

POLICY ON MIDWIFERY DATA SUBMISSION

For the purposes of registration, quality assurance, and home birth data outcome analysis, every general, conditional, and temporary registrant is required to submit the following documents **monthly**:

- **a birth roster** with information on all births attended and billed as principal midwife¹ at time of delivery during the previous month to the College of Midwives of BC (CMBC);
- **copies of completed home birth records** for Perinatal Services BC's (PSBC) Perinatal Data Registry (PDR) to site-specific designated hospitals within each health authority².

Failure to comply with the *Policy on Midwifery Data Submission* may result in referral to the Inquiry Panel.

BIRTH ROSTERS

Birth rosters are a monthly record of each individual midwife's attendance at all births attended and billed as principal midwife¹. Midwives **should not** report births attended as a second attendant on their birth rosters. Rosters are used by CMBC as a record to be accessed for registration, inquiry and/or quality assurance purposes, and to ensure all midwifery home births are included in the PDR.

Submission

Every midwife must submit their birth roster monthly to CMBC **by the 15th day of the calendar month following the calendar month of the birth** (e.g. the roster with information on all April births should arrive at CMBC no later than May 15). Birth rosters 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, **the birth roster must still be submitted** with the midwife's name, the month, and "**no births attended**" marked. Only non-practising members are exempt from monthly reporting.

Each midwife is responsible for ensuring that their birth roster is submitted to CMBC by the mid-month 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.

A midwife who is doing a locum or working out of multiple practices is responsible for ensuring that all their births are reported on a birth roster under their own name and submitted to CMBC (not the name of the person or practice for which she is doing the locum).

¹ Principal midwife is defined as a "midwife who... takes responsibility for and provides midwifery services as the primary care provider during the intrapartum period." (*Bylaws for College of Midwives of British Columbia, 2017*).

² Information on how and where to submit copies of home birth records varies by health authority and hospital site. For more details visit:
<http://www.perinataleservicesbc.ca/Documents/Resources/HBSP/HomeBirthRecordsSubmissionFAQs.pdf>

Confidentiality

Birth rosters are treated as confidential and are securely stored by CMBC.

HOME BIRTH RECORDS

The midwife must submit copies of all **home birth records (listed below)** to their Health Authorities' site-specific designated hospitals monthly³.

The records should include:

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

Homebirth transfers

If a birth is completed at home but the mother and/or baby are transferred to the hospital in the immediate postpartum period, the midwife must **still submit copies of the original above-listed documents to their Health Authority site-specific designated hospital for data collection.**

³ Submission of homebirth records more than 60 days after the date of delivery will not be accepted by Health Authorities for data collection and may result in referral to the Inquiry Panel.