

POLICY ON MIDWIFERY DATA SUBMISSION

For the purposes of registration, quality assurance, and home birth data outcome analysis, every general, conditional, and temporary registrant is required to submit the following information **monthly**:

- **a birth roster** with information on all births attended and billed as principal midwife¹ at time of delivery during the previous month to the College of Midwives of BC (CMBC)'s [birth roster website](#);
- **copies of completed home birth records** for Perinatal Services BC's (PSBC) Perinatal Data Registry (PDR) to site-specific designated hospitals within each health authority².

Failure to comply with the *Policy on Midwifery Data Submission* may result in referral to the Inquiry Panel.

BIRTH ROSTERS

Birth rosters are composed of a compilation of entries that create a record of each individual midwife's attendance at all births attended and billed as principal midwife¹. Midwives **should not** report births attended as a second attendant on their birth rosters. Rosters are used by CMBC as a record to be accessed for registration, inquiry and/or quality assurance purposes, and to ensure all midwifery home births are included in the PDR.

Submission

Every midwife must ensure that their monthly birth roster entries are complete and submitted to CMBC **by the 15th day of the calendar month following the calendar month of the birth** (e.g. entries for all April births should be submitted online no later than May 15). The birth roster site is password protected to ensure that confidential information is securely protected.

If a midwife **does not attend** a birth in a calendar month when registered as a general, conditional, or temporary registrant, a **birth roster entry must still be submitted** with the midwife's name, the month, and **"no births attended" marked**. Only non-practising members are exempt from monthly reporting.

Each midwife is responsible for ensuring that their birth roster is complete by the mid-month deadline. If this task is delegated to a practice administrator, the midwife must check the submission to ensure that all births are reported thoroughly and accurately.

¹ Principal midwife is defined as a "midwife who... takes responsibility for and provides midwifery services as the primary care provider during the intrapartum period." (*Bylaws for College of Midwives of British Columbia, 2017*).

² Information on how and where to submit copies of home birth records varies by health authority and hospital site. For more details visit:
<http://www.perinataleservicesbc.ca/Documents/Resources/HBSP/HomeBirthRecordsSubmissionFAQs.pdf>

A midwife who is doing a locum or working out of multiple practices is responsible for ensuring that all their births are entered on their birth roster under their own name (not the name of the person or practice for which she is doing the locum).

Confidentiality

Birth rosters are treated as confidential and are securely stored by CMBC.

HOME BIRTH RECORDS

The midwife must submit copies of all **home birth records (listed below)** to their Health Authorities' site-specific designated hospitals monthly³.

Homebirth transfers

If a birth is completed at home but the mother and/or baby are transferred to the hospital in the immediate postpartum period, the midwife must **still submit copies of the original above-listed documents to their Health Authority site-specific designated hospital for data collection.**

The records should include:

- Antenatal 1 and 2
- Labour Partogram
- Labour and Birth Summary
- Newborn 1 and 2

Please review the following scenarios:

- In the case of a planned home birth that takes place at home – the records need to be faxed to your Health Authorities' site-specific designated hospitals.
- The case of a planned hospital birth that takes place at home- the records need to be faxed to your Health Authorities' site-specific designated hospitals.
- In the case of a planned home birth that transfers into hospital in the immediate postpartum – the records need to be faxed to your Health Authorities' site-specific designated hospitals.
- In the case of a planned home birth that transfers into hospital in labour – the records do not need to be faxed. The birth will be entered in the perinatal data registry (PDR) via the hospital records system as it would be for any hospital birth (however, it will still be recorded as a planned home birth). Do Not Fax.

To assist in your decision making, ask the following question: did the **birth** occur at home? If yes, fax in the records to your Health Authorities' site-specific designated hospitals. If no, do not fax in the records.

³ Submission of homebirth records more than 60 days after the date of delivery will not be accepted by Health Authorities for data collection and may result in referral to the Inquiry Panel.