



**CITY UNIVERSITY  
LONDON**

**Name.....**

**Number.....**

**Cohort.....**

**Personal Tutor.....**

**Submission Date.....**

**Module Code.....**

# **MIDWIFERY PRACTICE ASSESSMENT DOCUMENT YEAR 1**

**Practice Learning Competencies for the First Progression Point**

**BSc (Hons)**

**Kingston  
University  
London**



**London  
South Bank  
University**



**CITY UNIVERSITY  
LONDON**



**UNIVERSITY  
of  
GREENWICH**



Please keep your Practice Assessment Document with you at all times in practice in order to review your progress with your sign-off mentor and/or academic staff.

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## **Guidance for using the Practice Assessment Document**

### **Student responsibilities**

This Practice Assessment Document (PAD) is designed to support and guide you towards successfully achieving the criteria set out in the Standards for pre-registration midwifery education (NMC 2009). The PAD is designed around the NMC Essential Skills Clusters (ESCs) and domains incorporating the UNICEF UK Baby Friendly Initiative (BFI) standards for universities (2014). Successful completion of this PAD will enable you to demonstrate that you have achieved the required competencies of a student midwife at each point in the midwifery programme.

The PAD makes up a significant part of your overall programme assessment, and will be processed through the formal university systems. Ensure you are familiar with your university assessment and submission date and process for this document. Contact the academic representative from your university, or refer to the intranet if you require support or advice on specific university procedures. The Ongoing Achievement Record (OAR) is a separate document that summarises your achievements in each cluster and, combined with the main document, provides a comprehensive record of your professional development and performance in practice.

You are responsible for the safekeeping and maintenance of the PAD. It should be available to your midwife/sign-off mentor at all times when you are in placement together with the OAR. Any alterations made in this document should be crossed through with one line and include a signature and date.

You will have access to confidential information when in practice placements. You are required to record your EU cases in this document, however it must not contain any woman/service user/carer identifiable information such as name or address. The acceptable case identifier will be agreed by your university, ensure that you are aware of this. The contents of your PAD must not be disclosed to any unauthorised person, photocopied or used outside the placement or university to ensure client confidentiality is maintained.

### **Sign-off mentor responsibilities**

As a sign-off mentor you have an important role in supporting and guiding the student through their learning experience. This includes facilitating any reasonable adjustments the student may need to get maximum benefit from the placement.

As well as undertaking the required assessments, your role also includes identifying relevant learning opportunities and creating learning and development plans with the student. Duty rotas should support the development of the student/sign-off mentor working relationship. 40% of the student's time spent in practice must be under the direct or indirect supervision of a sign-off mentor. Other midwives who work with the student but are not sign-off mentors may assess the highlighted competencies and complete an additional comments box which will inform the holistic assessment.

When assessing the student, take into account sources of evidence that encompass knowledge, skills, attitudes and the views of those receiving care. The student should be demonstrating the majority of the behaviours within the descriptor section for the overall descriptor to be awarded. If the student meets any of the descriptors in the 'unsatisfactory' category, you must award them the 'unsatisfactory' descriptor.

If the student is not meeting the required standards, an action plan should be written and feedback given at the formative review. If there is a cause for concern or a fitness for practice issue that requires prompt action, seek guidance from the university representative and/or senior practice representative.

Sign-off mentors must allocate time with the student to reflect, give feedback and keep a record of the student's progress. In addition to the completion of the responsibilities outlined above, the sign-off mentor must complete the summative assessment of practice and confirm that the required competencies for entry to the register have been achieved (NMC SLAiP 2008, p16).

### Guidance for using the PAD

The practice assessment document is designed to facilitate and guide practice learning throughout the programme. The competencies are based on the NMC essential skills clusters, domains and standards for education (NMC 2009). All midwives/sign-off mentors/other professionals who comment in this document should sign and give their details on the document signatories page.

### Components of Assessment

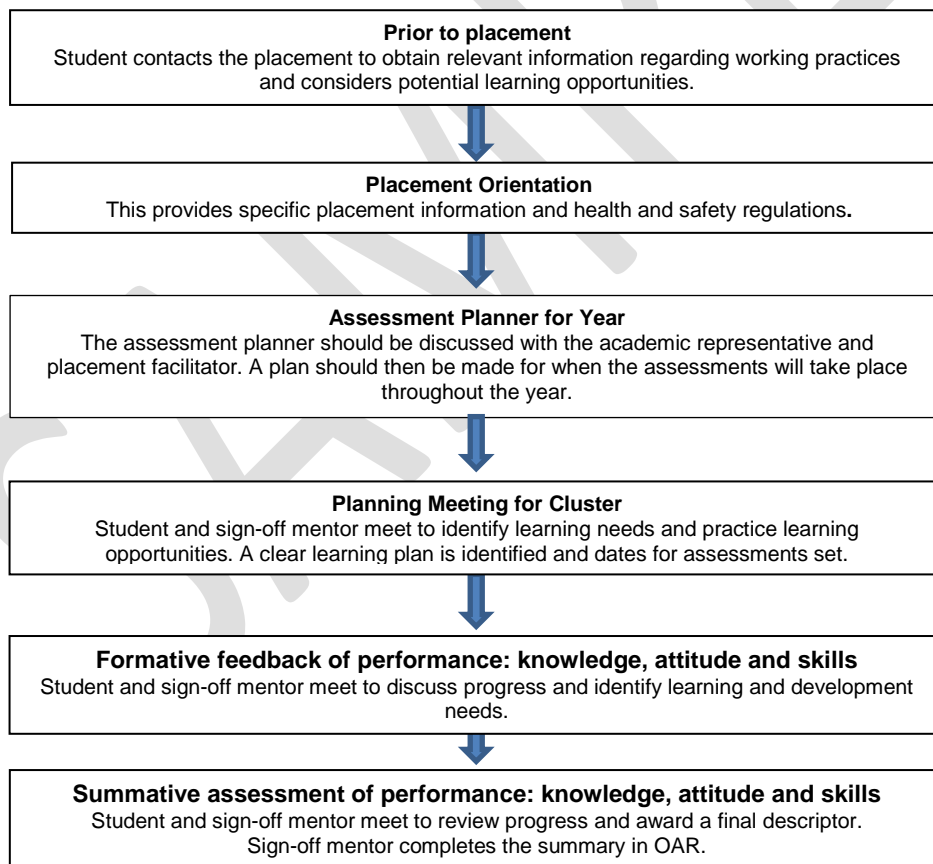
**Clusters:** There are 4 clusters of competencies per year – Antenatal, Labour and birth, Postnatal and neonatal care, and Infant feeding. These can be assessed in a range of placements as part of a continuous assessment process, but all competencies need to be assessed as achieved summatively by the end of the year.

**Professional values:** These form part of the assessment and must be achieved within the summative assessment of each cluster. If the student fails to meet any of the professional values, they must be awarded the unsatisfactory descriptor.

**Assessment:** The overall assessment of the knowledge, attitude and skills of the student must be summatively assessed by the sign-off mentor within each cluster by the end of the year. Formative assessment opportunities should always be offered as these act as a benchmarking process and create the opportunity for the student to self-assess and be given feedback on their performance prior to a summative assessment.

**Woman receiving care and/or their family feedback form:** The midwife/sign-off mentor must seek permission from the woman receiving care and approach them for feedback on the student's performance. This is not formally assessed but will contribute to the midwife/sign-off mentor's overall feedback.

### Process of practice assessment



**Action Plans:** Action Plans are instigated when there is a cause for concern or fitness for practice issue that requires prompt action. **An Action Plan must involve the sign-off mentor and an academic representative.**



### **City University London Guidelines**

This Practice Assessment Document is designed to enable you to demonstrate achievement of the Standards for Pre-Registration Midwifery Education and Essential Skills Clusters (NMC 2009) which is a requirement for entry to the midwifery part of the NMC register. It is designed to help you apply theoretical knowledge to the practice of midwifery. Your Practice Assessment Document contributes towards the requirements for becoming a midwife and complies with the European Union Midwives Directive 80/155/EEC (Article 40) 2005/36/EU.

#### **Practice Modules**

In each year (3 year programme) or part (shortened programme) of the course you will undertake a practice module and will spend a set number of weeks in placement (please see your course plan).

#### **Assessment of Practice**

The Nursing and Midwifery Council requires that you be supervised and assessed by a 'Sign-off Mentor' (NMC, 2008). As part of this process you are required to work with the allocated sign-off mentor for a minimum of 40% of the time in practice, although it is recognised that you may also work with other registrants; A sign-off mentor has undertaken a mentorship course and is there to support your learning and assess your knowledge, skills and professional values taking into consideration the stage you are at in your programme. You will be allocated a sign-off mentor at the beginning of your placement. You will be assessed holistically on the development of your knowledge, skills and attitude including professional values in each placement. If you do not achieve a pass grade in the summative assessment (which will include not meeting any professional values) you will have the opportunity to be reassessed. If you do not achieve a pass grade at reassessment, there is no provision for further reassessment and you will be withdrawn from the programme. Issues that are raised in practice concerning your professional behaviour and attitude will result in a 'Cause for Concern' being raised formally with the university and could result in referral to the university Fitness to Practice Panel.

#### **Attendance in Practice**

Your attendance must be recorded each day and the total number of hours required must be completed prior to submission at the end of your placement module in each year of the programme. This forms a record of your placement hours required by the NMC in order for you to register on completion of the programme. If you are sick or absent for any other reason this should be noted and any hours worked to make up sickness/absence should be recorded. The total hours worked must be stated too. If you have five or more days to make up, you must develop an action plan in discussion with your sign-off mentor or Clinical Practice Facilitator outlining how this will be achieved. This action plan must be sent to your personal tutor.

**Document Signatories: Sign-off mentors**

A sample signature must be obtained for each sign-off mentor who signs your document  
 (In line with NMC requirements all sign-off mentors must have attended an annual update and triennial review)

	Name (please print)	Signature	Initials	Date of last mentor update	Date of triennial review	Practice Area
<b>e.g.</b>	<i>May Brown</i>	<i>MBrown</i>	<i>MB</i>	<i>Sept 2013 May 2015</i>	<i>May 2015</i>	<i>Community Green team</i>
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>4</b>						
<b>5</b>						
<b>6</b>						
<b>7</b>						
<b>8</b>						
<b>9</b>						
<b>10</b>						
<b>11</b>						
<b>12</b>						
<b>13</b>						
<b>14</b>						
<b>15</b>						
<b>16</b>						

**Document Signatories: Midwives/other professionals**

A sample signature must be obtained for each midwife or other professional who signs your document

	<b>Name</b> (please print)	<b>Signature</b>	<b>Initials</b>	<b>Date of last mentor update</b>	<b>Practice Area</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					
<b>8</b>					
<b>9</b>					
<b>10</b>					
<b>11</b>					
<b>12</b>					
<b>13</b>					
<b>14</b>					
<b>15</b>					
<b>16</b>					
<b>17</b>					

### Orientation

Students may be allocated to more than one placement area or may return to the same area at a later point in the year. For all new areas, or upon returning after a significant period of time, please complete an orientation.

