

# Appendix 6: Sample Agenda for Initial Key Stakeholder Meeting

Agenda Item	Resources to help plan
<p>Introductions and Overview:</p> <ul style="list-style-type: none"><li>Name, role, knowledge or experience with midwives</li><li>Provide overview of background materials to be reviewed in the meeting</li></ul>	<ul style="list-style-type: none"><li>Part 1, step 2 to identify champions</li></ul>
<p>Review initial community assessment, business plan or concept paper</p>	<ul style="list-style-type: none"><li>Part 1, step 1 for information to gather</li><li>Appendices 2-4 for sample concept paper and business plans</li></ul>
<p>Discuss the organization’s readiness to integrate midwives. Topics include:</p> <ul style="list-style-type: none"><li>Cultural “fit” within the organization</li><li>Hospital capacity for additional births</li><li>Staffing structures, including physician consultation</li><li>Space for outpatient care and offices</li><li>Hospital credentialing process for midwives (when possible, move to modify so CNMs can practice as LIPs with full admitting privileges)</li><li>Payer credentialing on health plans</li><li>Information needed to complete pro forma for a financial projection and budget</li></ul>	<ul style="list-style-type: none"><li>Part 2, steps 1 and 2 for staffing structures</li><li>Part 2, step 6 for hospital credentialing</li><li>Part 2, step 4 for payer credentialing</li><li>Appendix 2 for sample pro forma tool</li></ul>
<p>Plan and assign next steps:</p> <ul style="list-style-type: none"><li>Introduce potential action items for each stakeholder</li></ul>	<ul style="list-style-type: none"><li>Appendix 5 for Critical Questions for Key Stakeholders</li><li>Appendix 8 for Potential Action Items for Key Stakeholders</li></ul>
<p>Identify next meeting time (weekly or bi-weekly)</p>	
<p>Meeting follow-up:</p> <ul style="list-style-type: none"><li>Share minutes</li><li>Send the Strengths, Weaknesses, Opportunities and Threats (SWOT Analysis) and ask each stakeholder to complete before next meeting</li></ul>	<ul style="list-style-type: none"><li>Appendix 10 for SWOT analysis</li></ul>