

**GUIDANCE ON THE ROLE OF THE CONTACT SUPERVISOR  
OF MIDWIVES**

*Paper copies of this guideline may not be the most recent version.  
The definitive version is held at [www.midwife.org.uk](http://www.midwife.org.uk)*

<b>Guideline produced by:</b>	Marian Drazek, LSAMO
<b>Guideline production date:</b>	May 2008
<b>Consultation process:</b>	Draft reviewed by LSAMOs and Supervisors of Midwives
<b>Guideline approved by:</b>	LSAMO National Forum (UK)
<b>Guideline approval date:</b>	May 2008
<b>Guideline Implementation date:</b>	June 2008
<b>Guideline review Date:</b>	May 2010
<b>LSAMO identified for archiving guideline:</b>	Joy Kirby



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

### Introduction

Each organisation that provides a maternity service should have one Supervisor of Midwives who is identified as the “**Contact Supervisor**” through whom all formal correspondence between the LSA office and that establishment is channelled. The role of the Contact Supervisor is pivotal in ensuring good communication between the LSA Midwifery Officer and all Supervisors in each maternity service – however, it does not replace direct communication between individual Supervisors of Midwives and the LSA. The Contact Supervisor also acts as a conduit for all stakeholders in relation to local execution of the statutory function.

### Key Relationships: LSA Midwifery Officer

- LSA office staff
- Head of Midwifery
- Supervisors of Midwives
- Lead Midwives for Education
- Midwives
- Medical staff
- Other Trust/Health Board personnel
- Lay groups
- Service users

### Process

The group of Supervisors within each maternity service should decide who holds the position of Contact Supervisor – this can be any Supervisor of Midwives within the team. It is good practice that Supervisors take on this role in rotation, with the timescale being agreed locally.

Whoever is nominated as the Contact Supervisor requires support from their supervisory colleagues to fulfil this role and will need to delegate various duties to ensure the function of statutory supervision is shared by all local Supervisors of Midwives. However, it is expected that the Contact Supervisor

will be given some agreed additional protected time to fulfil the role and have access to administration and secretarial support. It is also important that the Contact Supervisor has access to a computer on a regular basis, as communications from the LSA office are usually sent in electronic format.

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

**Examples of correspondence from the LSA office to the Contact Supervisor may be:**

- Cascading of information from the NMC
- Notification of midwives suspended from practice
- Information regarding professional development for Supervisors of Midwives, e.g. LSA Study Days and Conferences
- Details of meetings between the LSA Midwifery Officer and Supervisors of Midwives
- Information from other LSAs and Maternity Service providers
- Annual LSA audit documentation
- Monitoring of National Standards for Statutory Supervision
- Requests for information/data from Government Departments and/or other UK LSAs

**In addition, the Contact Supervisor should liaise with the LSA office regarding:**

- Co-ordination of the local annual report on Supervision
- Providing information to midwives interested in becoming Supervisors
- Local arrangements for midwives who are to undertake the Preparation of Supervisors of Midwives course
- Supervisors of Midwives who retire or resign from the role
- Any other appropriate business – according to local circumstances and/or LSA projects

**It is also the responsibility of the Contact Supervisor to ensure that:**

**NMC rule 11:** The appropriate documentation is forwarded to the LSA office for the nomination, selection and preparation of new Supervisors of Midwives

**NMC rule 13:** All supervisors contribute to the collation of evidence to demonstrate to the LSA audit team that the national standards have been met

**NMC rules 3 & 4:** The annual NMC Intention to Practise process is undertaken efficiently and that the LSA database is kept up to date by each Supervisor of Midwives – for her own caseload

**NMC rule 15:** All serious untoward incidents are notified to the LSA

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

**Supervisory duties for the local team should not all be carried out by the Contact Supervisor – but shared between the groups. However, although the following activities may be undertaken by another Supervisor of Midwives in the team, e.g. the investigating Supervisor, it is good practice for the Contact Supervisor to be clear who is responsible for ensuring that:**

- Maternal deaths are notified to the LSA
- Investigations into serious allegations regarding a midwife's practice are notified to the LSA Midwifery Officer
- The LSA Midwifery Officer is informed of any midwife who is to undertake supervised practice
- All supervisors contribute to the local annual report
- The annual LSA audit is facilitated appropriately
- Supervisory colleagues collaborate regarding compilation of documentation for the annual LSA audit of statutory supervision
- The results of local audit of the LSA National Standards for Supervision are circulated locally
- All supervisors within the maternity service meet regularly to facilitate the sharing of information and that formal minutes are taken at these meetings
- Attendance of supervisors at local meetings is audited and action is taken if a Supervisor of Midwives fails to meet the agreed local standard
- The statutory function is promoted and developed at an organisational level, so that Trust Board personnel – such as the Chief Executive and Nurse Director - plus other interested parties, are informed of issues relating to midwifery practice and are made aware of Supervisors of Midwives local action.
- Supervisory colleagues are made aware of, and have access to, all information sent by the LSA office and the statutory bodies.

## **References**

Nursing and Midwifery Council (2004) Midwives rules and standards