Mentors please initial that this has occurred in the relevant boxes and provide the date when the criteria has been completed	Antenatal areas		Labour areas		Postnatal/ Neonatal areas		Community areas	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Placement Provider induction/update has been completed, if applicable								
<b>The following criteria need to be met within the first day in placement</b>								
A general orientation to the placement setting has been undertaken for location of equipment/facilities								
The local fire procedures have been explained								
The student has been shown the: <ul style="list-style-type: none"> <li>• fire alarms</li> <li>• fire exits</li> <li>• fire extinguishers</li> </ul>								
Resuscitation policy and equipment for emergency resuscitation of mother/baby have been explained								
The student knows how to summon help in the event of an emergency								
The student is aware of where to find local policies <ul style="list-style-type: none"> <li>• health and safety</li> <li>• incident reporting procedures</li> <li>• infection control</li> <li>• handling of messages and enquiries</li> <li>• clinical guidelines</li> </ul>								
The shift times, meal times and sickness policies have been explained								
The student has been given an orientation booklet/sheet if available								
The lone working policy has been explained (if applicable)								
Risk assessments/reasonable adjustments relating to disability/learning/pregnancy needs have been discussed (where disclosed)								
<b>Date all first day criteria completed</b>								
<b>Please initial and date when complete:</b>								
The student has been made aware of the moving and handling equipment used in the clinical area								
The student has been shown and given a demonstration of the medical devices used in the clinical area								
<b>The following criteria need to be met within the first week of placement</b>								
The student has been made aware of information governance requirements								
The student is aware of the local policy for supply/administration/destruction/surrender of controlled drugs								
The student is able to identify their Supervisor of Midwives								
The policy regarding safeguarding has been explained								
The student understands why materials provided by the formula feeding industry should not be used in the clinical area (BFI UK standard 1)								
<b>Date all first week criteria completed</b>								



### Year 1 assessment planner

During year one you are required to complete assessments in the areas outlined below. Discuss your assessment plan with your academic representative and/or clinical placement facilitator. Use this page to plan when you will undertake your assessments.

Skills cluster	Practice area and date planned for formative review	Name of sign-off mentor	Practice area and date planned for summative assessment	Name of sign-off mentor
<b>Antenatal care</b>				
*Guidance	Completion of 2 booking interviews and approximately 10 antenatal assessments		Completion of 4 booking interviews and approximately 30 antenatal assessments	
<b>Labour and birth care</b>				
*Guidance	Participation in the care of approximately 8 women in labour, and the witness of 5 normal births		Participation in the care of approximately 16 women in labour, and providing care during 5 normal births	
<b>Postnatal &amp; neonatal care</b>				
*Guidance	Completion of approximately 10 postnatal assessments and approximately 10 neonatal assessments		Completion of between 20-32 postnatal assessments and 20-32 neonatal assessments	
<b>Infant feeding</b>				
*Guidance	Participation in 4 episodes of breastfeeding support and 1 other infant feeding activity		Participation in 8 episodes of breastfeeding support and 2 other infant feeding activities	
<b>Medicines management</b>				
*Guidance	This assessment should be undertaken following successful completion of all the clusters			

**\*Guidance for completion:** It is useful to consider the amount of experience you have had in a certain area prior to undertaking assessments. The integrated EU requirements record will help you and your sign-off mentors to identify how much practical experience you have had during your allocation to a clinical area. The suggested numbers for completion are provided for guidance only to facilitate the planning of assessments. **The numbers given here represent accumulative totals.**

The **EU requirements** at point of registration (Article 40 of Directive 2005/36/EU) include:

- Advising of pregnant women, involving at least **100 antenatal** examinations
- Supervising and caring for at least **40 women in labour**
- Performance of episiotomy and initiation into suturing
- Personally carrying out at least **40 births**
- Supervising and caring for **40 women at risk** during pregnancy, labour or the postnatal period
- Supervising and caring for (including examination) at least **100 postnatal women** and at least **100 healthy newborn infants**
- Active participation with breech births (may be simulated)
- Observation and care of the newborn requiring special care, including those born pre-term, post-term, underweight or ill

### Definitions of commonly used terms

**Academic representative:** This is the person employed by an Approved Education Institution to support students on midwifery programmes. This may be a link lecturer, personal tutor or module leader.

**Clinical Placement Facilitator (CPF):** This is the person employed by the NHS Trust to support student midwives in clinical practice and to manage their clinical experience. This role may also be undertaken by a Practice Development Midwife or Placement Co-ordinator.

**Holistic Assessment Descriptors:** These represent the levels of performance expected to meet the grading criteria at each academic level. The descriptors assess knowledge, skill and attitude and show progression across and between levels. Sign-off mentors award a descriptor that matches the student's performance. This descriptor is then converted into a grade at university level.

**Midwife/Registrant:** Qualified midwives registered with the NMC who may support a student in practice.

**Ongoing Achievement Record (OAR):** This document contains summaries of your achievements in each placement and, with the Practice Assessment Document, forms a comprehensive record of professional development and performance in practice. The OAR enables the sign-off mentor to confirm that a student is proficient at designated points in the programme.

**Practice Assessment Document (PAD):** This document is the tool to record your learning in practice, achievement of the NMC competencies and holistic assessment including professional values.

**Sign-off mentor:** Qualified midwives who have undertaken an NMC approved mentor preparation programme, have met the additional sign-off status competencies and have 'live' status on the Trust mentor register.

## Antenatal

## Antenatal planning meeting

To be completed during the first week of placement when in a clinical area where antenatal care is undertaken.

Practice area \_\_\_\_\_

Name of allocated sign-off mentor \_\_\_\_\_

**Student completion: Please comment on your learning needs in relation to the competencies listed on the following pages**

**How can you be helped to learn most effectively?**

**Sign-off mentor completion: Please comment on the learning opportunities available to the student in this allocation with regard to completion of the competencies and summative assessment.**

**Will both the formative review and summative assessment be undertaken in this area?**

**Yes / No**

**If 'No', where and when will this take place?**

**Please also note the specific expectations regarding professional behaviour to this practice area:**

Planned date for formative review: \_\_\_\_\_

Planned place and date for summative assessment: \_\_\_\_\_

Sign-off mentor Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please complete the details on the assessment planner on page 9**

Record of **initial antenatal interviews** (booking) personally undertaken

<b>No.</b> <i>Example</i>	<b>Information:</b> <i>Routine booking appointment in midwifery clinic. Maternal observations completed and within normal parameters. BMI24</i>	
<b>Case identifier:</b> <i>As per University guidelines</i>	<i>Screening discussed, booking bloods and MSU taken, combined test and 20/40 scan booked.</i>	
<b>Parity:</b> <i>G3P2</i>	<i>Place of birth discussed: due to previous rapid labours requests home birth. Discussed and referred to home birth team. Schedule of visits discussed and information pack given.</i>	
<b>EDD:</b> <i>22.04.15</i>	<b>Midwife's signature:</b> <i>MJBrown</i>	<b>Print Name:</b> <i>May Brown</i>
<b>Gestation:</b> <i>10/40</i>	<b>Date:</b> <i>24.09.14</i>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.:</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	

Record of **initial antenatal interviews** (booking) personally undertaken

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	

Record of **antenatal assessments** personally undertaken

<b>No.</b> <i>Example</i>	<b>Information:</b> <i>Routine appointment at children's centre. BP:132/78, Urinalysis: NAD, SFH: 32cms, good fetal movements felt</i>	
<b>Case identifier:</b> <i>As per University guidelines</i>	<i>Rh negative, bloods taken for antibody detection, 2<sup>nd</sup> anti-D given.</i>	
<b>Parity:</b> <i>G2P1</i>	<i>Information regarding antenatal refresher classes given, and discussed. Infant feeding and birth plan also discussed.</i>	
<b>EDD:</b> <i>07.11.14</i>	<b>Midwife's signature:</b> <i>A.B. Foley</i>	<b>Print Name:</b> A Foley
<b>Gestation:</b> <i>34</i>	<b>Date:</b> <i>24.09.14</i>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	

Record of **antenatal assessments** personally undertaken

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	



Record of **antenatal assessments** personally undertaken

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	

Record of **antenatal assessments** personally undertaken

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	

Record of **antenatal assessments** personally undertaken

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	

Record of **antenatal assessments** personally undertaken

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	

Record of **antenatal assessments** personally undertaken

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	

## Achievement of Antenatal Competencies

The Student Midwife must achieve all the competencies by the summative assessment  
**Highlighted outcomes may be assessed by a non sign-off mentor/registrant**

Antenatal competencies				
Has the Student Midwife achieved the following?	Formative Review		Summative Assessment	
	Yes/No	Sign/Date	Yes/No	Sign/Date
<b>A1. The student midwife is able to complete an antenatal consultation accurately, ensuring women are at the centre of care. The student midwife:</b>				
A1.1 Ensures consent is obtained before any care is initiated				
A1.2 Demonstrates an understanding of the ethical principle of valid consent and refusal				
A1.3 Assists in determining preferences to maximise an individual approach to care				
A1.4 Participates in explaining to women the aim of the initial consultation relevant to gestation				
A1.5 Participates in explaining findings in a sensitive manner and encourages women to ask questions				
A1.6 Participates in explaining to women lifestyle considerations in relation to diet, smoking and drugs				
A1.7 Is able to discuss infant feeding choices with women				
A1.8 Is able to promote attachment between the mother and her unborn baby in pregnancy				
<b>A2. The student midwife is able to be confident in sharing information about common screening tests. The student midwife:</b>				
A2.1 Is aware of the NHS Screening Committee programmes that are offered to pregnant women				
A2.2 Participates in sharing information with women about common antenatal screening tests				
A2.3 Can respect the decision of women to decline services or treatment				
<b>A3. The student midwife is able to participate at the first point of contact when women are seeking advice and/or information about being pregnant. The student midwife:</b>				
A3.1 Knows how and where midwives can be accessed as the first point of contact				
A3.2 Participates in the initial interview (booking)				
<b>A4. The student midwife is able to monitor the wellbeing of the woman and fetus in the antenatal period, by safely and competently performing and recording the following, showing an awareness of the normal parameters of results:</b>				
A4.1 Manual blood pressure				
A4.2 Maternal pulse				
A4.3 Urinalysis				

