

## Protocol for Completion of the Midwifery Practice Record Book

<b>Document reference number</b> <b>Revision number</b>	<b>PPPGC-MND-5</b>	<b>Document reviewed by</b>	<b>MaryAnn O'Brien</b> <b>Clinical Placement Coordinator Midwifery</b>
Document approved by:	<b>Mary T. Doyle</b> <hr style="width: 200px; margin-left: 0;"/> <b>Date:</b> <u>11/07/2016</u> <b>Mary T Doyle</b> Midwifery Practice Development Coordinator		
<b>Developed Date</b>	<b>October 2010</b>	<b>Responsibility for implementation</b>	<b>Midwifery Practice Development Unit</b> <b>All Midwives and Nurses</b>
<b>Reviewed date</b>	<b>July 2016</b>	<b>Responsibility for evaluation and audit</b>	<b>Midwifery Practice Development Unit</b>
<b>Next Review</b>	<b>July 2018</b>	<b>Pages</b>	<b>8</b>

MPDU Developed October 2010. Reviewed July 2016. Next Review July 2018.

© No part of this document is to be used without prior permission from the Midwifery Practice Development Unit University Maternity Hospital Limerick

## Table of Contents

1.0 Protocol Statement.....	3
2.0 Purpose .....	3
3.0 Scope .....	3
4.0 Definitions.....	3
5.0 Roles and Responsibilities .....	3
6.0 Protocol for Recording, Reviewing and Submitting the Midwifery Practice Record Book .....	4
6.1 Midwifery Student Guidelines .....	4
6.2 The Supervising Midwife or (nurse) Responsibility.....	5
6.3 The Midwifery Practice Development Unit Support Team role .....	5
6.4 The Allocation Liaison Officer Role .....	6
7.0 Implementation plan ... ..	6
8.0 Evaluation and Audit .....	7
9.0 References .....	7
10.0 Appendix 1 .....	8

## **1.0 Protocol Statement**

The Midwifery Practice Record Book enables the midwifery student to provide a record of experience to meet the requirements of the EU Directive (2005/36/EC) as set out in An Bord Altranais Standards and Requirements for the Midwife Registration Education Programme (An Bord Altranais, 2005).

## **2.0 Purpose**

The purpose of this protocol is to outline the process for the completion and monitoring of the Midwifery Practice Record Book to enable the Midwifery student to progress towards registration as a Midwife with the Nursing and Midwifery Board of Ireland and be awarded a Higher Diploma in Midwifery or BSc Midwifery from the University of Limerick.

## **3.0 Scope**

The protocol for completion and monitoring of the Midwifery Practice Record Book applies to all BSc Midwifery and Higher Diploma Midwifery students, Registered Midwives and Nurses (neonatal unit), and Midwifery Practice Development Unit Support Team **in all** maternity placement sites.

## **4.0 Definitions**

4.1 Midwifery Practice Record Book – The book a Midwifery student uses to record her clinical experiences as evidence for meeting the EU Requirements and for the Nursing and Midwifery Board of Ireland Midwife Registration Programmes (An Bord Altranais, 2005).

4.2 EU Requirements – The minimum clinical practice experience required to meet the EU Directive 2005/36/EC and the programme requirements of the University of Limerick in order to be eligible to register as a Midwife with the Nursing and Midwifery Board of Ireland (see ABA, 2005).

4.3 Where Nurse is documented this refers specifically to the experiences gained in the neonatal unit which may be supervised by a registered nurse.

4.2 Midwifery Practice Development Unit Support Team refers to all of the people supporting midwifery students through MPDU including Clinical Placement Coordinators (CPCs) Midwifery, Clinical Skills Facilitator Higher Diploma Midwifery, Clinical Coordinator Midwifery Programmes and the Allocation Liaison Officer Midwifery (ALOM) or other midwives delegated this responsibility.

## **5.0 Roles and Responsibilities**

5.1 The Midwifery Practice Development Unit Support Team will distribute this protocol to practice areas and each midwifery student.

5.2 BSc Midwifery and Higher Diploma Midwifery students must sign a signature sheet to confirm they have received and agree to adhere to the protocol.

