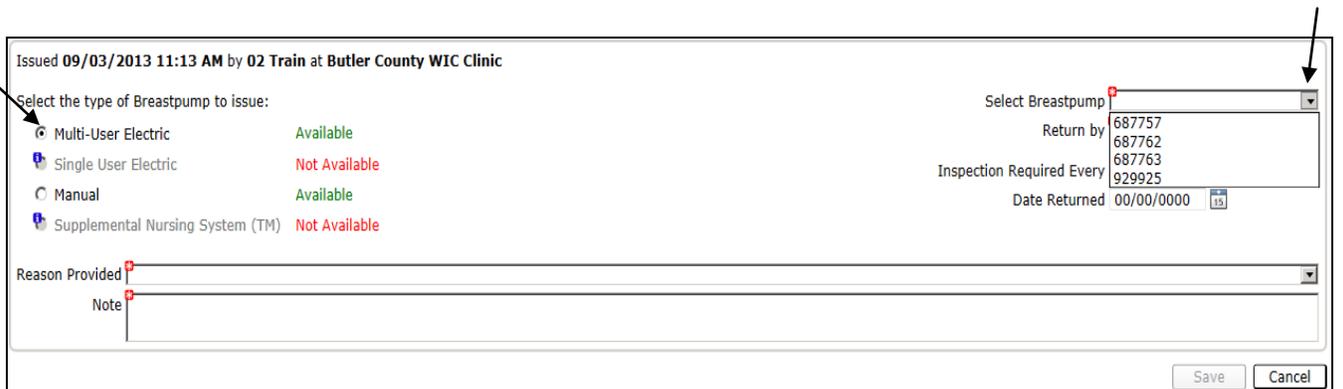


To issue a multiuser electric pump

Click the [Add] button to issue a breastpump.



The screenshot shows the 'Issue Breastpump' form. At the top right, an arrow points to the 'Add' button. The form includes a table with columns: Date Issued, Breastpump Type, Serial Number, Date Returned, and Signature Type. Below the table, the text reads 'Issued 09/03/2013 11:13 AM by 02 Train at Butler County WIC Clinic'. The form contains several fields: 'Select the type of Breastpump to issue:' with radio buttons for 'Multi-User Electric' (Available), 'Single User Electric' (Not Available), 'Manual' (Available), and 'Supplemental Nursing System (TM)' (Not Available); 'Select Breastpump' dropdown menu; 'Return by' field with value '00/00/0000'; 'Inspection Required Every' dropdown menu; and 'Date Returned' field with value '00/00/0000'. There are also 'Reason Provided' and 'Note' text areas. At the bottom right are 'Save' and 'Cancel' buttons.



The screenshot shows the 'Issue Breastpump' form with 'Multi-User Electric' selected. An arrow points to the 'Multi-User Electric' radio button. Another arrow points to the 'Select Breastpump' dropdown menu, which is open and shows a list of pump serial numbers: 687757, 687762, 687763, and 929925. The 'Return by' field is now populated with the selected serial number. The 'Inspection Required Every' field is also populated with the value 929925. The 'Date Returned' field remains '00/00/0000'. The 'Reason Provided' and 'Note' fields are empty. The 'Save' and 'Cancel' buttons are at the bottom right.

Select the Multi-User Electric Breastpump radio button. Click on the Select Breastpump dropdown and a pump from the inventory. All pumps listed in the inventory that are available for loan will appear in this list.

A reason provided must be entered and a note. The return by date must be completed. The Inspection Required Every _____ field does not have to be completed but may be helpful for follow up. Kansas policy requires clinics to follow up with mothers issued a breastpump one week after issuance and then at every check pickup.

When [Save] is clicked a box appears to complete with information to include on the Breastpump User Agreement.

After completing all information, click ok. An electronic Breastfeeding Equipment User's Agreement will appear for electronic signature. Usage and cleaning of the pump and storage of breastmilk should be explained to the client prior to having the client sign. One copy of the Breastfeeding Equipment User's Agreement will print to be given to the client. The User's Agreement can be printed and signed manually. If signed manually two copies of the agreement will print. Give one copy to the client and file the clinic copy as directed.



Refer back to the “*Getting Started*” module for details about electronic signatures. When you have clients use the electronic signature pad, don't forget to scroll down and actually see the electronic signature on the screen before you save.