The Student Midwife must achieve all the competencies by the summative assessment  
**Highlighted outcomes may be assessed by a non sign-off mentor/registrant**

Antenatal competencies				
Has the Student Midwife achieved the following?	Formative Review		Summative Assessment	
	Yes/No	Sign/Date	Yes/No	Sign/Date
<b>A4. The student midwife is able to monitor the wellbeing of the woman and fetus in the antenatal period, by safely and competently performing and recording the following, showing an awareness of the normal parameters of results: (continued)</b>				
A4.4 Abdominal examination including appropriate assessment of fetal growth				
A4.5 Auscultation of the fetal heart using a Pinard stethoscope				
A4.6 Auscultation of the fetal heart using a hand held doppler				
A4.7 Visual observation and discussion of maternal physical and emotional health				
A4.8 Demonstrates an understanding of assessment tools used to identify general anxiety disorder (e.g. the 'Whooley' questions)				
<b>A5. The student midwife enables women to make choices about their care by informing them of the choices available, and providing evidence-based information about benefits and risks of options, so that women can make a fully informed decision. The student midwife:</b>				
A5.1 Participates in sharing evidence-based information with women in order for them to make an informed decision about their care				
A5.2 Understands and respects the ethical principle of autonomy in women's decision making				
A5.3 Identifies appropriate strategies for information and evidence retrieval in healthcare				
<b>A6. The student midwife is able to plan an appropriate individual antenatal care pathway in partnership with the woman referring to other relevant health professionals as required. The student midwife:</b>				
A6.1 Can demonstrate an understanding of what constitutes the scope of midwifery practice by identifying any deviation from normalcy and referring appropriately				
A6.2 Is able to participate in the planning of individual antenatal care in partnership with the woman, in accordance with the latest evidence and local guidelines				
<b>A7. The student midwife is able to share information that is clear, accurate and meaningful at a level, which women, their partners and their families can understand. The student midwife:</b>				
A7.1 Communicates effectively with pregnant women, using a sensitive, woman-centred approach				
A7.2 Communicates the needs and wishes of the woman to other professionals				
A7.3 Participates in group sessions to share information				

The Student Midwife must achieve all the competencies by the summative assessment  
**Highlighted outcomes may be assessed by a non sign-off mentor/registrant**

Antenatal competencies				
Has the Student Midwife achieved the following?	Formative Review		Summative Assessment	
	Yes/No	Sign/Date	Yes/No	Sign/Date
<b>A8. The student midwife is able to protect and treat as confidential all information relating to the women they care for. The student midwife:</b>				
A8.1 Can apply the principles of confidentiality as outlined in the NMC Code and Data Protection Act (1988)				
A8.2 Treats information as confidential except where sharing information is required for the purposes of safeguarding and/or public protection				
<b>A9. The student midwife participates in ensuring that women are treated with dignity and respect for their individuality, working in partnership in a manner that is diversity sensitive and free from discrimination, harassment and exploitation in accordance with the NMC Code. The student midwife:</b>				
A9.1 Demonstrates that they take a woman-centred approach to care showing respect for others, promoting diversity and individual preferences (which includes: age, culture, religion, spiritual beliefs, disability, gender and sexual orientation)				
A9.2 Identifies factors which maintain the dignity of women and delivers care accordingly, making use of the environment, self, skills and attitude				
<b>A10. The student midwife provides care that is given in a warm, sensitive and compassionate way. The student midwife:</b>				
A10.1 Is attentive and acts with kindness, speaking in a manner that is warm, sensitive, kind and compassionate				
A10.2 Is able to initiate a conversation, taking into account the woman's responses, and can recognise the appropriateness of silence in certain situations				
A10.3 Is able to maintain a supportive relationship with women and their families				
<b>A11. The student midwife is able to work collaboratively with other health professionals and external agencies. The student midwife:</b>				
A11.1 Works as an active team member, supporting and assisting others appropriately and in accordance with the NMC code				
A11.2 Communicates with colleagues verbally (face-to-face and telephone) in writing, and electronically and checks that the communication has been fully understood				
A11.3 Is able to reflect on their own practice and discusses issues with other members of the team to enhance learning				



### Additional Comments on student's performance

The following sections are for those with whom you work to record details of your performance. This information will assist your sign-off mentor in carrying out your assessment. This section can be used to highlight areas where you have performed well, or areas where you need to improve, indicating your level of achievement.

Practice area:		Date:		
Comments and any suggestions for improvement:				
<p>Using the descriptors on p.33 please indicate the level you consider the student has achieved whilst working with you by circling the most accurate descriptor. Thank you</p>				
Excellent	Very good	Good	Satisfactory	Unsatisfactory*
Name and signature:			Contact details:	

Practice area:		Date:		
Comments and any suggestions for improvement:				
<p>Using the descriptors on p.33 please indicate the level you consider the student has achieved whilst working with you by circling the most accurate descriptor. Thank you</p>				
Excellent	Very good	Good	Satisfactory	Unsatisfactory*
Name and signature:			Contact details:	






Practice area:		Date:		
Comments and any suggestions for improvement:				
<p>Using the descriptors on p.33 please indicate the level you consider the student has achieved whilst working with you by circling the most accurate descriptor. Thank you</p>				
Excellent	Very good	Good	Satisfactory	Unsatisfactory*
Name and signature:			Contact details:	

\*If you have indicated that the student's performance is unsatisfactory, please contact the sign-off mentor/CPF immediately

**Woman receiving care and/or their family feedback**  
**Midwives/sign-off mentors should obtain consent from women/their families**

Your views about the way the student midwife has looked after you are important.

- Your feedback will help the student midwife's learning
- The feedback you give will not change the way you are looked after
- You do not need to participate

Tick if you are:	Woman receiving care <input type="checkbox"/>	Family member/partner <input type="checkbox"/>			
<b>How happy were you with the way the student midwife:</b>	Very Happy 	Happy 	I'm not sure 	Unhappy 	Very unhappy 
• cared for you?					
• cared for your baby?					
• listened to your needs?					
• understood the way you felt?					
• talked to you?					
• showed you respect?					

What did the student midwife do well?
Is there anything the student midwife could have done to make your experience better?
Thank you for your help. Please sign here if you wish (optional):
Midwife/sign-off mentor name and signature: <span style="float: right;">Date:</span>

*This form has been developed by Maternity Service Users based on a form originally designed by Services Users 2013*

Formative review	
<b>Student's reflection at formative review</b>	
Describe the practice area:	
What <i>knowledge</i> did you need to use to enable you to plan and deliver the care required in this area?	
What <i>knowledge</i> do you think you need to develop further before the summative assessment?	
What do you think you do particularly well in this area of care?	
What <i>competencies</i> in this cluster do you need to develop further before the summative assessment?	
Which of the eight <i>professional values</i> do you most need to develop?	
How will you do this?	
<p>Refer to the holistic assessment descriptors (on page 33) and sign the column that you feel most describes your practice.</p> <p>Self-assessment descriptor awarded:</p> <p>Student reflection on mentor feedback following formative review:</p> <p>Student signature:</p> <p>Date:</p>	

Formative review	
<b>Sign-off mentor's comments at formative review</b>	
Please comment on the student's underpinning <i>knowledge</i> of the evidence relating to the content of this cluster.	
What <i>knowledge</i> does the student need to develop further before the summative assessment?	
Please comment on the student's ability to link theory and practice.	
Please comment on the student's ability to undertake the <i>competencies</i> that are assessed within this cluster.	

Formative review			
Professional values			
Has the student midwife achieved the following?	Yes	No	Comments
<b>Commitment:</b> 1. The student maintains an appropriate professional attitude regarding punctuality and personal presentation that upholds the standard expected of a midwife, in accordance with the organisation and university policies.			
<b>Care:</b> 2. The student makes a consistent effort to engage in their learning in order to contribute to high quality, evidence-based, woman-centred maternity care.			
<b>Competence:</b> 3. The student is able to recognise and work within the limitations of their own knowledge, skills and professional boundaries			
4. The student demonstrates the ability to listen, seek clarification and carry out instructions safely in order to contribute to positive health outcomes for women and the best start in life for babies.			
<b>Communication:</b> 5. The student demonstrates that they can communicate clearly and consistently with colleagues, women and their families.			
6. The student is able to work effectively within the multi-disciplinary team with the intent of building professional caring relationships.			
<b>Courage:</b> 7. The student demonstrates openness, trustworthiness and integrity, ensuring the woman is the focus of care.			
<b>Compassion:</b> 8. The student contributes to the provision of holistic, responsive and compassionate midwifery care with an emphasis on respect, dignity and kindness.			
<b>Additional comments if required:</b>   <p>Please refer to the holistic assessment descriptors on page 33 and sign the column that most closely describes the student's practice.</p> <p><b>Descriptor awarded:</b></p> <p><b>If a student has been graded unsatisfactory or if any professional value requires improvement please contact the academic representative to put in place an action plan as per University's guidelines (p.34).</b></p> <p><b>Name of academic representative contacted:</b></p> <p><b>Date contacted:</b></p> <p><b>Sign-off mentor signature:</b></p> <p><b>Print name:</b></p> <p><b>Date:</b></p>			

Prior to completing the summative assessment, all the competencies in the cluster must have been achieved. At least 40% of the student midwife's time must be spent being supervised (directly or indirectly) by the sign-off mentor (SLAiP, 2008, p31)

Summative assessment
<b>Student's reflection</b> <b>Describe the practice area:</b>
<b>What <i>knowledge</i> did you need to use to enable you to plan and deliver the care required?</b>
<b>What do you think you did particularly well?</b>
<b>Comment on the extent to which you meet the eight professional values.</b>
<b>Refer to the holistic assessment descriptors (on page 33) and sign the column that you feel most describes your practice.</b>  Self-assessment descriptor awarded:  Reflection on sign-off mentor feedback following summative assessment:          Student signature: Date:

**Summative assessment****Sign-off mentor's comments at summative assessment**

If an action plan was in place (see p.34) has the criteria for success been achieved? Yes / No\*

\*If 'No' please comment further here, and ensure the academic representative is contacted and an action plan devised.


Please comment on the student's underpinning *knowledge* of the evidence relating to the content of this cluster

Please comment on the student's ability to undertake the *competencies* that are assessed within this cluster. All competencies in this cluster must have been achieved.

Please comment on the student's ability to *link theory and practice*.