5.3 Clinical Midwife managers in all sites to ensure that all midwives are informed of their role with the protocol.

5.4 The Midwifery Practice Development Unit Support Team will evaluate and review the protocol.

## 6.0 Protocol for recording, reviewing and submitting the Midwifery Practice Record Book

### 6.1 Midwifery Student Guidelines

- It is the midwifery student's responsibility for the safe keeping, completion and planning of the reviews of the record of experience in the Midwifery Practice Record Book.

#### 6.1.1 Completion of the Midwifery Practice Record Book

- The student must have the entries in the Midwifery Practice Record Book completed and signed by the supervising midwife (or nurse for neonatal unit entries). Ideally in keeping with contemporaneous recording keeping entries should be signed by **the end of each day in practice**.
- The student is responsible for obtaining the signature and printed name of the supervising midwife/nurse in accordance with recording practice guidelines (ABA, 2002).
- Record numbers of women and babies will no longer be written in the Midwifery Practice Record Book. When recording clinical information midwifery students will strike through the record number section.
- Confidentiality and anonymity of women and their families must be maintained at all times when completing the document and all entries must be recorded in a sensitive manner.
- Each record must be completed accurately and legibly in the space provided using black ink. **Corrective fluid/white stickers must not be used.**
- Records must comply with An Bord Altranais Recording Clinical Practice Guidance to Nurses and Midwives (2002) and other relevant professional and local guidelines.
- An entry made in error must be bracketed, initialled and have a single line drawn through it so that the original entry is still legible. The correct information should be documented on the next available line.
- The student must discuss with their preceptor and a member of the Midwifery Practice Development Unit Support Team if any difficulties arise in meeting the statutory requirements.
- **To forge, alter or misuse any part of the Midwifery Practice Record Book is in breach of the University of Limerick Code of Conduct and the HSE Disciplinary Procedure will be applied accordingly.**

#### 6.1.2 Midwifery Practice Record Book Reviews and Submission

- The Midwifery Practice Record Book must be available for review at all times.
- The midwifery student must make an appointment with a member of the Midwifery Practice Development Unit Support Team to review the Midwifery Practice Record Book **at the end of each placement**.

- The Midwifery Practice Record Book must be up to date when presented for review. Any entries that are incomplete may not be counted towards meeting the EU requirements.
- At the following times the student will submit to the University of Limerick the 'Annual Record of EU Directive 89/594/EEC Minimum Clinical Practice Experience' page in the '*Competency Assessment, Attendance Record and Guidance Document*' (BSc Midwifery) or '*Competency Assessment and Guidance Document*' (Higher Diploma Midwifery), co-signed by a member of the Midwifery Practice Development Unit Support Team.
  - BSc Midwifery - at the end of the academic year
  - Higher Diploma Midwifery - at the completion of each competency level.
- In order to complete the above the midwifery student must make an appointment with a member of the Midwifery Practice Development Unit Support Team to formally review the Midwifery Practice Record Book towards the **end of the final placement** for the academic year (BSc Midwifery) or **competency level** (Higher Diploma Midwifery).

## 6.2 The Supervising Midwife (or nurse) Responsibility

- The Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (NMBI 2014) outlines each midwives and nurses responsibility for students
 

*"in your role of guiding and directing student nurses or midwives you must take responsibility for the care they provide. This involves supporting, learning, teaching, supervising, assessing practice and taking action to address concerns where they are identified"* (page27)
- The supervising registered midwife/nurse, in consultation with the student, facilitates the student to gain the required experience.
- The supervising registered midwife/nurse reviews the experience gained by the student by the end of each day in practice.
- When she is satisfied that the student's entry in the Midwifery Practice Record Book is correct she signs and prints her name in the relevant column for **each entry**.

Any difficulty in meeting the statutory requirements must be discussed with a member of the Midwifery Practice Development Unit Support Team.

## 6.3 The Midwifery Practice Development Unit Support Team Role

### 6.3.1 The undertaking of reviews

- Reviews of the Midwifery Practice Record book are undertaken:
  - Informally according to individual needs
  - At the end of each maternity placement ('end of placement review')
  - Formally at the end of the final placement for the academic year (BSc Midwifery) or competency level (Higher Diploma Midwifery).

