

## POLICY ON RECORD CONTENT

Midwives are expected to maintain a comprehensive medical record that documents all aspects of care provided during the antepartum, intrapartum and postpartum periods for each individual client. The medical record should include documentation of:

- relevant medical history;
- all clinical assessments and observations;
- informed choice discussions;
- recommendations;
- plans of management;
- consultations requested; and
- transfers of care.

All verbal and written communication (including but not limited to in-person, telephone, video chat, text message, email message, letter and fax) related to clinical care must be clearly documented and/or maintained as part of the medical record.

As related to the antepartum, intrapartum and postpartum periods, medical record should also contain copies of:

- all laboratory results;
- operative procedures;
- prescriptions issued;
- consultation reports; and
- discharge summaries.

Medical records may be maintained in paper or electronic format. Completion of relevant standardized [perinatal forms](#) issued by Perinatal Services BC (PSBC) is mandatory. Additional narrative notes should be maintained in a consistent, timely and organized format. All entries should be legible, logical and include the date, the midwife's identification (initials, signature and/or CMBC number) and where required, the time.

### References

College of Midwives of Ontario. *Record Keeping Standard for Midwives* (2013). [http://www.cmo.on.ca/wp-content/uploads/2015/07/Record-Keeping-Standard-for-Midwives\\_JANUARY-2013.pdf](http://www.cmo.on.ca/wp-content/uploads/2015/07/Record-Keeping-Standard-for-Midwives_JANUARY-2013.pdf)

College of Physicians and Surgeons. *Professional Standards and Guidelines: Medical Records* (2014). <https://www.cpsbc.ca/files/pdf/PSG-Medical-Records.pdf>

College of Registered Nurses of British Columbia. *Practice Standard: Documentation* (2016). <https://www.crnbc.ca/Standards/PracticeStandards/Pages/documentation.aspx>

Perinatal Services of British Columbia. *Forms* (2017). <http://www.perinatalservicesbc.ca/health-professionals/forms>