Summative assessment					
Professional values					
Has the student midwife achieved the following?	Yes	No	Comments		
<b>Commitment:</b> 1. The student maintains an appropriate professional attitude regarding punctuality and personal presentation that upholds the standard expected of a midwife, in accordance with the organisation and university policies.					
<b>Care:</b> 2. The student makes a consistent effort to engage in their learning in order to contribute to high quality, evidence-based, woman-centred maternity care.					
<b>Competence:</b> 3. The student is able to recognise and work within the limitations of their own knowledge, skills and professional boundaries					
4. The student demonstrates the ability to listen, seek clarification and carry out instructions safely in order to contribute to positive health outcomes for women and the best start in life for babies.					
<b>Communication:</b> 5. The student demonstrates that they can communicate clearly and consistently with colleagues, women and their families.					
6. The student is able to work effectively within the multi-disciplinary team with the intent of building professional caring relationships.					
<b>Courage:</b> 7. The student demonstrates openness, trustworthiness and integrity, ensuring the woman is the focus of care.					
<b>Compassion:</b> 8. The student contributes to the provision of holistic, responsive and compassionate midwifery care with an emphasis on respect, dignity and kindness.					
<b>Additional comments if required:</b>  Please refer to the holistic assessment descriptors on the next page and sign the column that most closely describes the student's practice. <b>Descriptor awarded:</b>  If a student has been graded unsatisfactory or if any professional value requires improvement please contact the academic representative to put in place an action plan as per University's guidelines.  Name of academic representative contacted:  Date contacted:					
I have filled in my details on document signatory page	Initial	The student and I have checked the record of practice hours	Initial	I have completed the OAR	Initial
<b>Sign-off mentor signature:</b>  <b>Print name:</b>  <b>Date:</b>					



Holistic assessment descriptors					
Level 4 (Year 1)	Excellent	Very good	Good	Satisfactory	Unsatisfactory
 <p>© Lindsay Gillman 2014</p> <p><b>The student is expected to meet the majority, but not necessarily all of the descriptors to be awarded the grade appropriate to the level of performance. *If the student has not met any of the professional values, the 'unsatisfactory' descriptor must be awarded.</b></p>	<p>The student demonstrates a highly professional approach at all times*, and provides safe, sensitive, woman focused care.</p> <p>The student is able to demonstrate excellent detailed and comprehensive knowledge of the evidence and policies that relate to this cluster.</p> <p>The student is consistently self-directed in seeking new knowledge.</p> <p>The student always shows insightful application of theory to practice.</p> <p>The student is able to undertake the competencies within this cluster competently with distant supervision.</p> <p>The student uses their initiative appropriately at all times, and responds very positively to feedback.</p>	<p>The student demonstrates a professional approach at all times*, and provides safe, sensitive, woman focused care.</p> <p>The student demonstrates very good knowledge of the evidence and concepts that relate to this cluster.</p> <p>The student is usually self-directed in seeking new knowledge.</p> <p>The student shows evidence of linking theory and practice.</p> <p>The student can safely undertake the competencies in this cluster with distant supervision but may seek occasional prompts.</p> <p>The student uses their initiative appropriately in most situations and responds positively to feedback.</p>	<p>The student demonstrates a professional approach most of the time*, and provides safe, sensitive, woman focused care.</p> <p>The student is able to demonstrate good knowledge of the evidence relating to this cluster. The student responds to prompts to seek new knowledge.</p> <p>The student usually makes links between theory and practice.</p> <p>The student can safely undertake the competencies in this cluster with close supervision.</p> <p>The student may lack some confidence and seeks frequent prompts for actions.</p> <p>The student uses their initiative appropriately in known situations and responds positively to feedback.</p>	<p>The student is developing a professional approach but may need guidance at times*. The student provides safe, sensitive, woman focused care.</p> <p>The student is able to demonstrate a basic knowledge of the evidence relating to this cluster that is generally accurate.</p> <p>The student requires frequent prompting to seek new knowledge, but responds appropriately.</p> <p>The student is developing the ability to link theory and practice but needs support to do this.</p> <p>The student can safely undertake the competencies in this cluster with close supervision and direction.</p> <p>The student may require frequent prompts for actions.</p> <p>The student may show some initiative appropriately in known situations and responds to feedback.</p>	<p>The student does not demonstrate a professional approach. Evidence of the provision of safe, sensitive, woman focused care is limited.</p> <p>The student is not able to demonstrate a basic knowledge of the evidence or policies relating to this cluster.</p> <p>The student requires constant prompting to seek new knowledge, but does not always respond appropriately.</p> <p>The student seems unable to make the link between theory and practice.</p> <p>The student is unable to safely undertake the competencies in this cluster even with close supervision and direction.</p> <p>The student may require continual prompts for actions.</p> <p>The student may not have demonstrated using their initiative even in known situations and may not have responded to feedback.</p>
Student signature <b>Formative review</b>					
Sign-off mentor signature <b>Formative review</b>					
Student signature <b>Summative assessment</b>					
Sign-off mentor signature <b>Summative assessment</b>					

### Action Plan

An Action Plan is required when a student's performance causes concern.  
The sign-off mentor must liaise with the academic representative to agree success criteria and timeframe.

Date	Cluster	Placement area	Date for Review
Nature of Concern Note competency number or professional value	Criteria for Success		Review meeting
			<b>Date:</b>  <b>Reviewer:</b>  <b>Comments:</b>          
Tripartite Meeting	Date/Time	CPF Contacted	Review Outcome
		Yes/No      Date:	Achieved/Not Achieved
Sign-off mentor name and signature	Student signature	Academic staff name and signature	Reviewer Signature

## Labour and birth

## Labour and birth planning meeting

To be completed during the first week of placement when in a clinical area where labour and birth care is undertaken.

Practice area \_\_\_\_\_

Name of allocated sign-off mentor \_\_\_\_\_

**Student completion: Please comment on your learning needs in relation to the competencies listed on the following pages**

**How can you be helped to learn most effectively?**

**Sign-off mentor completion: Please comment on the learning opportunities available to the student in this allocation with regard to completion of the competencies and summative assessment.**

**Will both the formative review and summative assessment be undertaken in this area?**

**Yes / No**

**If 'No', where and when will this take place?**

**Please also note the specific expectations regarding professional behaviour to this practice area:**

Planned date for formative review: \_\_\_\_\_

Planned place and date for summative assessment: \_\_\_\_\_

Sign-off mentor Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please complete the details on the assessment planner on page 9**

## Record of normal births witnessed

<b>No.</b> <i>Example</i>	<b>Information:</b> <i>Observed care from 07.30 in Birth Centre, woman in established labour since 19.30 01.09.14.</i>	
<b>Case identifier:</b> <i>As per University guidelines</i>	<i>Entonox and breathing technique used for analgesia; vaginal birth witnessed at 09.40, intact perineum, physiological 3<sup>rd</sup> stage, EBL 150mls.</i>	
<b>Parity:</b> <i>G1P1</i>	<i>Skin to skin immediately, Apgars 8 at 1 min, 10 at 5 mins. Learning points: very slow birth of head, perineum stretched really thinly. Surprised by initial colour of baby.</i>	
<b>EDD:</b> <i>08.09.14</i>	<b>Midwife's signature:</b> <i>BMJuster</i>	<b>Print Name:</b> <i>Bryony Juster</i>
<b>Gestation:</b> <i>39</i>	<b>Date:</b> <i>02.09.14</i>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	

Record of **women** cared for **in labour** and **supported to birth their babies** (births personally facilitated)

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	

Record of **women** cared for **in labour** and **supported to birth their babies** (births personally facilitated)

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	

Record of **women** cared for **in labour** and **supported to birth their babies** (births personally facilitated)

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	



Record of **women** cared for **during labour** (excluding those recorded as births)

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	

Record of **women** cared for **during labour** (excluding those recorded as births)

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	

Record of **women** cared for **during labour** (excluding those recorded as births)

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	

## Achievement of Labour and Birth Competencies

The Student Midwife must achieve all the competencies by the summative assessment  
**Highlighted outcomes may be assessed by a non sign-off mentor/registrant**

Labour and birth competencies				
Has the Student Midwife achieved the following?	Formative Review		Summative Assessment	
	Yes/No	Sign/Date	Yes/No	Sign/Date
<b>LB1. The student midwife is able to work in partnership with women to facilitate a birth environment that supports their needs. The student midwife:</b>				
LB1.1 Ensures a woman-centred approach, and is sensitive to cultural and social factors when providing care for women				
LB1.2 Ensures privacy and dignity in providing safe and sensitive care				
LB1.3 Seeks consent from the woman prior to care being given, ensuring that the meaning of consent is understood by the woman				
LB1.4 Respects the rights of women, and incorporates birth plans or written instructions that identify the wishes of women, in all care provided				
LB1.5 Participates in 'being with women' during their labour and birth				
LB1.6 Participates in changing the physical environment to meet the needs of women, such as lighting, furniture, temperature				
LB1.7 Respects the use of silence				
<b>LB2. The student midwife is attentive to the comfort needs of women before, during and after birth. The student midwife:</b>				
LB2.1 Participates in ensuring the comfort needs of women are met, such as:				
• Bladder care				
• Appropriate hydration				
• Nutritional intake				
• Hygiene requirements				
• Prevention of infection				
LB2.2 Participates in working with women to determine their coping strategies in order to support their preferences for pain management including:				
• mobilisation and use of active birth positions				
• therapeutic use of water				
• use of relaxation and breathing techniques				

The Student Midwife must achieve all the competencies by the summative assessment  
**Highlighted outcomes may be assessed by a non sign-off mentor/registrant**

Labour and birth competencies				
Has the Student Midwife achieved the following?	Formative Review		Summative Assessment	
	Yes/No	Sign/Date	Yes/No	Sign/Date
<b>LB3. The student midwife is able to determine the onset of labour. The student midwife:</b>				
LB3.1 Participates in using observation, history taking and clinical assessment to determine the onset of labour				
<b>LB4. The student midwife is able to determine the wellbeing of women and their unborn babies. The student midwife:</b>				
LB4.1 Is able to accurately take and record the following maternal vital signs with an awareness of normal parameters:				
• Pulse				
• Respiratory rate				
• Temperature				
• Blood pressure				
LB4.2 Is able to accurately observe and record the following indicators of fetal wellbeing with an awareness of normal parameters:				
• assessment of liquor volume and colour				
• intermittent auscultation of the fetal heart using a Pinard stethoscope				
• intermittent auscultation of the fetal heart using a hand held doppler device				
<b>LB5. The student midwife is able to keep accurate labour and birth records in accordance with local and NMC standards. The student midwife:</b>				
LB5.1 Is able to assist in keeping accurate labour and birth records which include planning, implementation and evaluation of care, interventions and findings using appropriate professional language				
LB5.2 Participates in accurate completion of intrapartum charts, such as a partogram				
<b>LB6. The student midwife is able to measure, assess and facilitate the progress of normal labour. The student midwife:</b>				
LB6.1 Can participate in assessing the progress of labour, recognising the latent and active phases of labour and birth by:				
• observation of behaviour				
• abdominal examination				
• vaginal examination where indicated and appropriate				
LB6.2 Can participate in informing women sensitively about their progress, giving feedback in a positive manner that the woman understands				