In KWIC Online Training there is no electronic signature pad so you will not get to practice that task.

A note, on the Notes window, and a staff reminder are automatically generated about breastpump issuance.

Additional Information:

When the pump is returned select Issue Breastpump in the Client dropdown and complete the Date Returned field. The pump is then reentered into the inventory to be issued to someone new.

To issue a single user breastpump

Click the [New] button to issue a pump. Select the radio button for the type of single user pump being issued. A reason and note must be entered to issue a single user pump.

Issued 09/03/2013 11:31 AM by 02 Train at Butler County WIC Clinic

Select the type of Breastpump to issue:

- Multi-User Electric Available
- Single User Electric Not Available
- Manual Available
- Supplemental Nursing System (TM) Not Available

Select Breastpump [dropdown]
Return by 00/00/0000
Inspection Required Every [dropdown]
Date Returned 00/00/0000

Reason Provided [dropdown]
Note [text area]

Save Cancel

A note on the Notes window and a staff reminder are automatically generated about breastpump issuance.

Usage and cleaning of the pump and storage of breastmilk should be explained to the client prior to having the client sign the Users Agreement electronically.

Additional Information:

Kansas policy requires clinics to follow up with mothers issued any breastpump one week after issuance and then at every check pickup.

Breastpump Issuance Reports

Two reports about breastpump issuance are available in KWIC. Select either report from the dropdown menu under Reports.

Breastpump Issuance by Client Report

This report can help clinics track when to follow up with clients issued breastpumps. To run the Breastpump Issuance by Client Report select the time period for the report by selecting from and to dates e.g. – to find the pumps issued in the last week so that staff know who to follow up with –

Reports Help

- Appointment Summary
- Authorized Food List Report
- Breastpump Issuance by Client Report
- Caregiver Complaints Pending Report
- Certifications Completion Timeframe
- Certifications Ending Report
- Check Reconciliation Report
- Clinic Actions Report
- Clinic Directory Report - Abbreviated
- Clinic Directory Report - Detailed
- Client Summary Report
- Client Activity Detail Report
- Client Mailing Labels
- Enrolled Not Participating Prior to Month End
- High Risk Client List
- High Risk Summary Report
- Ineligible WIC Clients
- Interpreter Report
- Multi-User Electric Breastpump Inventory
- No Show and No Rescheduled Appointment
- No Show Rates Report

run the report for the last seven days. Select the type of pump to run the report for. The report can also be generated for all pump types. Click the [Generate] button.

Breastpump Issuance by Client Report

Show/Hide Report Parameters

Date Range: From 04/03/2013 to 09/04/2013

Pump Type: Multi-User Electric Single-User All

Kansas WIC Program
Breastpump Issuance by Client Report
 From Date 04/03/2013 to 09/04/2013
 All Breastpump Types
 For Caseload Barton County WIC Program

Multi-User Electric

Date Issued	Client Name	Client ID	Delivery Date	Reason Issued
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Breastpump Multi-User Electric Inventory Report

Run this report by clicking the [Generate] button. This report shows information about all multi-user pumps, providing information about availability or issuance. It is not for a specific timeframe.

Kansas WIC Program
Multi-User Electric Breastpump Inventory
 For Caseload Barton County WIC Program

Barton County WIC Program		Date Issued	Return by Date	Client Name	Client ID	Delivery Date	Issue Reason
Serial #	Status						
310429	Issued to Client	07/05/2013	08/05/2013	Gordon, Karen L	10525796	12/06/2012	Going Back to Work
380107	Available						
390608	Issued to Client	02/28/2013	02/07/2014	Millmore, Terri D	102527719	02/07/2013	Going Back to Work
944488q	Issued to Client	08/30/2013	09/25/2013	Webb, Annette D	10524316	08/27/2013	Going Back to School
988520	Available						
988560	Inactive						

Skill Builder

1. Issue a multi-user electric breastpump to Alice Artichoke. Select a reason as allowed based on [NED 05.04.02](#) and enter other information as appropriate. (Remember the Online Training Environment does not allow for electronic signature, so you will need to print the agreement for a manual signature.)
2. Go to Reports – Breastpump Issuance by Client Record. Enter dates just before and after today’s date and generate the report. Is Alice Artichoke there? (She should be.)
3. Go to Reports – Multi-User Electric Breastpump Inventory. Generate the report and review the results.



The End