

COLLEGE OF MIDWIVES OF BRITISH COLUMBIA

MIDWIFERY DATA COLLECTION REQUIREMENTS

Every registered midwife is required to submit the following documents **monthly**:

- ◆ a birth roster with information on **all** births (home and hospital) attended as primary midwife over the previous month to the College of Midwives of BC (CMBC);
- ◆ copies of completed client home birth records for Perinatal Services BC's (PSBC) Perinatal Data Registry (PDR) to Health Authority site-specific designated hospitals to ensure that data from **all midwifery home births**, including **all transfers of care**, is included in the provincial perinatal database¹.

Submission of the birth roster and client home birth records on a monthly basis are a part of the CMBC's record-keeping requirements.

BIRTH ROSTERS

Birth rosters must be submitted to CMBC **every month by each individual midwife**. CMBC provides each midwife with a PDF editable form or a spreadsheet which contains the birth roster. The forms are password-protected to ensure that confidential information is securely protected.

If a midwife does not attend a birth in a calendar month when registered as a general, conditional, or temporary registrant, reports with the midwife's name, the month, and "no births attended" marked on the birth roster must still be submitted. Only non-practising members are exempt from monthly reporting.

Submission by email

Each midwife must submit birth rosters to **CMBC** by the 15th day of the month following the month of birth (e.g. the report with information on all April births should arrive at CMBC no later than May 15). Midwives are encouraged to submit the completed rosters as an email attachment to information@cmbc.bc.ca using the secured password provided by the CMBC.

Submission by fax

While fax is not the preferred method of submission, a midwife may submit her required report by fax to the **CMBC's secure fax line at (604) 730-8908** by the 15th day of the month following the month of birth using a fax cover sheet. This is to ensure that CMBC receives the correct number of pages transmitted.

DO NOT SEND COPIES OF CLIENT RECORDS TO CMBC.

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There are site-specific differences for submitting records to hospitals. The hospital at which you work and hold privileges may not be the hospital collecting home birth records. Contact your local primary hospital site or Midwifery Department Head for details on where to submit your home birth records.

Do not wait and send reports in large batches, covering more than one month, as this increases the risk for errors or omissions. Birth rosters are due monthly.

Each midwife is responsible for ensuring that her birth roster is submitted to CMBC by the deadline. If this task is delegated to a practice administrator, the midwife must check the submission to ensure that all births are reported thoroughly and accurately (see reporting procedures outlined below).

A midwife who is doing a locum or working out of multiple practices is responsible for ensuring that all her births are reported on a birth roster under her own name (not the name of the person or practice for which she is doing the locum). Do not assume that the practice will do this for you.

Birth Roster Reporting Procedures

Births must be reported based on the actual month of birth, not the due month. The form tracks all midwifery births based on both planned place of birth and actual place of birth, as well as all intrapartum transfers of care and postpartum transports from home to hospital. The purpose of this form is to identify every birth that the midwife was involved in that month.

PSBC RECORDS SUBMISSIONS

Midwives must submit copies of all **home birth records (listed below)** for Perinatal Services BC's (PSBC's) Perinatal Data Registry to Health Authorities site-specific designated hospitals on a monthly basis.

The records should include:

- Antenatal 1 and 2
- Labour Partogram
- Labour and Birth Summary
- Newborn 1 and 2

Hospital Birth Information

Only home birth records where the birth occurred at home should be submitted for PSBC to Health Authorities' site-specific designated hospitals directly by you. While midwives are required to record *all* home and hospital births on birth rosters, only home birth records are required to be sent to PSBC. This ensures that the midwifery hospital birth data set as well as the home birth data set are complete.

If you are asked by PSBC about hospital birth records, you need only provide the name of the hospital where the birth took place and the name of the primary caregiver for the birth (yourself or the physician, if you transferred care), and PSBC can confirm that the hospital has submitted the required information.

Sending Home Birth Records by Fax

Each health authority includes home birth data in their routine data collection, ensuring data for hospitals and home births are integrated in each health authority. Each health authority has developed submission processes for home birth records.

There are site-specific differences for submitting records to hospitals. The hospital at which you work and hold privileges may not be the hospital collecting home birth records. Contact your local primary hospital site or Midwifery Department Head for details on where to submit your home birth records.

Submit home birth records for all deliveries occurring on and after April 1, 2016.

You may be required to submit records by fax. Set your fax machine to print out a transmission record and keep the transmission record in your files.

- 1) At the end of every month, whether you are faxing, couriering, or dropping off your home birth records, include a home birth cover sheet for each client. Each cover sheet should include:
 - Name of the primary midwife who attended the delivery/birth
 - Name of midwife's primary hospital site
 - Name of the client and the newborn (if known)

- 2) Complete the addressograph portion (top right-hand corner) on every perinatal form for all home birth deliveries. Ensure the following information is on every perinatal form:
 - Client's name
 - Address and postal code
 - Date of birth
 - Personal Health Number

NOTE:

1. If the **delivery/birth occurred at home** and the mother and/or baby are transferred to the hospital for further care, submit the home birth records **to the primary site**.

2. If the client had planned a home birth, but **transferred to the hospital before the birth** (birth occurred in the hospital), the midwife *does not need to submit* the home birth records to the primary site.

Confidentiality and the Use of Midwifery Data

Birth rosters are treated as confidential records and kept in a secure, locked filing cabinet by CMBC.

The records and data you submit to the designated hospital for the BC Perinatal Database Registry continue to be owned by you and will be kept secure by Perinatal Services BC on your behalf. Standard data access policies at PSBC's PDR and the Freedom of Information and Protection of Privacy Act requirements mean that no information can be released that would allow identification of client(s), health care providers or facilities (place) without consent. The Perinatal Database Registry may release non-identifiable provincial aggregate data to researchers, educators, students, and general requestors including midwives. Client anonymity is considered of paramount importance in the storage of data and in any decision to release data.

Birth Record Submission Procedures Overview