The Student Midwife must achieve all the competencies by the summative assessment  
**Highlighted outcomes may be assessed by a non sign-off mentor/registrant**

Labour and birth competencies				
Has the Student Midwife achieved the following?	Formative Review		Summative Assessment	
	Yes/No	Sign/Date	Yes/No	Sign/Date
<b>LB6. The student midwife is able to measure, assess and facilitate the progress of normal labour. (continued) The student midwife:</b>				
LB6.3 Can assist in supporting women to use a variety of birthing aids to facilitate normal labour and birth such as birthing balls, birth seats/chairs, pools				
LB6.4 Demonstrates awareness of a range of commonly recognised approaches to supporting women throughout childbirth e.g. relaxation, distraction, complementary therapies				
<b>LB7. The student midwife is able to participate in supporting women and their partners in the birth of their babies. The student midwife:</b>				
LB7.1 Can recognise the importance of offering choices related to birth and responds accordingly				
LB7.2 Can assist in preparing necessary equipment for the birth				
LB 7.3 Can safely assist the mother at the point of birth				
<b>LB8. The student midwife is able to participate in facilitating the mother and baby to remain together. The student midwife:</b>				
LB8.1 Assists in assessing the wellbeing of the baby following birth by monitoring:				
• colour				
• tone				
• heart rate				
• breathing				
• response to stimuli				
LB8.2 Assists in assessing the wellbeing of the mother following birth by monitoring and recording vital signs				
LB8.3 Supports mothers to have skin contact with their baby in a safe and unhurried environment, leading to feeding when the baby is ready				
LB8.4 Delays any unnecessary separation of mother and baby, avoiding early routine procedures such as weighing				
<b>LB9. The student midwife is able to identify and safely manage appropriate emergency procedures. The student midwife:</b>				
LB9.1 Can assist in procedures related to adult resuscitation (this may be through participation in 'drills and skills' or clinically based adult resuscitation simulation)				

The Student Midwife must achieve all the competencies by the summative assessment  
**Highlighted outcomes may be assessed by a non sign-off mentor/registrant**

Labour and birth competencies				
Has the Student Midwife achieved the following?	Formative Review		Summative Assessment	
	Yes/No	Sign/Date	Yes/No	Sign/Date
<b>LB9. The student midwife is able to identify and safely manage appropriate emergency procedures. (continued) The student midwife:</b>				
LB9.2 Can assist in procedures related to neonatal resuscitation (this may be through participation in 'drills and skills' or clinically based neonatal resuscitation simulation)				
LB9.3 Is confident in initiating basic emergency call procedures relevant to local policy				
<b>LB10. The student midwife is able to work collaboratively with other practitioners when supporting women during labour. The student midwife:</b>				
LB10.1 Demonstrates an understanding of the role of other professionals during labour and birth and acts in accordance with the guidance in the NMC Code				
<b>LB11. The student midwife is able to participate in the supply and administration of medicinal products in a safe and timely manner (including controlled drugs), when providing labour and birth care. The student midwife:</b>				
LB11.1 Competently undertakes the calculation of medicinal products used in normal midwifery practice for the management of labour and birth				
LB11.2 Works within the NMC Standards for Medicines Management (2007) and Midwives Exemptions (2012)				
LB11.3 Safely administers medication under direct supervision				
• orally				
• by inhalation				
• by injection				
LB11.4 Safely utilises and disposes of equipment needed to prepare and administer medication e.g. needles, syringes, gloves				
LB11.5 Demonstrates an understanding of the professional responsibility in maintaining accurate medication records				
LB11.6 Demonstrates an understanding of the legal and ethical frameworks relating to medicines administration				
LB11.7 Is able to access commonly used evidence-based sources of information relating to the safe administration of medicines				
LB11.8 Applies knowledge of local policies to safe storage, transport and disposal of medicinal products (including controlled drugs)				

### Additional Comments on student's performance

The following sections are for those with whom you work to record details of your performance. This information will assist your sign-off mentor in carrying out your assessment. This section can be used to highlight areas where you have performed well, or areas where you need to improve, indicating your level of achievement.

Practice area:		Date:		
Comments and any suggestions for improvement:				
<p>Using the descriptors on p.56 please indicate the level you consider the student has achieved whilst working with you by circling the most accurate descriptor. Thank you</p>				
Excellent	Very good	Good	Satisfactory	Unsatisfactory*
Name and signature:			Contact details:	

Practice area:		Date:		
Comments and any suggestions for improvement:				
<p>Using the descriptors on p.56 please indicate the level you consider the student has achieved whilst working with you by circling the most accurate descriptor. Thank you</p>				
Excellent	Very good	Good	Satisfactory	Unsatisfactory*
Name and signature:			Contact details:	

Practice area:		Date:		
Comments and any suggestions for improvement:				
<p>Using the descriptors on p.56 please indicate the level you consider the student has achieved whilst working with you by circling the most accurate descriptor. Thank you</p>				
Excellent	Very good	Good	Satisfactory	Unsatisfactory*
Name and signature:			Contact details:	






\*If you have indicated that the student's performance is unsatisfactory, please contact the sign-off mentor/CPF immediately



**Woman receiving care and/or their family feedback**  
**Midwives/sign-off mentors should obtain consent from women/their families**

Your views about the way the student midwife has looked after you are important.

- Your feedback will help the student midwife's learning
- The feedback you give will not change the way you are looked after
- You do not need to participate

Tick if you are:    Woman receiving care <input type="checkbox"/> Family member/partner <input type="checkbox"/>					
How happy were you with the way the student midwife:	Very Happy 	Happy 	I'm not sure 	Unhappy 	Very unhappy 
• cared for you?					
• cared for your baby?					
• listened to your needs?					
• understood the way you felt?					
• talked to you?					
• showed you respect?					

What did the student midwife do well?

Is there anything the student midwife could have done to make your experience better?

Thank you for your help. Please sign here if you wish (optional):

Midwife/sign-off mentor name and signature:

Date:

*This form has been developed by Maternity Service Users based on a form originally designed by Services Users 2013*

Formative review
<b>Student's reflection at formative review</b>
Describe the practice area:
What <i>knowledge</i> did you need to use to enable you to plan and deliver the care required in this area?
What <i>knowledge</i> do you think you need to develop further before the summative assessment?
What do you think you do particularly well in this area of care?
What <i>competencies</i> in this cluster do you need to develop further before the summative assessment?
Which of the eight <i>professional values</i> do you most need to develop?
How will you do this?
<p>Refer to the holistic assessment descriptors (on page 56) and sign the column that you feel most describes your practice.</p> <p>Self-assessment descriptor awarded:</p> <p>Student reflection on mentor feedback following formative review:</p> <p>Student signature:</p> <p>Date:</p>

**Formative review**

**Sign-off mentor's comments at formative review**

Please comment on the student's underpinning *knowledge* of the evidence relating to the content of this cluster.

What *knowledge* does the student need to develop further before the summative assessment?

Please comment on the student's ability to link theory and practice.

Please comment on the student's ability to undertake the *competencies* that are assessed within this cluster.


Formative review			
Professional values			
Has the student midwife achieved the following?	Yes	No	Comments
<b>Commitment:</b> 1. The student maintains an appropriate professional attitude regarding punctuality and personal presentation that upholds the standard expected of a midwife, in accordance with the organisation and university policies.			
<b>Care:</b> 2. The student makes a consistent effort to engage in their learning in order to contribute to high quality, evidence-based, woman-centred maternity care.			
<b>Competence:</b> 3. The student is able to recognise and work within the limitations of their own knowledge, skills and professional boundaries			
4. The student demonstrates the ability to listen, seek clarification and carry out instructions safely in order to contribute to positive health outcomes for women and the best start in life for babies.			
<b>Communication:</b> 5. The student demonstrates that they can communicate clearly and consistently with colleagues, women and their families.			
6. The student is able to work effectively within the multi-disciplinary team with the intent of building professional caring relationships.			
<b>Courage:</b> 7. The student demonstrates openness, trustworthiness and integrity, ensuring the woman is the focus of care.			
<b>Compassion:</b> 8. The student contributes to the provision of holistic, responsive and compassionate midwifery care with an emphasis on respect, dignity and kindness.			
<b>Additional comments if required:</b>  <p>Please refer to the holistic assessment descriptors on page 56 and sign the column that most closely describes the student's practice.</p> <p><b>Descriptor awarded:</b></p> <p><b>If a student has been graded unsatisfactory or if any professional value requires improvement please contact the academic representative to put in place an action plan as per University's guidelines (p.57).</b></p> <p><b>Name of academic representative contacted:</b></p> <p><b>Date contacted:</b></p> <p><b>Sign-off mentor signature:</b></p> <p><b>Print name:</b></p> <p><b>Date:</b></p>			

Prior to completing the summative assessment, all the competencies in the cluster must have been achieved. At least 40% of the student midwife's time must be spent being supervised (directly or indirectly) by the sign-off mentor (SLAiP, 2008, p31)

Summative assessment	
Labour and birth	<b>Student's reflection</b>
	Describe the practice area:
	What <i>knowledge</i> did you need to use to enable you to plan and deliver the care required?
	What do you think you did particularly well?
	Comment on the extent to which you meet the eight professional values.
	<p>Refer to the holistic assessment descriptors (on page 56) and sign the column that you feel most describes your practice.</p> <p>Self-assessment descriptor awarded:</p> <p>Reflection on sign-off mentor feedback following summative assessment:</p> <p>Student signature:</p> <p>Date:</p>

Summative assessment
<b>Sign-off mentor's comments at summative assessment</b> If an action plan was in place (see p.57) has the criteria for success been achieved? Yes / No*       *If 'No' please comment further here, and ensure the academic representative is contacted and an action plan devised.
Please comment on the student's underpinning <i>knowledge</i> of the evidence relating to the content of this cluster
Please comment on the student's ability to undertake the <i>competencies</i> that are assessed within this cluster. All competencies in this cluster must have been achieved.
Please comment on the student's ability to <i>link theory and practice</i> .

