

How to Enter ITPs in the LSADB (2010-11)

Overview

All midwives who intend to practise during the coming year, 2010-11, are required to present their SoM with a completed ITP form; it is their SoM's responsibility to enter this into the LSADB by the date specified by the LSA in accordance with Rule 4 of the Midwives rules and standards (NMC 2004).

To access the LSADB (www.midwife2.org.uk) SoM require a username and password. Before this can be issued, the SoM's LSA needs to complete the SoM Appointment form in the LSADB. When this has been done the SoM should email support@midwife2.org.uk to request a login account. If you have forgotten your login details please do not email Support instead use the automatic password retrieval facility on the login page (you will need to enter your registered email address). If you don't know how to use the LSADB please [read the step-by-step guide](#).

When an ITP has been entered or modified in the LSADB it is automatically uploaded to the NMC. The upload takes place on a daily basis and you can expect the midwife to be registered at the NMC within 48 hours of entering her ITP.

Entering an ITP

There are two pages in the LSADB that need to be completed for every midwife; the Personal Details page and the ITP History page. Unless the midwife is newly qualified the Personal Details page will have already be completed, however the details must be checked to ensure that they correspond with the details on the ITP. If, for example, the Date of Birth differs from that shown on the ITP then the midwife's ITP upload to the NMC will be rejected.

Please note that the midwife must currently be registered at the NMC and have paid her fees. The dates for these are recorded on the midwife's Personal Details page ('Reg. Expiry Date' and 'Fee Expiry Date'). It is the midwife's responsibility to inform her SoM of the dates when she hands in her ITP; if the dates are invalid it will not be possible to enter the midwife's ITP.

Supervisors of Midwives should only enter ITPs for the LSA in which they are appointed. If the midwife has a secondary place of work then a copy of the ITP should be given by the midwife to a SoM in that LSA, who will enter the additional ITP.

All midwives must have a Main Place of Work, which is indicated by checking the Main box in the ITP History. The Submission Date is the date on which the midwife signed the ITP; you should enter the ITP in the correct Year of Practise (see boxes at top of page); you will not be able to enter ITPs for 2009-10 after 31st March 2010. If you need to amend an ITP you can do so by changing the details and clicking on Save Changes & Additions. If a midwife leaves a trust and moves to another, you should revoke her ITP for the old trust (uncheck Main box, check Revoke box and save).

The Trusts names in the drop-down list are determined by the LSA Regions shown at bottom left of the midwife's Personal Details page; the Main LSA Region is always the region of her named SoM. If a midwife works in more than one LSA then select the Additional LSA in the list and click on Save. This will add the trusts from that region to the drop-down list in the ITP History.

The NMC Report

When the ITPs have been uploaded to the NMC, a report is produced for the LSA that will notify any errors; the LSA will inform the SoM of the errors so that the data in the LSADB can be corrected. As explained above, when the data is corrected the ITP is automatically uploaded to the NMC but please note that it does generally take 48 hours for the NMC to update their register.