(For Midwifery Council and CDHB professional development requirements)

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Once every 2 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) | / / |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***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) i**ncludes compulsory:   * Breastfeeding (BFHI:21 hrs 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 | / / | / / | / / |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Once every 3 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 |