(For Midwifery Council and CDHB professional development requirements)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Yearly*** | **Course** | **Date last completed** | 20\_ \_ | 20\_ \_ | 20\_ \_ |
| **Emergency Skills Day**\* (or PROMPT)  (maternal and newborn resus plus maternity emergencies) | / / | / / | / / | / / |
| **Fetal Surveillance**:  FSEP (Refresher or Online)  (Full Day for more in-depth update) | / / | / / | / / | / / |
| **Core Competency Day**  Includes:   * Breastfeeding (BFHI = 21 hrs over 5 years) * Fire & Emergency Procedures * Infection Prevention | / / | / / | / / | / / |
| No of hrs: | No of hrs: | No of hrs: |
| 1 hour | 1 hour | 1 hour |
| ½ hour | ½ hour | ½ hour |
| **QLP** interim year validation  (if applicable) - discuss at performance appraisal | / / | / / | / / | / / |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Every* ***3*** *Years* | **Course** | **Last Completed** |  | | |
| Year due | Date Booked | Completed**✓** |
| PROMPT\* | / / |  |  |  |
| Newborn Life Support (NLS) | / / |  |  |  |
| Midwifery Standards Review | / / |  |  |  |
| QLP portfolio submission (if applicable) | / / |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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

N.B. Use extra rows for additional competencies (e.g. Other breastfeeding education, QLP assessor update, PROMPT instructor update)

|  |  |  |  |
| --- | --- | --- | --- |
| ***Once Only*** | **Course** | **✓** | **Date Completed** |
| Epidural |  | / / |
| Family Violence  (Child Protection and Partner Abuse Intervention) |  | / / |
| Preceptorship |  | / / |
| Medication and Fluid Management (“IV” certificate) |  | / / |
|  |  | / / |

**Continuing Education**

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

\* a minimum of 8 hours of continuing midwifery –focused education per year for Midwifery Council Recertification *(You cannot use the same course to meet the compulsory requirement and for continuing education).*

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

**Professional Activities**

**\***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 |