

**West of Scotland Region  
Local Supervising Authority Dumfries and Galloway  
January 2009**

**Action Plan: Audit of the Nursing and Midwifery Council's Standards for the Supervision of Midwives and  
Midwifery Practice**

Recommendation	Action	Lead Committee/ Individual	Resource Implication	Completion Date / Evidence of Completion	Monitoring Status		
<i>Aim;</i>					<i>Update Feb 09</i>	<i>Update May 09</i>	<i>Update September 09</i>
<p>(1) Continue raising the profile of supervision of midwifery practice within the organisation</p> <p>(NB. SOM = supervisor of midwives)</p>	<p>Ensure SOM sits on relevant committees in single role as SOM:</p> <ul style="list-style-type: none"> <li>Obstetrics Clinical Incident Review Group (CIRG)</li> <li>Obstetric Speciality Management Team (OSMT)</li> <li>Maternity Liaison Service Committee (MLSC)</li> <li>Labour Ward Forum (LWF)</li> </ul> <p>Clinical Midwives to shadow SOM locally where appropriate</p>	BT and all SOMS	Staff time		<p>SOM identified for committees. Will review committee membership furthering September when student SOMS appointed to role as SOM</p> <p>To be reviewed in SOM meeting.</p>	<p>For review in September</p> <p>On agenda for SOM meeting in May</p>	<p>SOM allocation to each committee:</p> <p>OSMT : Claire Bryce and Elaine Mitchell</p> <p>CIRG: Gillian Boyes and Carole McBurnie</p> <p>MLSC: Karen King is working to re establish this forum. SoMs who have a special interest to inform Karen</p> <p>LWF: Lorna Lennox</p> <p>Supervision issues that arise at these meeting are fed back to SoM meetings as standing agenda items</p>

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	Highlight relevant supervision issues in the agenda of all relevant meetings	JR/CT			All staff meetings	On agenda for SOM meeting in May	Relevant supervision items are put onto the Agenda of the senior midwives Communication meetings, OSMT and LWF as appropriate
	SOM to have case load of midwives other than those they may manage	SOMS			Will review following appointment of the student supervisors, when case load will be reviewed	Student SOMS can be appointed to role as SOM following successful completion of course, to convene meeting on appointment and review and establish case loads for all SOMS	A letter has gone to all midwives asking for their 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> choice of names SoM. This information is being collated by CT and case loads to be reallocated accordingly at the SoM meeting on 25.09.09

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(2) Ensure registrants understand their responsibilities with regard to statutory supervision of midwifery practice	<ul style="list-style-type: none"> <li>Continue raising the profile of supervision in staff meetings.</li> <li>Undertake further visits to Stranraer to promote engagement with statutory supervision.</li> <li>Recruit midwives to prepare for the role of SOM from Stranraer</li> </ul>	<p>All SOMS</p> <p>JP + Student + educationalist</p> <p>JP BT</p>		<p>Monthly</p> <p>By end May 2009</p> <p>By end May 2009</p>	<p>Relevant information will be cascaded to communication meetings .</p> <p>Focus groups with midwives in October 2008</p> <p>LSA audit demonstrated increased awareness of midwives roles and responsibilities in relation to supervision</p>	<p>Staff continuing to embrace supervision of midwifery within Cresswell. LSAMO and student SOM GB visited Stranraer on 30/3/09 to talk on supervision and recruit midwives to prepare for role of SOM</p> <p>There are now 3 Applicants for September preparation course</p>	<p>Staff continuing to embrace supervision of midwifery</p>

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(3) Continue recruiting midwives to undertake preparation course to become a supervisor of midwives	<ul style="list-style-type: none"> <li>Rollout information on preparation course for supervisors of midwives</li> <li>Ensure firm mentorship systems in place during training and when nominated to undertake role</li> <li>Recruit 2 midwives from the West of the region for the next course</li> </ul>	JP  Local SOMS educationalist  JP BT	Staff time  Funding for Course	By end March 2009          By end of April 2009	Information circulated in January 2009  All student SOMS have a mentor		LSAMO met with interested midwives in march and April and student SOMS raising awareness amongst staff continually 3 midwives applied for preparation programme and interviews will take place 29 <sup>th</sup> May 2009.  Each current student SOM has mentor and will be allocated preceptor on appointment to role as SOM  Two midwives have been put forward to attend Preparation Programme commencing September 2009 one midwife from the west and one from the east of the region. <a href="#">One midwife from the west who had initially expressed an interest in this course has had to postpone it due to personal circumstances</a>  All student SOMS allocated a mentor during training and for three months following appointment to role
(4) Supervisors of Midwives to have rostered time of 7.5 hours for supervision monthly.	<ul style="list-style-type: none"> <li>Each SOM to have rostered 7.5 hours each month to fulfil role</li> <li>Keep log of time spent on supervision</li> </ul>	SOM/line manager to allocate time in roster  BT/JR SOM		Monitor monthly	Link SoM has advised SoMs to plan time.	Further communication with line managers required	Each SOM has 7.5 hours a month for supervision

