

# Midwifery Administrative Services

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Dear Sue,

Subject: Report to NZCOM, Wgtn region on Midwifery Standards Review Committee.

I took over as the *co-ordinator* of the *Midwifery Standards Review* committee from Joan Skinner on the 20 th March, 1996.

I have been a consumer member on the MSR committee since it was established; originally as a Birthwise representative, now as a home birth representative. The committee consists of both midwives and consumers. The consumers are myself, Jo Miller (of Parents Center & Neonatal support group), Debbie van Hamelsveld (of Home Birth Assoc) and myself. The midwives are Sue Lennox, Joan Skinner, Lynn Legge, Barb Cutler, Ursula Jelbert and we have been joined recently by Chris Griffiths. I act in accordance with decisions made by the committee and any initiatives are discussed by the committee prior to implementation.

I attended the National meeting at the Orongomai Marae for the Standards Review forum. This meeting was invaluable in terms of networking with other co-ordinators and hearing about what the rest of the country is doing and how they manage the process. The general feeling was that a nationalised process is good but that individual variation has and will occur and is acceptable to a degree. It was put forward and accepted at the meeting that we adopt the new standards as devised by Auckland for the review tool. I presented these at a recent NZCOM meeting and have, as asked, put a copy in the March newsletter (this was the draft version as required for printing in a hurry) but this has since been edited and reformatted ready for use as the tool. Some changes and additions have been made to the tool which are to be discussed at the next committee meeting. These will hopefully make it easier for midwives to use.

Also at this meeting I talked about the plan for Wellington as discussed by the review committee; this basically invites midwives to schedule themselves for a review this year (plenty of spaces available) or be scheduled in for a review next year to which they will be invited to attend. This does not make it a compulsory process!!

This approach has been put forward for two reasons:

- i) Wellington is not up to par with other areas as far as midwives being reviewed goes
- ii) organisationally a review needs to be planned a year in advance (particularly on the part of the midwife) and also from the co-ordinators point of view as far as effective planning and organisation go.

Also in the last newsletter was information about the 21st of April. This consists of two parts.

- i) Training day for new panel members
- ii) Information day for midwives.

I have been working on establishing resources for training in conjunction with the other consumer members of the panel.

Four new panels have been put together. The panels are made up of consumer and midwife individuals who have either a) been reviewed or b) attended the initial training day two years ago.

I have written to

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- ❖ all midwives who have previously been reviewed (this number totals 21) asking them if they would like to be reviewed again and
  - ❖ to all midwives to whom Joan sent information (this number totals 6) informing them that the review tool has been changed and that places are available for reviews this year if they would like to choose to be reviewed.
  - ❖ Written to all midwives who have been reviewed asking the date of their last review and permission to publish their names in the article mentioned above or give out their names per phone if I receive enquiries.
  - ❖ I have written to Gillian Bishop of the RHA requesting what information they wish to have in the report which midwives need to submit regards their review. I have not yet heard back.

Of the above numbers 3 midwives who have previously been reviewed have requested another review date and 3 midwives who had been sent information have contacted me re being reviewed.

Some of the administrative tasks I have completed:

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- ❖ Put the finances on a computer cashbook system
  - ❖ Changed the bank signatory authorisation into my name (as approved at the last College meeting)
  - ❖ Met with Lynley to discuss payment of myself. She has three options to consider.
  - ❖ Established a midwifery data base for those people who have previously been reviewed and who have enquired about being reviewed (this has been more consuming that it needed to be and frustrating) as I did not have all the information required and do not have a copy of the current Wgtn NZCOM members data base. Lynley has this as an item for discussion. I would also like it to be discussed that I give Joanne Blackett a copy of this to reduce the postage and administrative work required if she doesn't have it. i.e. with returning consumer

feedback form reports to midwives 3 monthly she can return them directly to the midwife rather than to me (which would require them being forwarded on by myself.

- ❖ Liased with Joanne Blackett re management of consumer feedback forms

#### Have developed:

- ❖ a basic information sheet to go out with each review for people to update for maintaining updated files.
- ❖ a review certificate to send out to midwives upon completion of a review.
- ❖ a aid to goal setting sheet for the review tool
- ❖ an evaluation form for reviewed midwives to complete to give the committee feedback on the process

#### Aims for 1995

- ❖ To get data base up to date
- ❖ Develop systems to manage the organisational aspect of scheduling reviews
- ❖ Demystify the process and encourage people to participate (namely through providing heaps of information about it in two ways)
  - i) the newsletter - regular updates and snippets
  - ii) information days similar to that planned for 21st April
- ❖ Write to consumer organisations in order to have more names put forward for panel members; this is looking ahead to next year. It is also pertinent to bear in mind that we will need a further number of midwives willing to be a panel members next year.
- ❖ Write an article for consumer magazines about the Midwifery Standards Review process.

I wish to be open to feedback and questions. Hopefully I can answer them as I am still on a learning curve myself. To this end I welcome phone calls from midwives enquiring about the process.

Thank-you for your time.

Yours sincerely,



Rachel K Clarke