



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

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**Guideline for the completion of the Intention to Practise
form by a registered midwife**

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Introduction

A midwife shall give notice to each Local Supervising Authority in whose area she intends to practise or continue to practise –

- a) before commencing to practise there; and thereafter
- b) in respect of each 12 month period (NMC 2004: Rule 3).

This will be on an annual basis by a date published by the Local Supervising Authority (NMC 2004: Rule 4 (b)).

The reverse of the ITP form should be completed where:

- the midwife has provided care to a woman or baby in an emergency in another LSA
- the midwife regularly works across boundaries in another LSA

In the event of the above the midwife must copy both sides of her ITP form and send it to a Supervisor of Midwives (SoM) in the new LSA having filled in the additional information required.

The ITP is now linked to the registrant's entry on the midwives part of the register. This enables the NMC to confirm eligibility to practise rather than just confirming effective registration and this information is available to the public in addition to employers. Midwives should be encouraged to give their PIN to women who may wish to verify that they are on the midwives part of the register and therefore entitled to practise as a midwife.

Council also agreed that the term "intention to practise" (ITP) be used to harmonise the differing titles used throughout the UK and avoid confusion with notification of practice (NOP), which is used by the NMC for re-registration purposes.

1.0 Receiving the form

- 1.1 The annual pre-printed Intention to Practise form is sent direct from the NMC to the midwives' home address. It should arrive prior to **30th January**.
- 1.2 A personalised form is sent to all Registered Midwives who notified their intention to practise in the previous year. Any midwife who has not received a form by **30th January** should notify the NMC direct on 020 73339333.



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- 2.0** **Completing the form** – *read accompanying explanatory notes before completing the form.*
- 2.1 **Name:** Check this is correct. A name change must be notified to the NMC.
- 2.2 **Date of birth:** Check this is correct.
- 2.3 **PIN** – If not already completed, the midwife's Personal Identification Number (PIN) should be entered here. This number can be found on the card issued by the NMC following payment of the registration fee.
- 2.3 **Registration expiry date** -This refers to the month and year you will have to meet the NMC Prep Practice standard and the Prep continuing professional practice development standard.
- 2.4 **Annual Fee expiry date** – This refers to the month and year in which the midwife will be required to pay her registration fee to the NMC
- Should anyone of these dates lapse without renewal the midwife will not be eligible to practice.***
- 2.5 **LSA Name & Code:** This relates to the particular Local Supervising Authority that the midwife is notifying. The code number for each LSA in the UK appears in appendix 1 at the end of this guideline.
- 2.6 **Supervisors of Midwives** - if you are an appointed Supervisor of Midwives, tick the box as indicated on the ITP form.
- 2.7 **Signature** - It is vital that the form is signed and dated as it remains invalid without a signature.
- 2.8 If any of the information supplied by the NMC is incorrect, the midwife must contact the NMC directly on 0207 333 9333 to amend personal details. They must also amend the details on the form, in order for them to be input correctly onto the LSA database.
- 3.0 LSA Information**
- 3.1 The information in this section is required by the LSA and **every question must be completed.** Failure to complete any part of this section will necessitate the form being returned for completion as the database cannot save personal details or ITP history without this information.
- 3.2 **Main Employer:** This refers to the midwife's main area of practice. Please tick one box only.



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- 3.3 **Name and address of main employer:** Please complete for the main area of practice.
- 3.4 **Main practice details:** This is about current employment status for the midwife's main area of practice only ie either **full-time or part-time – this must be completed**. If they are practising for more than 35 hours a week then the NMC considers that they are working full-time. If they are working less than 35 hours a week this is defined as part-time.
- 3.5 **Named Supervisor of Midwives:** The midwife's named Supervisor of Midwives must be from the LSA covering her main area of practice (NMC 2004 Rule 7). Local arrangements must be made to provide a suitable alternative where a Supervisor of Midwives is not available to countersign a midwives ITP form.
- 3.6 **Date of last supervisory review:** If a supervisory review has not taken place in the previous year please indicate reason by ticking the relevant box. If a midwife has transferred from another unit, the date must be obtained from the previous SOM. In the case of newly appointed midwives or M/W who have not had a review in the last year, a date must be entered for a planned review. Please do not leave this section blank.
- 3.7 The midwife should ensure that every section of the ITP has been completed before handing directly to her/his named SoM.
- 3.8 **Counter signing the form:** This gives the SoM the opportunity to confirm the midwife's continued eligibility to practise and to review how the midwife is maintaining her knowledge and skills to practise safely. It also confirms that the information on the form is correct. If the encounter between the SoM and the midwife relates only to signing the ITP form, it should not be considered as a supervisory meeting. This is also the point for the SOM to check the completeness of the form and any missing information must be entered.
- 3.8.1 A SoM cannot refuse to sign a midwife's ITP unless the registrant is not effective on the midwives part of the register and / or does not meet the PREP requirements. If there are any concerns about the midwife's fitness to practise or about any entry on the form the midwife must be informed and the concerns shared with the relevant Local Supervising Authority Midwifery Officer (LSAMO).



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- 3.9 **The back of the form:** The reverse of the ITP form should be completed where:
- the midwife has provided care to a woman or baby in an emergency in another LSA
 - the midwife regularly works across boundaries in another LSA
- 3.9.1 In the event of the above the midwife must copy both sides of her ITP form and send it to a SoM in the new LSA having filled in the additional information required.
- 3.10 Midwives should be advised to keep a copy of the original completed ITP form as they may need to use it for making copies for notifications to other LSAs.

4.0 Returning the ITP information

- 4.1 Where an electronic ITP system is used (LSA Database), Supervisors of Midwives must update the information for their own supervisees on the LSA database. This information is then uploaded to the NMC electronically. Supervisors of Midwives may only enter an ITP for the LSA in which they are appointed.
- 4.2 Where a manual ITP system is used, a copy of the completed ITP form should be forwarded to the LSA once signed and verified by the SoM.
- 4.2.1 The completed and verified information must then be forwarded as soon as possible by the Supervisor of Midwives to the LSA Office – the very latest date for receipt will be notified annually by the LSA

5.0 The LSA Responsibilities

- 5.1 The LSA will return to the named SoM any information which is not accurately completed.
- 5.2 The relevant information required by the NMC from the ITPs will be uploaded from the LSA database electronically at the beginning of each practice year. The date of the upload to reach the NMC by their deadline will be notified by the LSA. It is imperative that this deadline is met. Thereafter, new ITPs will be uploaded to the NMC on a daily basis.



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References

Nursing and Midwifery Council (2004) Midwives Rules and Standards
<http://www.nmc-uk.org/aFrameDisplay.aspx?DocumentID=169>

Nursing and Midwifery Council (2008) The Prep Handbook



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APPENDIX 1

LSA Codes

North of Scotland Code 50

Healthcare Inspectorate Wales (HIW) Code 75

Northern Ireland Code 77

North East 80

North West 81

West Midlands 84

South West 87

South Central 88

South East Coast 89

London 90

East Midlands 94

East of England 95

Yorks and Humber 96

West Scotland 97

South East Scotland 98