

POLICY ON CHANGE OF PRACTICE OR CESSATION OF PRACTICE

The Policy on Cessation of Practice sets out the requirements and responsibilities of registrants of the College of Midwives of BC (CMBC) who intend to:

- change midwifery practice;
- close midwifery practice;
- temporarily cease midwifery practice and change to Non-practising registration; or
- resign from practicing midwifery in British Columbia (BC).

Registrants must notify CMBC of any of the above situations using the CMBC prescribed form prior to the intended date of the change.

CHANGING PRACTICE

<i>Form</i>	Submit <i>Policy on Change of Practice Contact Information</i> form.
<i>Clients</i> ¹	Notify clients of the change of practice.
<i>Records</i> ²	<p>All original retained records of clinical care may be kept at the midwifery practice or taken with the leaving midwife provided that all midwives involved in the client's care have access to a complete copy.</p> <p>If the midwife is leaving the community where the client's care was provided, and the midwifery practice remains in that community, consideration should be given to having the client's original records remain in the community where the client received care.</p> <p>Inform CMBC of where client records will be stored and how they can be accessed.</p>

CLOSING PRACTICE

<i>Form</i>	Submit <i>Policy on Change of Practice Contact Information</i> form.
<i>Clients</i> ¹	Notify clients of practice closing.
<i>Records</i> ²	<p>All original retained records of clinical care are securely transferred to another registered midwife who is practicing midwifery in BC and retain documentation of the transfer.</p> <p>When a shared care midwifery practice closes, all midwives who provided care to a client shall have access to the client's original records or a complete copy of the records.</p> <p>Inform CMBC of the practice closing as well as where client records will be stored and how they can be accessed.</p>

¹ Refer to *Policy for Required Procedures for Midwife or Client-Initiated Termination of Care*.

² Refer to *Policy on Record Keeping, Storage and Retention*.

CHANGING TO NON-PRACTISING REGISTRATION

<i>Form</i>	Submit <i>Application for Non-practising Registration</i> .
<i>Clients</i> ¹	Notify clients of changing to Non-practising.
<i>Records</i> ²	All original retained records of clinical care are securely transferred to another registered midwife who is practicing midwifery in BC and retain documentation of the transfer. Inform CMBC of where client records will be stored and how they can be accessed. Both the Non-practising midwife and the midwife receiving the records must signify their agreement of the transfer on the CMBC form.
<i>Liability Insurance</i>	Maintain until the effective date of Non-practising registration.

RESIGNING

<i>Form</i>	Submit <i>Application for Resignation</i> .
<i>Clients</i> ¹	Notify clients of resignation.
<i>Records</i> ²	All original retained records of clinical care are securely transferred to another registered midwife who is practicing midwifery in BC and retain documentation of the transfer. Inform CMBC of where client records will be stored and how they can be accessed. Both the resigning midwife and the midwife receiving the records must signify their agreement of the transfer on the CMBC form.
<i>Liability Insurance</i>	Maintain until the effective date of resignation.