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(5) All midwives to meet with SOM for supervisory review at least once a year <b>(Rule 12 NMC Midwives rules and standards)</b>	<ul style="list-style-type: none"> <li>Each SOM has an established yearly programme of annual reviews with supervisees</li> <li>Each midwife to have annual review with SOM</li> <li>Give consideration locally to annual review tool in February SOM meeting</li> </ul>	<p>SOM</p> <p>Midwives</p> <p>All SOMS</p>	Staff time	<p>By March of each year</p> <p>Annual review of tool Each January</p>	Process established		<p>On agenda for SOM meeting in May</p> <p>Each SOM monitor compliance rates with annual review on a monthly basis</p> <p>To review case load when Student SOMS successfully appointed to role</p> <p>All midwives invited to meet with SOM annually</p> <p>SOMS invite midwives to meet with them when annual registration is due</p> <p>Updated Annual Review form appended</p>
(6) Each supervisor of midwives to undertake an audit of midwives case records	<ul style="list-style-type: none"> <li>Audit each supervisees records and undertake random audit of case records</li> </ul>	Each SOM		This will be discussed at least annually with each supervisee		Audit tool drafted and being trialled prior to adoption in ----	<p>Audit tool finalised in August 14 meeting. Each SOM to undertake an audit of 5 sets of case notes by the end of September 2009. information to be collated by CT to form the basis of workshops on record keeping</p>

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(7) Ensure robust Clinical Governance arrangements are in place for supervision of midwives	<ul style="list-style-type: none"> <li>Monitor notification of incidents to ensure NMC standard 15.1 compliance</li> </ul>	CT/BT		Ongoing	CT/BT		
	<ul style="list-style-type: none"> <li>SOMs to undertake relevant supervisory investigations</li> </ul>	SOMS		Ongoing	Process in place		
	<ul style="list-style-type: none"> <li>Review process of midwives debriefing with SOMS and maintain evidence in individual supervisee file.</li> </ul>	SOMS		Ongoing	Feedback occurs on an individual basis		
	<ul style="list-style-type: none"> <li>Review the mechanism for ensuring feedback to midwives re lessons learnt and good practice shared.</li> </ul>	All SOMS			Will develop documentation to support in practice e.g. Gibbs Reflective Cycle	Process for this is being developed by JP and SOMS educationalists in UWS and will be discussed in Link SOM meeting June 2009 when finalised	CT/BT LSA investigation conducted this year and completed in August 2009 Feed back occurs on individual basis
	<ul style="list-style-type: none"> <li>Ensure midwives attend multi disciplinary forums that are held to review clinical events and lessons learnt e.g.Perinatal mortality meetings, Labour ward forums</li> </ul>	All SOMS			To review in February meeting		
	<ul style="list-style-type: none"> <li>LSAMO to continue reporting to executive level</li> </ul>	LSAMO				On agenda for SOM meeting in May	Midwives encouraged to attend meetings  Issues paper submitted to health care Governance committee in May 2009 by link supervisor of midwives

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(8) Build on developing evidence to demonstrate compliance with the standards for supervision as set out in LSA self assessment tool	Develop evidence as stipulated by NMC and as set out in LSA self assessment tool	Each SOM to have lead on each of the five standards with a student SOM		All SOMS		On agenda for SOM meeting in May. Student SOM to work alongside SOM on each standard Each lead to provide update in each meeting	<p>SOM responsible for each standard</p> <p>Standard 1 Women focused Maternity services</p> <p>Standard 2. Supervisory systems</p> <p>Standard 3. Leadership</p> <p>Standard 4 Equity of access to Statutory Supervision of Midwives</p> <p>Standard 5:Midwifery practice</p> <p>SOMs will be allocated to each standard at meeting on 25.09.09</p>

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