

POLICY ON RECORD CONTENT

Midwives are expected to maintain a comprehensive medical record that documents all aspects of care provided during the antepartum, intrapartum and postpartum periods for each individual client. The medical record must be legible, in English and include documentation of:

- relevant medical history;
- all clinical assessments and observations;
- informed choice discussions;
- recommendations;
- plans of management;
- consultations requested; and
- transfers of care.

All verbal and written communication (including but not limited to in-person, telephone, video chat, text message, email message, letter and fax) related to clinical care must be clearly documented and maintained as part of the medical record.

As related to the antepartum, intrapartum and postpartum periods, medical record should also contain copies of:

- all laboratory results;
- operative procedures;
- prescriptions issued;
- consultation reports; and
- discharge summaries.

Medical records may be maintained in paper or electronic format. Completion of relevant standardized [perinatal forms](#)¹ issued by Perinatal Services BC (PSBC) is mandatory. Additional narrative notes should be maintained in a consistent, timely and organized format. All entries should be legible, logical and include the date, the midwife's identification (initials, signature and/or CMBC number) and where required, the time.

References

College of Midwives of Ontario. *Record Keeping Standard for Midwives* (2013).
http://www.cmo.on.ca/wp-content/uploads/2015/07/Record-Keeping-Standard-for-Midwives_JANUARY-2013.pdf

College of Physicians and Surgeons. *Professional Standards and Guidelines: Medical Records* (2014). <https://www.cpsbc.ca/files/pdf/PSG-Medical-Records.pdf>

College of Registered Nurses of British Columbia. *Practice Standard: Documentation* (2016).
<https://www.crnbc.ca/Standards/PracticeStandards/Pages/documentation.aspx>

Perinatal Services of British Columbia. *Forms* (2017).
<http://www.perinataleservicesbc.ca/health-professionals/forms>

¹ Or equivalent in hospitals with electronic medical records that do not use PSBC forms.