Summative assessment					
Professional values					
Has the student midwife achieved the following?		Yes	No	Comments	
<b>Commitment:</b> 1. The student maintains an appropriate professional attitude regarding punctuality and personal presentation that upholds the standard expected of a midwife, in accordance with the organisation and university policies.					
<b>Care:</b> 2. The student makes a consistent effort to engage in their learning in order to contribute to high quality, evidence-based, woman-centred maternity care.					
<b>Competence:</b> 3. The student is able to recognise and work within the limitations of their own knowledge, skills and professional boundaries					
4. The student demonstrates the ability to listen, seek clarification and carry out instructions safely in order to contribute to positive health outcomes for women and the best start in life for babies.					
<b>Communication:</b> 5. The student demonstrates that they can communicate clearly and consistently with colleagues, women and their families.					
6. The student is able to work effectively within the multi-disciplinary team with the intent of building professional caring relationships.					
<b>Courage:</b> 7. The student demonstrates openness, trustworthiness and integrity, ensuring the woman is the focus of care.					
<b>Compassion:</b> 8. The student contributes to the provision of holistic, responsive and compassionate midwifery care with an emphasis on respect, dignity and kindness.					
<b>Additional comments if required:</b>  Please refer to the holistic assessment descriptors on the next page and sign the column that most closely describes the student's practice. <b>Descriptor awarded:</b>  <b>If a student has been graded unsatisfactory or if any professional value requires improvement please contact the academic representative to put in place an action plan as per University's guidelines.</b>  <b>Name of academic representative contacted:</b>  <b>Date contacted:</b>					
I have filled in my details on document signatory page	Initial	The student and I have checked the record of practice hours	Initial	I have completed the OAR	Initial
<b>Sign-off mentor signature:</b>  <b>Print name:</b>  <b>Date:</b>					

Holistic assessment descriptors					
Level 4 (Year 1)	Excellent	Very good	Good	Satisfactory	Unsatisfactory
 <p>© Lindsay Gillman 2014</p> <p>The student is expected to meet the majority, but not necessarily all of the descriptors to be awarded the grade appropriate to the level of performance. *If the student has not met any of the professional values, the 'unsatisfactory' descriptor must be awarded.</p>	<p>The student demonstrates a highly professional approach at all times*, and provides safe, sensitive, woman focused care.</p> <p>The student is able to demonstrate excellent detailed and comprehensive knowledge of the evidence and policies that relate to this cluster.</p> <p>The student is consistently self-directed in seeking new knowledge.</p> <p>The student always shows insightful application of theory to practice.</p> <p>The student is able to undertake the competencies within this cluster competently with distant supervision.</p> <p>The student uses their initiative appropriately at all times, and responds very positively to feedback.</p>	<p>The student demonstrates a professional approach at all times*, and provides safe, sensitive, woman focused care.</p> <p>The student demonstrates very good knowledge of the evidence and concepts that relate to this cluster.</p> <p>The student is usually self-directed in seeking new knowledge.</p> <p>The student shows evidence of linking theory and practice.</p> <p>The student can safely undertake the competencies in this cluster with distant supervision but may seek occasional prompts.</p> <p>The student uses their initiative appropriately in most situations and responds positively to feedback.</p>	<p>The student demonstrates a professional approach most of the time*, and provides safe, sensitive, woman focused care.</p> <p>The student is able to demonstrate good knowledge of the evidence relating to this cluster. The student responds to prompts to seek new knowledge.</p> <p>The student usually makes links between theory and practice.</p> <p>The student can safely undertake the competencies in this cluster with close supervision.</p> <p>The student may lack some confidence and seeks frequent prompts for actions.</p> <p>The student uses their initiative appropriately in known situations and responds positively to feedback.</p>	<p>The student is developing a professional approach but may need guidance at times*. The student provides safe, sensitive, woman focused care.</p> <p>The student is able to demonstrate a basic knowledge of the evidence relating to this cluster that is generally accurate.</p> <p>The student requires frequent prompting to seek new knowledge, but responds appropriately.</p> <p>The student is developing the ability to link theory and practice but needs support to do this.</p> <p>The student can safely undertake the competencies in this cluster with close supervision and direction.</p> <p>The student may require frequent prompts for actions.</p> <p>The student may show some initiative appropriately in known situations and responds to feedback.</p>	<p>The student does not demonstrate a professional approach. Evidence of the provision of safe, sensitive, woman focused care is limited.</p> <p>The student is not able to demonstrate a basic knowledge of the evidence or policies relating to this cluster.</p> <p>The student requires constant prompting to seek new knowledge, but does not always respond appropriately.</p> <p>The student seems unable to make the link between theory and practice.</p> <p>The student is unable to safely undertake the competencies in this cluster even with close supervision and direction.</p> <p>The student may require continual prompts for actions.</p> <p>The student may not have demonstrated using their initiative even in known situations and may not have responded to feedback.</p>
Student signature <b>Formative review</b>					
Sign-off mentor signature <b>Formative review</b>					
Student signature <b>Summative assessment</b>					
Sign-off mentor signature <b>Summative assessment</b>					



### Action Plan

An Action Plan is required when a student's performance causes concern.  
The sign-off mentor must liaise with the academic representative to agree success criteria and timeframe.

Date	Cluster	Placement area	Date for Review
Nature of Concern Note competency number or professional value	Criteria for Success		Review meeting
			Date:  Reviewer:  Comments:
Tripartite Meeting	Date/Time	CPF Contacted	Review Outcome
		Yes/No      Date:	Achieved/Not Achieved
Sign-off mentor name and signature	Student signature	Academic staff name and signature	Reviewer Signature

## Postnatal and neonatal

### Postnatal and neonatal planning meeting

To be completed during the first week of placement when in a clinical area where postnatal and neonatal care is undertaken.

Practice area \_\_\_\_\_

Name of allocated sign-off mentor \_\_\_\_\_

**Student completion: Please comment on your learning needs in relation to the competencies listed on the following pages**

**How can you be helped to learn most effectively?**

**Sign-off mentor completion: Please comment on the learning opportunities available to the student in this allocation with regard to completion of the competencies and summative assessment.**

**Will both the formative review and summative assessment be undertaken in this area?**

**Yes / No**

**If 'No', where and when will this take place?**

**Please also note the specific expectations regarding professional behaviour to this practice area:**

Planned date for formative review: \_\_\_\_\_

Planned place and date for summative assessment: \_\_\_\_\_

Sign-off mentor Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please complete the details on the assessment planner on page 9**

Record of **mother and baby pairs** cared for in the **postnatal period**

<b>No.</b>	<b>Mother's Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Baby's Information:</b>	
<b>Case identifier:</b>		
<b>Mode of birth:</b>		
<b>DOB:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Birth weight:</b>	<b>Date:</b>	
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<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Baby's Information:</b>	
<b>Case identifier:</b>		
<b>Mode of birth:</b>		
<b>DOB:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Birth weight:</b>	<b>Date:</b>	

Record of **mother and baby pairs** cared for in the **postnatal period**

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<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
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<b>Case identifier:</b>		
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<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
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<b>Case identifier:</b>		
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<b>DOB:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Birth weight:</b>	<b>Date:</b>	
<b>No.</b>	<b>Mother's Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Baby's Information:</b>	
<b>Case identifier:</b>		
<b>Mode of birth:</b>		
<b>DOB:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Birth weight:</b>	<b>Date:</b>	

Record of **mother and baby pairs** cared for in the **postnatal period**

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<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Baby's Information:</b>	
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<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Baby's Information:</b>	
<b>Case identifier:</b>		
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<b>No.</b>	<b>Mother's Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
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<b>Case identifier:</b>		
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<b>Birth weight:</b>	<b>Date:</b>	

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<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
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<b>Case identifier:</b>		
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<b>DOB:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
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<b>No.</b>	<b>Mother's Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Baby's Information:</b>	
<b>Case identifier:</b>		
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<b>Birth weight:</b>	<b>Date:</b>	

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<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Baby's Information:</b>	
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<b>DOB:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
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<b>No.</b>	<b>Mother's Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Baby's Information:</b>	
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<b>Birth weight:</b>	<b>Date:</b>	
<b>No.</b>	<b>Mother's Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Baby's Information:</b>	
<b>Case identifier:</b>		
<b>Mode of birth:</b>		
<b>DOB:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Birth weight:</b>	<b>Date:</b>	



Record of **mother and baby pairs** cared for in the **postnatal period**

<b>No.</b>	<b>Mother's Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Baby's Information:</b>	
<b>Case identifier:</b>		
<b>Mode of birth:</b>		
<b>DOB:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Birth weight:</b>	<b>Date:</b>	
<b>No.</b>	<b>Mother's Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Baby's Information:</b>	
<b>Case identifier:</b>		
<b>Mode of birth:</b>		
<b>DOB:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Birth weight:</b>	<b>Date:</b>	
<b>No.</b>	<b>Mother's Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Baby's Information:</b>	
<b>Case identifier:</b>		
<b>Mode of birth:</b>		
<b>DOB:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Birth weight:</b>	<b>Date:</b>	

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<b>No.</b>	<b>Mother's Information:</b>	
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<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Baby's Information:</b>	
<b>Case identifier:</b>		
<b>Mode of birth:</b>		
<b>DOB:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Birth weight:</b>	<b>Date:</b>	
<b>No.</b>	<b>Mother's Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Baby's Information:</b>	
<b>Case identifier:</b>		
<b>Mode of birth:</b>		
<b>DOB:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Birth weight:</b>	<b>Date:</b>	
<b>No.</b>	<b>Mother's Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Baby's Information:</b>	
<b>Case identifier:</b>		
<b>Mode of birth:</b>		
<b>DOB:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Birth weight:</b>	<b>Date:</b>	

Record of **mother and baby pairs** cared for in the **postnatal period**

<b>No.</b>	<b>Mother's Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Baby's Information:</b>	
<b>Case identifier:</b>		
<b>Mode of birth:</b>		
<b>DOB:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Birth weight:</b>	<b>Date:</b>	
<b>No.</b>	<b>Mother's Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Baby's Information:</b>	
<b>Case identifier:</b>		
<b>Mode of birth:</b>		
<b>DOB:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Birth weight:</b>	<b>Date:</b>	
<b>No.</b>	<b>Mother's Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Baby's Information:</b>	
<b>Case identifier:</b>		
<b>Mode of birth:</b>		
<b>DOB:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Birth weight:</b>	<b>Date:</b>	

Record of **mother and baby pairs** cared for in the **postnatal period**

<b>No.</b>	<b>Mother's Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Baby's Information:</b>	
<b>Case identifier:</b>		
<b>Mode of birth:</b>		
<b>DOB:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Birth weight:</b>	<b>Date:</b>	
<b>No.</b>	<b>Mother's Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Baby's Information:</b>	
<b>Case identifier:</b>		
<b>Mode of birth:</b>		
<b>DOB:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Birth weight:</b>	<b>Date:</b>	
<b>No.</b>	<b>Mother's Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>EDD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Baby's Information:</b>	
<b>Case identifier:</b>		
<b>Mode of birth:</b>		
<b>DOB:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Birth weight:</b>	<b>Date:</b>	

Record of **women** cared for in the **postnatal period**

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>DD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>DD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>DD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>DD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>DD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>DD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	

Record of **women** cared for with **complex health needs** in the **postnatal period**

It is likely that you will participate in providing care for women who have complex needs in the postnatal period, such as following an operative birth. It is important to recognise that there may be complications in the postnatal period. Record details here.