#### 6.3.2 The 'end of the placement review'

- At the 'end of the placement review' any entries that are incomplete or not up to date in the Midwifery Practice Record Book may not be counted towards meeting the EU requirements. The student will be advised to attain and record further experiences as appropriate.
- The insertion of additional pages into the Midwifery Practice Record Book is not permitted. If more pages are required consideration should be given to replacing the book.
- The date, reviewers' signature and comments for the 'end of placement' review will be recorded on the 'records review pages' towards the end of the Midwifery Practice Record Book.

#### 6.3.3 The 'end of year or level review'

- At the 'end of year or level review' a member of the Midwifery Practice Development Unit Support Team will check the student's completed record of the EU Requirements obtained, in the relevant section of the 'Competency Assessment, Attendance Record and Guidance Document' or in the Higher Diploma Midwifery 'Competency Assessment and Guidance Document' for the Midwifery programmes.
- She will co-sign the 'Annual Record of EU Directive 89/594/EEC Minimum Clinical Practice Experience page' with the student prior to the student's submission to the University of Limerick.
- Any difficulties will be referred to the Midwifery Practice Development Coordinator.

#### 6.3.4 The completion of the practice placements for the Midwifery Programmes

- At the end of the programme (BSc Midwifery or Higher Diploma Midwifery) a member of the Midwifery Practice Development Unit Support Team signs the student off as having completed the EU requirements and forwards the appropriate documentation to the University of Limerick.

### 6.4 The Allocation Liaison Officer Midwifery Role

- Reviews EU requirements for individual students to inform placement allocation.

## 7.0 Implementation Plan

- All midwifery students will be given the Midwifery Practice Record Book at first year orientation day.
- All midwifery students will be given a copy of this protocol and will sign to confirm they have read, understand and agree to adhere to the protocol.
- The Midwifery Practice Development Unit Support Team will provide update sessions in the practice areas regarding the implementation of the protocol if necessary.

MPDU Developed October 2010. Reviewed July 2016. Next Review July 2018.

© No part of this document is to be used without prior permission from the Midwifery Practice Development Unit University Maternity Hospital Limerick

## **8.0 Evaluation and Audit**

8.1 An audit of compliance with the protocol will be undertaken in May 2017 (Appendix 1). Timing for future audits will be determined locally.

## **9.0 References**

An Bord Altranais (2002) Recording Clinical Practice Guidelines to Nurses and Midwives. Dublin. An Bord Altranais. This professional Guidance was re - issued in November 2015, Recording Clinical Practice Professional Guidance. Dublin. Nursing and Midwifery Board of Ireland.

An Bord Altranais (2005) Requirements and Standards for the Midwife Registration Education Programme, Dublin. An Bord Altranais.

An Bord Altranais (2007). Requirements and Standards for the Post – RGN Midwife Registration Education Programme, Dublin. An Bord Altranais.

Nursing and Midwifery Board of Ireland (2015). Practice Standards for Midwives. May 2015. Dublin. Nursing and Midwifery Board of Ireland.

HSE (Health Service Executive) (2007) Disciplinary Procedure for Employees of the Health Service Executive. HSE.

Nursing and Midwifery Board of Ireland (2014) Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives. Dublin. Nursing and Midwifery Board of Ireland

University of Limerick Code of Conduct accessed September 2014  
[http://www2.ul.ie/web/WWW/Services/Student\\_Affairs/Student\\_Administration/Student\\_Academic\\_Administration/Student%20Handbook%202010-1](http://www2.ul.ie/web/WWW/Services/Student_Affairs/Student_Administration/Student_Academic_Administration/Student%20Handbook%202010-1)

## Appendix 1: Audit of Midwifery Practice Record Book

Please use student number and insert a tick ✓ for yes and a x for no.

Student Number										
Criteria										
Each entry has the name of the supervising midwife/nurse a) printed  b) signed										
Confidentiality and anonymity of women and their families is maintained										
Each record is completed accurately and legibly in the space provided using black ink.										
An entry made in error is documented correctly (bracketed, initialled, single line drawn through, original entry legible)										
End of placement reviews are documented on the review pages										
A documented review is evident for each placement										
There are no extra pages										