MATERNITY PERFORMANCE

APPRAISAL (Registered Midwife)

**Purpose**

This annual appraisal aims to ensure that we are working together to support you achieve your professional development objectives informed by the goals of the organization.

Your Success and Development Plan can also record and signal intentions for continuing education.

We want to acknowledge your contribution to achieving a high quality service for women and their babies and how we can work with you to assist you to achieve job satisfaction as a valued member of our team.

**Process**

**Step 1**

**Please review your Objectives from last year**: noting those you have achieved and those you plan to take forward. Consider objectives for the coming year that you can then discuss at your review. You may like to reflect on your Midwifery Standards review goals if you wish.

**When completing your Professional Development Plan**, consider your QLP status, objectives and / or competencies you may want to achieve, regardless of current work setting.

**Record your performance appraisal self-assessment one week prior to your meeting:** After your conversation to discuss your achievements and objectives, it will be saved to your file on MAX. You can copy or print for your portfolio.

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Manager:** |  |
| **Date:** |  |
| **Time:** |  |

# Accountabilities

1. ***Thinking about the past 12 months, tell me about a couple of aspects of your role which, on reflection, you view as making progress and if there is anything you require from myself or other colleagues to continue to make progress?***
2. ***Thinking about the past 12 months, tell me about a couple of aspects of your role which, on reflection, you view as limited or no progress has occurred and if there is anything you require from myself or other colleagues to bring about change?***

# Role Satisfaction

***What about your role do you derive satisfaction from?***

# Priorities

***Looking ahead over the next 12 to 18 months, where will you place your energy and focus?***

# Health and Wellbeing

***Tell me about your plans to promote your health and wellbeing and if there is anything I can do to support you?***

# Personal and Professional Development

***In the next 12 to 18 months what professional and/or personal development opportunities are you interested in pursuing?***

***In the last 12 months, discuss a personal or professional highlight you have experienced, and what this has meant to you?***

# Any Other Comments

# Line Manager Comments

# Signed By

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**

Name:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Yearly*** | ***Record the date you attended*** | **20\_ \_** | **20\_ \_** | **20\_ \_** |
| **Emergency Skills Day\*** (or PROMPT) (maternal and newborn resus plus maternity emergencies) | / / | / / | / / |
| **Maternity Practice Skills (or Core Competency Day)** including compulsory:* Breastfeeding (BFHI: 21 hours over 5 yrs)
* Infection Prevention
* Family Violence
* Fire & Emergency Procedures

(Plus other topics, changes each year)  | / / | / / | / / |
| No of BFHI hrs: | No of BFHI hrs: | No of BFHI hrs: |
| **QLP** interim year validation (if applicable) – discuss at performance appraisal | / / | / / | / / |
|  |  |  |  |

\* Midwifery Council recognises PROMPT as an alternative to Combined Emergency Skills Day.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Once every2 years*** | **Course** | **Last Completed** | **Year due** | **Date Booked** | **Completed✓** |
| **Fetal Surveillance:**FSEP Online(Face-to-face workshop for new staff or more in-depth update) | / / |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Once every3 years*** | **Course** | **Last Completed** | **Year due** | **Date Booked** | **Completed✓** |
| PROMPT\*  | / / |  |  |  |
| Newborn Life Support (NLS)  | / / |  |  |  |
| Midwifery Standards Review | / / |  |  |  |
| QLP portfolio submission (if applicable) | / / |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Once only*** | **Course** | **Last Completed** | **Year due** | **Date Booked** | **Completed✓** |
| Medication and Fluid Management | / / |  |  |  |
| Child Protection and Partner Abuse Intervention | / / |  |  |  |
| Epidural |  |  |  |  |
| Preceptorship | / / |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Continuing Education\**** | **Course/Workshop** | **Date Completed** | **Hours** |
| 20\_ \_ | 20\_ \_ | 20\_ \_ |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
| Total hours |  |  |  |

\*Midwifery Council require a minimum of 8 hours of midwifery-focused education per year for Recertification (over and above the 8 hours of compulsory emergency skills/PROMPT. This can include FSEP and Maternity Practice Skills)

|  |  |  |  |
| --- | --- | --- | --- |
| ***Professional Activities\*\**** | **Activity** | **Date Completed** | **Hours** |
| 20\_ \_ | 20\_ \_ | 20\_ \_ |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
| Total hours |  |  |  |

**\*\***a minimum of 8 hours professional activities per year for Midwifery Council Recertification.

Examples include, but are not limited to:

 ✓ Preceptorship of students

 ✓ Orientation of colleagues to a work environment

 ✓ Presentation to colleagues - formal and informal

 ✓ Participation in project user groups (e.g. resource person or champion)

 ✓ QLP Assessor

 ✓ Conducting clinical audits

**Professional Development Leave allocation**

CDHB supports staff in line with the Multi-Employer Collective Agreement (MECA) for additional professional development leave over and above organisational and Midwifery Council requirements:

|  |  |
| --- | --- |
| FTE | Hours for professional development leave |
| 1 | 32 |
| 0.8 | 25.6 |
| 0.7 | 22.4 |
| 0.6 | 19.2 |
| 0.5 | 16 |
| 0.4 | 12.8 |
| 0.3 | 9.6 |
| 0.2 & 0.1 | 8 |