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>DD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>DD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>DD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>DD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>DD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>DD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	

Record of **women** cared for with **complex health needs** in the **postnatal period**

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>DD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>DD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>DD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>DD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>DD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Parity:</b>		
<b>DD:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
<b>Gestation:</b>	<b>Date:</b>	

Record of **neonatal assessments** personally undertaken

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Date of birth:</b>		
<b>Mode of birth:</b>		
<b>Birth weight:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Date of birth:</b>		
<b>Mode of birth:</b>		
<b>Birth weight:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Date of birth:</b>		
<b>Mode of birth:</b>		
<b>Birth weight:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Date of birth:</b>		
<b>Mode of birth:</b>		
<b>Birth weight:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Date of birth:</b>		
<b>Mode of birth:</b>		
<b>Birth weight:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
	<b>Date:</b>	



Record of **neonatal assessments** personally undertaken

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Date of birth:</b>		
<b>Mode of birth:</b>		
<b>Birth weight:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Date of birth:</b>		
<b>Mode of birth:</b>		
<b>Birth weight:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Date of birth:</b>		
<b>Mode of birth:</b>		
<b>Birth weight:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Date of birth:</b>		
<b>Mode of birth:</b>		
<b>Birth weight:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Date of birth:</b>		
<b>Mode of birth:</b>		
<b>Birth weight:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
	<b>Date:</b>	

Record of **assessments personally undertaken** where the **neonate has complex needs**

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Date of birth:</b>		
<b>Mode of birth:</b>		
<b>Birth weight:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Date of birth:</b>		
<b>Mode of birth:</b>		
<b>Birth weight:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Date of birth:</b>		
<b>Mode of birth:</b>		
<b>Birth weight:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Date of birth:</b>		
<b>Mode of birth:</b>		
<b>Birth weight:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
	<b>Date:</b>	
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Date of birth:</b>		
<b>Mode of birth:</b>		
<b>Birth weight:</b>	<b>Midwife's signature:</b>	<b>Print Name:</b>
	<b>Date:</b>	

## Achievement of Postnatal and Neonatal Competencies

The Student Midwife must achieve all the competencies by the summative assessment  
**Highlighted outcomes may be assessed by a non sign-off mentor/registrant**

Postnatal and neonatal competencies				
Has the Student Midwife achieved the following?	Formative Review		Summative Assessment	
	Yes/No	Sign/Date	Yes/No	Sign/Date
<b>P1. The student midwife is able to work in partnership with women and other care providers to provide seamless care and interventions in the postnatal period. The student midwife:</b>				
P1.1 Can demonstrate practice that is consistent with the NMC Code when supporting women in the postnatal period				
P1.2 Works alongside other healthcare professionals in planning and providing postnatal care				
<b>P2. The student midwife is able to participate in planning safe, evidence-based care for women in the postnatal period. The student midwife:</b>				
P2.1 Ensures care is appropriate to the woman's assessed needs, context and culture				
P2.2 Demonstrates an awareness of the underpinning evidence base of postnatal care				
P2.3 Contributes to a documented, individualised postnatal care plan developed with the woman which includes relevant factors from the antenatal, intrapartum and immediate postnatal period				
<b>P3. The student midwife is able to provide woman-centred care with kindness, dignity and respect. The student midwife:</b>				
P3.1 Sensitive participates in discussions with women about their birth experiences and care they received during labour				
P3.2 Ensures consent is gained prior to care being given and that the meaning of consent is understood by the woman				
P3.3 Cares for women in a kind, sensitive and compassionate manner				
<b>P4. The student midwife is able to participate in providing safe, evidence-based care for the woman in the postnatal period. The student midwife:</b>				
P4.1 Participates in the full physical postnatal assessment of the woman				
P4.2 Participates in the assessment of maternal mental well-being identifying normal patterns of emotional changes in the postnatal period				
P4.3 Recognises signs and symptoms that may require discussion, intervention or referral				
P4.4 Participates in appropriate pain management in the postnatal period				
P4.5 Practises in a manner that prevents and controls infection				

The Student Midwife must achieve all the competencies by the summative assessment  
**Highlighted outcomes may be assessed by a non sign-off mentor/registrant**

Postnatal and neonatal competencies				
Has the Student Midwife achieved the following?	Formative Review		Summative Assessment	
	Yes/No	Sign/Date	Yes/No	Sign/Date
<b>P5. The student midwife is able to contribute to the assessment and care of women with complex needs in the postnatal period. The student midwife:</b>				
P5.1 Participates in the vital signs monitoring of women who have complex needs in the postnatal period, recognising the normal parameters of results				
P5.2 Accurately charts vital signs on an appropriate chart/record				
P5.3 Assists in providing post-operative care for women who have had vaginal assisted/operative births and caesarean sections				
P5.4 Appreciates adverse emotional changes e.g. anxiety, depression and psychosis and responds appropriately				
P5.5 Understands the role of the family and primary care practitioners and specialists (e.g. Health Visitors, GPs and psychiatrists) in the support of women with mental health conditions				
<b>P6. The student midwife is able to contribute to the provision of appropriate health promotion information in the postnatal period. The student midwife:</b>				
P6.1 Participates in offering consistent information and clear explanations to empower the woman to take care of her own health, including information regarding signs and symptoms that require emergency medical care				
P6.2 Participates in facilitating discussion about future reproductive choices				
P6.3 Shares information about the importance of secure mother and infant attachment on health and emotional wellbeing				
<b>P7. The student midwife is able to participate in safe medicines management in the postnatal period. The student midwife:</b>				
P7.1 Demonstrates an understanding of the legal and ethical frameworks relating to medicines administration				
P7.2 Competently undertakes the calculation of medicinal products used in normal postnatal care				
P7.3 Safely administers medication to women under direct supervision				
<ul style="list-style-type: none"> <li>orally</li> <li>by injection (intramuscular or subcuticular)</li> </ul>				
P7.4 Safely disposes of equipment needed to prepare and administer medication				
P7.5 Accurately completes medication records and charts				
P7.6 Participates in involving women in the self-administration of medicinal products				

The Student Midwife must achieve all the competencies by the summative assessment  
**Highlighted outcomes may be assessed by a non sign-off mentor/registrant**

Postnatal and neonatal competencies				
Has the Student Midwife achieved the following?	Formative Review		Summative Assessment	
	Yes/No	Sign/Date	Yes/No	Sign/Date
<b>P7. The student midwife is able to participate in safe medicines management in the postnatal period. (continued) The student midwife:</b>				
P7.7 Demonstrates an ability to store medicinal products safely				
P7.8 Is able to access commonly used evidence-based sources of information relating to the safe administration of medicines				
P7.9 Is able to undertake a medicines history under supervision				
<b>P8. The student midwife is able to participate in providing safe, evidence-based care for the neonate. The student midwife:</b>				
P8.1 Ensures care is appropriate to the neonate's assessed needs, context and culture				
P8.2 Applies an evidence-based approach to the provision of neonatal care				
P8.3 Contributes to a documented, individualised neonatal care plan developed with the mother, which includes relevant factors from the antenatal, intrapartum and immediate postnatal period				
P8.4 With supervision, ensures that parental consent is always sought and understood prior to undertaking any neonatal care				
P8.5 Can participate in undertaking the full daily neonatal assessment				
P8.6 Recognises symptoms that may require discussion, intervention or referral				
P8.7 Contributes to accurate, legible and timely records of neonatal care				
<b>P9. The student midwife is able to contribute to the provision of appropriate health promotion information and care in the neonatal period. The student midwife:</b>				
P9.1 Offers consistent information and clear explanations to empower the mother to get to know her baby, recognise and respond to their needs. This should include infant hygiene, sleeping, safety, child development and recognising infant ill health				
P9.2 Participates in sharing accurate and contemporary information with parents to enable choices regarding neonatal screening				
P9.3 Participates safely and appropriately in neonatal screening procedures				
<b>P10. The student midwife is able to participate in safe medicines management in the neonatal period. The student midwife:</b>				
P10.1 Demonstrates an understanding of the legal and ethical frameworks relating to medicines administration				
P10.2 Competently undertakes the calculation of medicinal products used in normal neonatal care				
P10.3 Safely administers medication to neonates under direct supervision				

The Student Midwife must achieve all the competencies by the summative assessment  
**Highlighted outcomes may be assessed by a non sign-off mentor/registrant**

Postnatal and neonatal competencies				
Has the Student Midwife achieved the following?	Formative Review		Summative Assessment	
	Yes/No	Sign/Date	Yes/No	Sign/Date
<b>P10. The student midwife is able to participate in safe medicines management in the neonatal period. (continued) The student midwife:</b>				
P10.4 Safely disposes of equipment needed to prepare and administer medication				
P10.5 Accurately completes medication records and charts				

### Additional Comments on student's performance

The following sections are for those with whom you work to record details of your performance. This information will assist your sign-off mentor in carrying out your assessment. This section can be used to highlight areas where you have performed well, or areas where you need to improve, indicating your level of achievement.

Practice area:		Date:		
Comments and any suggestions for improvement:				
<p>Using the descriptors on p.87 please indicate the level you consider the student has achieved whilst working with you by circling the most accurate descriptor. Thank you</p>				
Excellent	Very good	Good	Satisfactory	Unsatisfactory*
Name and signature:			Contact details:	

Practice area:		Date:		
Comments and any suggestions for improvement:				
<p>Using the descriptors on p.87 please indicate the level you consider the student has achieved whilst working with you by circling the most accurate descriptor. Thank you</p>				
Excellent	Very good	Good	Satisfactory	Unsatisfactory*
Name and signature:			Contact details:	






Practice area:		Date:		
Comments and any suggestions for improvement:				
<p>Using the descriptors on p.87 please indicate the level you consider the student has achieved whilst working with you by circling the most accurate descriptor. Thank you</p>				
Excellent	Very good	Good	Satisfactory	Unsatisfactory*
Name and signature:			Contact details:	

\*If you have indicated that the student's performance is unsatisfactory, please contact the sign-off mentor/CPF immediately

**Woman receiving care and/or their family feedback**  
**Midwives/sign-off mentors should obtain consent from women/their families**

Your views about the way the student midwife has looked after you are important.

