



LSAMO Forum (UK)
Guidelines for the statutory supervision of midwives

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NATIONAL GUIDELINE PREPARATION PROCESS

Guideline produced by:	Carol Paeglis, LSAMO
Guideline production date:	Version 1 - December 2006
Consultation process:	LSAMO Forum (UK)
Draft produced by:	Version 2: Carol Paeglis, November 2009
Draft reviewed by:	LSAMO Forum (UK)
Guideline approved by:	LSAMO Forum (UK)
Guideline approval date:	19 th February 2010
Guideline Implementation date:	March 2010
Guideline review date:	March 2013
LSAMO identified for archiving guideline:	Joy Kirby

Paper copies of this guideline may not be the most recent version. The definitive version is held at www.midwife.org.uk



LSAMO Forum (UK) Guidelines for the statutory supervision of midwives

Introduction

This guideline describes the process for the writing, review and dissemination of Local Supervising Authorities Midwifery Officers' (LSAMO) Forum (UK) guidelines for the statutory supervision of midwives – see flowchart in Appendix 1. The guidelines are written in order to support LSAMOs and Supervisors of Midwives (SoMs) in their role to ensure that the statutory requirements are met.

It must be emphasised that there are occasions when additional advice and guidance may be sought from a LSAMO.

Guideline layout

The process of writing and ratification of the guideline will be on the first page. The national template will be used. Arial font 12, left aligned will be the standard.

Header

The header will be the full title of the “LSAMO Forum (UK) guidelines for the statutory supervision of midwives”. Each page of the guideline will have the ‘Protecting the public through statutory supervision of midwives’ logo in the top left hand corner.

Title

This should be succinct but clear, with a subtitle where necessary.

Front page

- Guideline produced by
- Guideline production date
- Consultation process
- Draft produced by
- Draft reviewed by
- Equality impact assessment undertaken
- Key auditable criteria included
- Guideline approved by
- Guideline approval date
- Guideline implementation date
- Guideline review date
- LSAMO identified for archiving guideline
- Disclaimer “*Paper copies of this guideline may not be the most recent version. The definitive version is held at: www.midwife.org.uk “*



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Introduction

This section will give explanation as to the reason for the guideline e.g. NMC (2004) *Midwives rules and standards*.

Process

All guidelines will be robust and clear, based on the best available evidence. Cross-references to other guidelines must be clearly identified. All guidelines will undergo an equality impact assessment (DH 2009) and have some key auditable criteria where relevant. Ratified guidelines will be published on the LSAMO Forum (UK) website: www.midwife.org.uk

References

All references should be recorded using the Harvard system.

Footer

The footer should contain the following information in order:

1st line - 1st draft/ Final draft - Date agreed e.g. February 2010 - Review date (3 years after revision date e.g. March 2013, unless substantive statutory amendments are made e.g. review of the *Midwives rules and standards*.)
2nd line - National Guideline e.g. F - Version e.g. 2 - Page x of y -
Font Arial 10 line, spacing 1.5 - see example in footer

Publication

Ratified guidelines will be published on the LSAMO Forum (UK) website: www.midwife.org.uk

References

Department of Health (2009) Equality impact assessment: summary tool and guidance for policy makers. Accessed on DH website on 17th November 2009
http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_090396

East Midlands and South Yorkshire Guideline and Education Group (April 2006) Guideline Writing guideline

Key auditable criteria for this guideline

Assessment by the LSAMO Forum (UK) that subsequent guideline production complies with this process



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Appendix 1

NATIONAL GUIDELINE PREPARATION PROCESS

