

**Hospital:**

**Documented by (project manager, interpreter, ward nurse, midwife, ...):**

Title of the measure: .....

Hospital: .....

Person in charge: .....

Short description of the measure: .....

Problems and their courses: .....

Aims of the measure: .....

**Working Tool / WT 2**



Planning and realisation of the measure:

	What? Steps and jobs	Who? Person in charge and other involved people/ Stakeholders	When?	Resources
1.				
2.				
3.				
n.				

Enclosed documents:

1. ....
2. ....
3. ....



## migrant-friendly hospitals – SPB: documentation of the planning and implementation of a measure

Nov.03

### Example:

Title of the measure: *Information afternoon: baby's first weeks at home*

Hospital: *ABC Hospital / Maternity department*

Person in charge: *midwife Ms. Laugh and nurse Ms. Fun*

Short description of the measure: *In order to inform migrant and ethnic minority parents-to-be about what to expect from living with a newborn and how to handle the challenge of the first weeks of parenting, a 3-hour information and training session will be conducted on our maternity ward. The session will be conducted by a native-speaking midwife in close cooperation with a nurse and a doctor. A short assessment of the participants' needs and interests will be undertaken. Work will be performed in a cosy atmosphere. Patients receive a short list of important addresses of health and social care providers.*

Problems and their courses: *Migrant/ethnic minority parents-to-be attend our classes to a very small degree. Their access to health and social care providers after birth happens late or not at all.*

Aims of the measure: *Better information of migrant and ethnic minority parentsto-be on baby's first weeks at home*

Planning and implementation of the measure:

	What? Steps and jobs	Who? Person in charge and other involved people / Stakeholders	When?	Resources
1.	<i>Needs assessment with clients: 20 interviews within the scope of first patient communication</i>	<i>Midwife who has first contact with the woman</i>	<i>2 weeks in Nov. 2003</i>	<i>About 10 minutes per interview</i>
2.	<i>Analyzing the results of the needs assessment; planning the content and information material for the course</i>	<i>Project group on the maternity ward</i>	<i>3<sup>rd</sup> week in Nov. 2003</i>	<i>About 2 hours working time</i>
3.	<i>Informing and negotiating with hospital management. Assurance of necessary resources</i>	<i>Project coordinator and members of hospital management</i>	<i>3<sup>rd</sup> week in Nov. 2003</i>	<i>About 1 hour working time</i>
4.	<i>Preparing for the course: room, time and duration, technical equipment</i>	<i>Project group</i>	<i>3<sup>rd</sup> / 4<sup>th</sup> week in Nov. 2003</i>	<i>About 1 hour working time</i>
5.	<i>Selecting trainers and informing of trainers</i>	<i>Project group + trainers</i>	<i>4<sup>th</sup> week in Nov. 2003</i>	<i>About 3 hours working time</i>
6.	<i>Composing addresses and producing the list to be handed out</i>	<i>Project group</i>	<i>4<sup>th</sup> week in Nov. 2003</i>	<i>About 3 hours working time + costs for the copies</i>
7.	<i>Inviting participants: heavily championed</i>	<i>Midwife who has first contact with the woman</i>	<i>4<sup>th</sup> week in Nov. 2003</i>	
8.	<i>Conducting a pilot course</i>	<i>trainers</i>	<i>1<sup>st</sup> week in Dec. 2003</i>	<i>3 hours working time</i>
9.	<i>Holding an evaluation meeting</i>	<i>Project group + trainers + hospital management</i>		<i>About 1½ hours working time</i>

Enclosed documents:  
*20 needs assessment protocols*  
*Concept for the session*  
*Written documentation of the pilot course (time, trainers, participants, content)*  
*Collected feedback of the participants: personal notes of the trainer*  
*Hand-out with list of addresses*

### Working Tool / WT 2