



LSA National Forum (UK)
Guidelines for the statutory supervision of midwives

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**PROCEDURE FOR THE TRANSFER OF MIDWIFERY
RECORDS FROM SELF EMPLOYED MIDWIVES**

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Procedure for the transfer of midwifery records from self-employed midwives

1. Introduction

This guideline describes the process to be followed when self-employed midwives wish to transfer their midwifery records to the Local Supervising Authority.

The Midwives rules and standards (NMC 2004) rule 9 (1) states:

“A practising midwife shall keep, as contemporaneously as is reasonable, continuous and detailed records of observations made, care given and medicine and any form of pain relief administered by her to a woman or a baby”. (page 21)

The Midwives rules and standards (NMC 2004) Rule 9 (4) states:

“Immediately before ceasing to practise or if she finds it impossible or inconvenient to preserve her records safely, a midwife shall transfer them –
(a) *if she is employed by an NHS authority, to that authority;*
(b) *if she is employed by a private sector employer, to that employer;*
(c) *if she is not covered by paragraph (a) or (b), to the Local Supervising Authority in whose area the care took place.”* (page 22)

In this instance the records referred to in paragraph 1 of rule 9 the Midwives rules and standards (NMC 2004) shall be kept in a form approved by the Local Supervising Authority covering the midwife's main area of practice.

The Midwives rules and standards (NMC 2004) state that the Local Supervising Authority will:

“Publish local procedures for the transfer of midwifery records from self-employed midwives” (page 23)

2. Retention and storage of paper or electronic records

- 2.1 A midwife must ensure that her records are not destroyed. These include records of clinical care, work diaries if they contain clinical information and file notes of information/advice which is sought or given in relation to clinical care.
- 2.2 The Local Supervising Authority will approve the method of retention which normally will be that the self-employed midwife will retain the records for 25 years or transfer them to the Local Supervising Authority, who will arrange safe storage for the remainder of the 25 years.
- 2.3 Any transfer of records between a midwife and the Local Supervising Authority must be duly recorded by both parties and retained with the records. The process will be subject to audit to ensure compliance (see appendix 1).



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- 2.4 It is the responsibility of self employed midwives to inform women they care for that the records may be transferred to the Local Supervising Authority.
- 3. Good recording keeping practice for self employed midwives transfer care based on NMC Circular 02/07 (NMC 2007)**
- 3.1 The NMC offers general advice on record keeping to all registrants which is published in *Record Keeping: Guidance for nurses and midwives* (NMC 2009). The latest version will be available at <http://www.nmc-uk.org/> Supervisors of Midwives will raised awareness to the NMC guidance and audit records to ensure compliance.
- 3.2 The NMC advises that when a midwife transfers a woman into a maternity unit from home or from one maternity unit to another, her records, with a detailed account of recent care, need to accompany the woman so that staff in the receiving unit can provide timely and appropriate care (NMC 2007).
- 3.3 On transferring care, the up dated records should remain with the woman. Written duplicates of the original records must not be made as this could result in delay. A summary is insufficient, as, by its very nature, it will omit information, which may be crucial to the on going care of the woman and her baby.
- 3.4 Electronic records and paper records which have been stored on microfiche will be managed in accordance with local guidance

References:

NMC (2004) ***Midwives rules and standards*** Nursing and Midwifery Council London
<http://www.nmc-uk.org/aFrameDisplay.aspx?DocumentID=169>

NMC (2007) Circular 0/2 ownership and sharing of midwifery records
<http://www.nmc-uk.org/aFrameDisplay.aspx?DocumentID=2454>

NMC (2009) ***Record keeping: Guidance for nurses and midwives*** Nursing and Midwifery Council London
<http://www.nmc-uk.org/Documents/Guidance/nmcGuidanceRecordKeepingGuidanceforNursesandMidwives.pdf>



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APPENDIX 1

Procedure for the transfer of midwifery records from self employed midwives

1) Name and PIN of midwife transferring midwifery records

NAME: _____ PIN: _____

2) Name of LSAMO receiving midwifery records

NAME: _____ DESIGNATION: _____

DATE: _____

3) Name of LSA records are being transferred to:

4) Details of records being transferred:

Records of clinical case/s _____

_____ retain until date: _____

Work Diaries _____

_____ retain until date: _____

File notes of information and/or advice _____

_____ retain until date: _____

5) Signature of Midwife

Signature of LSAMO



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Audit

6) Date of audit _____

7) Name of Audit Officer _____

8) Details of evidence examined _____

9) Correct process followed YES / NO * _____

10) Any other relevant details/concerns _____

11) Action Plan and date for completion if required _____

12) Signature of Audit Officer _____ **Date:** _____

* Delete as appropriate