



TERMS OF REFERENCE FOR THE SUPERVISORS OF MIDWIVES GUIDELINE DEVELOPMENT GROUP

Guideline produced by: West of Scotland Supervisors of Midwives Guideline Development Group

Consultation process:

Current version (1) Reviewed by the West of Scotland Supervisors of Midwives Guideline Development Group and all Supervisors via Link Supervisors and Heads of Midwifery.

Approved by: Supervisors of Midwives Guideline Development Group and Local Supervising Authority Midwifery Officer

Date: 15th July 2009

Implementation date: 14th September 2009

Review Date: June 2012



TERMS OF REFERENCE FOR GUIDELINES FOR THE SUPERVISORS GUIDELINE DEVELOPMENT GROUP

Purpose –

1. To develop, review and ratify guidelines for the Supervision of Midwives in West of Scotland Local Supervising Authorities.
2. To collaborate with the LSA Midwifery Officer's Forum (UK) to develop guidelines that are ratified and implemented throughout all the areas.
3. To provide a learning and development opportunity for supervisors towards their supervisory CPD and student supervisors towards their structured learning in practice hours
4. To propose topics for development for LSAMO Forum UK and or West of Scotland guidance and comment on draft guidance.

Structure

- Meetings will normally be quarterly and run from 10am - 3pm
- Chair – the LSAMO or a nominated deputy
- Members should personally attend 3 out of 4 meetings per annum and should forward any ongoing work if unable to attend.
- Each LSA should be represented on the group.
- Difficulties in attending meetings should be discussed with the Chair
- Ideally new members would shadow an existing member to a meeting.
- Quorate to be five members including either the LSA Midwifery Officers (LSAMO) or a nominated chair.
- Experts will be co-opted onto the group as required.
- Group members should seek and consider comments from their supervisory team and feed back to each meeting.

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- The Chair will ensure the distribution of any draft guidelines which require comment and consultation to all Link Supervisors of Midwives and Heads of Midwifery by e-mail after each meeting.

Accountability

Accountability for the function of the group is with the LSA Midwifery Officer

Records

Records of Meetings will be recorded as action notes only and list of attendees.

Membership List

LSAMO or nominated chair

Supervisor of Midwives from each LSA and HEI