



UZ  
LEUVEN



# Organization Leuven University Fertility Center

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# Fertility team

- Who are we?
- What do we do?
- How are we organized?
- Challenges?

# Who are we ?

# Leuven University Fertility Center

- Doctors: gynecology, andrology, genetics, urology....
- **Fertility team: midwives and secretaries**
- Lab: embryologists and lab technicians
- Fertility counselors

- 1 FTE nurse co-ordinator
- 10 FTE midwives (14)
- 2 FTE administrative staff (3)
- 1 FTE study nurse
- 1 FTE logistic worker
- 1 VTE campus peripheral hospital

# What do we do?

# Consultation

- Assisted reproduction
- Endometriosis
- Recurrent miscarriage

# Fertility treatments

- Co-ordination daily practice
- Ultrasound
- Central contact for patients



# How are we organized?

1. Consultation
2. Fertility unit
  - Midwives
  - Secretaries

# 1. Consultation

- New patients
  - History: starting electronic file LUFC
  - Discussion with supervising doctor
  - Plan investigations

- After investigations
  - Final discussion
  - Treatment proposal
- After treatment
  - Evaluation previous cycle
  - Discussion next treatment

# Organization consultation

- several gynecologists with 1 midwife
  - plan investigations
  - Co-ordination consultation
- 1 gynecologist with several midwives
  - Consultation

## 2. Fertility unit (ART)

- Controlled ovarian stimulation
- IVF/ICSI
- Third party reproduction

# Role of the midwife

- Intake first treatment
- Monitoring stimulated cycles
  - Blood/ultrasound
- Assistance oocyte aspiration, embryotransfer, H.I.U.I
- Contact person for patients

- Telephone (medical questions)
- Emotional support
- Staff meeting
- Administration



# Daily organization

- ***Midwife 1 en 2***

- 8.00 - 10.30: ultrasounds
- 10.30 -11.30: check results in electronic file
- 11.30: discussion ovarian stimulation with gynecologist

- 02.00: inform patients treatment
- 03.00: 2<sup>nd</sup> discussion ovarian stimulation with gynecologist
- 03.30 - 05.00
  - Inform patients
  - Plan activities

- ***Midwife 3***

- 8.00: blood + administration
- 11.30 - ....

Contact patient (result treatment)

- Fertilization rate + plan embryotransfer
- Pregnancy: appointments
- Not Pregnant : proposal next treatment

- 02.00 - 05.00: Patient Education
  - Inform patients about treatment
  - Explanation agreements
  - Teaching self injection
  - Plan treatment
  - Emotional support

- ***Midwife 4***
  - 08.00 - 02.30: oocyte aspiration
  - From 03.00: telephone, intake

- ***Midwife 5***

- Embryotransfers / H.I.U.I. (ultrasound)
- Administration / telephone

- ***Midwife 6***

- Day co-ordination
  - H.I.U.I / IVF/ ET
  - Pre / post surgical care of the patients
- Patient information



# Additional duties

- Telephone
- Co-ordination staff meeting
- Pregnancy evolution (Belrap)
- TESE/ Electro stimulation
- PGD

- Mentor (students and new personnel)
- Internal auditor (ISO)
- Egg, embryo reception and donation
- Support PhD projects

# Trial assistant

- Support ongoing studies
- Inclusion and follow up patients
- Link to midwives, lab and gynecologists
- Link ethical commission

# Clinical administrative workers



# Role of the secretaries

- Reception
  - Registration patients
  - Attestations, prescriptions,...
- Telephone +++++
  - Appointments,...
  - Fertility treatments
  - Questions patients, doctors,...

- E-mail +++
  - Answer e-mail
  - Check incoming mail
- Document management LUFC
  - Updating contracts, medication schemes
- Agenda LUFC

- Co-ordination
  - Interpreters
  - Embryo donation program
  - Management consultation lists
  - Administrative problems of patients
  - Contacts external centers
  - Patient information: website, brochure

# Challenges !!

- Secretaries and midwives are working together !!
- Define limits between both groups
  - Patient information
    - Telephone
    - E-mail
  - Start treatment
  - Administration consultation



# Tools to help us

- Quality handbook
  - Procedures
  - Instructions and checklists
  - Jobdescription
  - Jobtraining

- Communication
  - Team site: share point
  - Meeting on fixed moments
    - Giving information
    - Discussions
    - Making clear directives

# **Thank you for your attention!**