- Your feedback will help the student midwife's learning
- The feedback you give will not change the way you are looked after
- You do not need to participate

Tick if you are:    Woman receiving care <input type="checkbox"/> Family member/partner <input type="checkbox"/>					
How happy were you with the way the student midwife:	Very Happy 	Happy 	I'm not sure 	Unhappy 	Very unhappy 
• cared for you?					
• cared for your baby?					
• listened to your needs?					
• understood the way you felt?					
• talked to you?					
• showed you respect?					

What did the student midwife do well?
Is there anything the student midwife could have done to make your experience better?
Thank you for your help. Please sign here if you wish (optional):
Midwife/sign-off mentor name and signature: <span style="float: right;">Date:</span>

*This form has been developed by Maternity Service Users based on a form originally designed by Services Users 2013*



Formative review	
<b>Student's reflection at formative review</b>	
Describe the practice area:	
What <i>knowledge</i> did you need to enable you to plan and deliver the care required in this area?	
What <i>knowledge</i> do you think you need to develop further before the summative assessment?	
What do you think you do particularly well in this area of care?	
What <i>competencies</i> in this cluster do you need to develop further before the summative assessment?	
Which of the eight <i>professional values</i> do you most need to develop?	
How will you do this?	
Refer to the holistic assessment descriptors (on page 87) and sign the column that you feel most describes your practice.	
Self-assessment descriptor awarded:	
Student reflection on mentor feedback following formative review:	
Student signature:	
Date:	

Formative review
<b>Sign-off mentor's comments at formative review</b> Please comment on the student's underpinning <i>knowledge</i> of the evidence relating to the content of this cluster.
What <i>knowledge</i> does the student need to develop further before the summative assessment?
Please comment on the student's ability to link theory and practice.
Please comment on the student's ability to undertake the <i>competencies</i> that are assessed within this cluster.

Formative review			
Professional values			
Has the student midwife achieved the following?	Yes	No	Comments
<b>Commitment:</b> 1. The student maintains an appropriate professional attitude regarding punctuality and personal presentation that upholds the standard expected of a midwife, in accordance with the organisation and university policies.			
<b>Care:</b> 2. The student makes a consistent effort to engage in their learning in order to contribute to high quality, evidence-based, woman-centred maternity care.			
<b>Competence:</b> 3. The student is able to recognise and work within the limitations of their own knowledge, skills and professional boundaries			
4. The student demonstrates the ability to listen, seek clarification and carry out instructions safely in order to contribute to positive health outcomes for women and the best start in life for babies.			
<b>Communication:</b> 5. The student demonstrates that they can communicate clearly and consistently with colleagues, women and their families.			
6. The student is able to work effectively within the multi-disciplinary team with the intent of building professional caring relationships.			
<b>Courage:</b> 7. The student demonstrates openness, trustworthiness and integrity, ensuring the woman is the focus of care.			
<b>Compassion:</b> 8. The student contributes to the provision of holistic, responsive and compassionate midwifery care with an emphasis on respect, dignity and kindness.			
<b>Additional comments if required:</b>   <p>Please refer to the holistic assessment descriptors on page 87 and sign the column that most closely describes the student's practice.</p> <p><b>Descriptor awarded:</b></p> <p>If a student has been graded unsatisfactory or if any professional value requires improvement please contact the academic representative to put in place an action plan as per University's guidelines (p.88).</p> <p><b>Name of academic representative contacted:</b></p> <p><b>Date contacted:</b></p> <p><b>Sign-off mentor signature:</b></p> <p><b>Print name:</b></p> <p><b>Date:</b></p>			

Prior to completing the summative assessment, all the competencies in the cluster must have been achieved. At least 40% of the student midwife's time must be spent being supervised (directly or indirectly) by the sign-off mentor (SLAiP, 2008, p31)

Summative assessment
<b>Student's reflection</b> <b>Describe the practice area:</b>
<b>What <i>knowledge</i> did you need to use to enable you to plan and deliver the care required?</b>
<b>What do you think you did particularly well?</b>
<b>Comment on the extent to which you meet the eight professional values.</b>
<b>Refer to the holistic assessment descriptors (on page 87) and sign the column that you feel most describes your practice.</b>  Self-assessment descriptor awarded:  Reflection on sign-off mentor feedback following summative assessment:          Student signature: Date:

**Summative assessment****Sign-off mentor's comments at summative assessment**

If an action plan was in place (see p.88) has the criteria for success been achieved? Yes / No\*


\*If 'No' please comment further here, and ensure the academic representative is contacted and an action plan devised.

Please comment on the student's underpinning *knowledge* of the evidence relating to the content of this cluster

Please comment on the student's ability to undertake the *competencies* that are assessed within this cluster. All competencies in this cluster must have been achieved.

Please comment on the student's ability to *link theory and practice*.

Summative assessment					
Professional values					
Has the student midwife achieved the following?	Yes	No	Comments		
<b>Commitment:</b> 1. The student maintains an appropriate professional attitude regarding punctuality and personal presentation that upholds the standard expected of a midwife, in accordance with the organisation and university policies.					
<b>Care:</b> 2. The student makes a consistent effort to engage in their learning in order to contribute to high quality, evidence-based, woman-centred maternity care.					
<b>Competence:</b> 3. The student is able to recognise and work within the limitations of their own knowledge, skills and professional boundaries					
4. The student demonstrates the ability to listen, seek clarification and carry out instructions safely in order to contribute to positive health outcomes for women and the best start in life for babies.					
<b>Communication:</b> 5. The student demonstrates that they can communicate clearly and consistently with colleagues, women and their families.					
6. The student is able to work effectively within the multi-disciplinary team with the intent of building professional caring relationships.					
<b>Courage:</b> 7. The student demonstrates openness, trustworthiness and integrity, ensuring the woman is the focus of care.					
<b>Compassion:</b> 8. The student contributes to the provision of holistic, responsive and compassionate midwifery care with an emphasis on respect, dignity and kindness.					
<b>Additional comments if required:</b>  Please refer to the holistic assessment descriptors on the next page and sign the column that most closely describes the student's practice. <b>Descriptor awarded:</b>  <b>If a student has been graded unsatisfactory or if any professional value requires improvement please contact the academic representative to put in place an action plan as per University's guidelines.</b>  <b>Name of academic representative contacted:</b>  <b>Date contacted:</b>					
I have filled in my details on document signatory page	Initial	The student and I have checked the record of practice hours	Initial	I have completed the OAR	Initial
<b>Sign-off mentor signature:</b>  <b>Print name:</b>  <b>Date:</b>					

Holistic assessment descriptors					
Level 4 (Year 1)	Excellent	Very good	Good	Satisfactory	Unsatisfactory
 <p>© Lindsay Gillman 2014</p> <p>The student is expected to meet the majority, but not necessarily all of the descriptors to be awarded the grade appropriate to the level of performance. *If the student has not met any of the professional values, the 'unsatisfactory' descriptor must be awarded.</p>	<p>The student demonstrates a highly professional approach at all times*, and provides safe, sensitive, woman focused care.</p> <p>The student is able to demonstrate excellent detailed and comprehensive knowledge of the evidence and policies that relate to this cluster.</p> <p>The student is consistently self-directed in seeking new knowledge.</p> <p>The student always shows insightful application of theory to practice.</p> <p>The student is able to undertake the competencies within this cluster competently with distant supervision.</p> <p>The student uses their initiative appropriately at all times, and responds very positively to feedback.</p>	<p>The student demonstrates a professional approach at all times*, and provides safe, sensitive, woman focused care.</p> <p>The student demonstrates very good knowledge of the evidence and concepts that relate to this cluster.</p> <p>The student is usually self-directed in seeking new knowledge.</p> <p>The student shows evidence of linking theory and practice.</p> <p>The student can safely undertake the competencies in this cluster with distant supervision but may seek occasional prompts.</p> <p>The student uses their initiative appropriately in most situations and responds positively to feedback.</p>	<p>The student demonstrates a professional approach most of the time*, and provides safe, sensitive, woman focused care.</p> <p>The student is able to demonstrate good knowledge of the evidence relating to this cluster. The student responds to prompts to seek new knowledge.</p> <p>The student usually makes links between theory and practice.</p> <p>The student can safely undertake the competencies in this cluster with close supervision.</p> <p>The student may lack some confidence and seeks frequent prompts for actions.</p> <p>The student uses their initiative appropriately in known situations and responds positively to feedback.</p>	<p>The student is developing a professional approach but may need guidance at times*. The student provides safe, sensitive, woman focused care.</p> <p>The student is able to demonstrate a basic knowledge of the evidence relating to this cluster that is generally accurate.</p> <p>The student requires frequent prompting to seek new knowledge, but responds appropriately.</p> <p>The student is developing the ability to link theory and practice but needs support to do this.</p> <p>The student can safely undertake the competencies in this cluster with close supervision and direction.</p> <p>The student may require frequent prompts for actions.</p> <p>The student may show some initiative appropriately in known situations and responds to feedback.</p>	<p>The student does not demonstrate a professional approach. Evidence of the provision of safe, sensitive, woman focused care is limited.</p> <p>The student is not able to demonstrate a basic knowledge of the evidence or policies relating to this cluster.</p> <p>The student requires constant prompting to seek new knowledge, but does not always respond appropriately.</p> <p>The student seems unable to make the link between theory and practice.</p> <p>The student is unable to safely undertake the competencies in this cluster even with close supervision and direction.</p> <p>The student may require continual prompts for actions.</p> <p>The student may not have demonstrated using their initiative even in known situations and may not have responded to feedback.</p>
Student signature <b>Formative review</b>					
Sign-off mentor signature <b>Formative review</b>					
Student signature <b>Summative assessment</b>					
Sign-off mentor signature <b>Summative assessment</b>					

**An Action Plan is required when a student's performance causes concern.**

**The sign-off mentor must liaise with the academic representative to agree success criteria and timeframe.**

Date	Cluster	Placement area		Date for Review
Nature of Concern Note competency number or professional value		Criteria for Success		Review meeting
				Date:
				Reviewer:
				Comments:
Tripartite Meeting	Date/Time	CPF Contacted		Review Outcome
		Yes/No	Date:	Achieved/Not Achieved
Sign-off mentor name and signature	Student signature	Academic staff name and signature		Reviewer Signature



## Infant feeding



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LONDON

## Infant feeding planning meeting

To be completed during the first week of placement when in a clinical area where infant feeding is undertaken.

Practice area \_\_\_\_\_

Name of allocated sign-off mentor \_\_\_\_\_

**Student completion: Please comment on your learning needs in relation to the competencies listed on the following pages**

**How can you be helped to learn most effectively?**

**Sign-off mentor completion: Please comment on the learning opportunities available to the student in this allocation with regard to completion of the competencies and summative assessment.**

**Will both the formative review and summative assessment be undertaken in this area?**

**Yes / No**

**If 'No', where and when will this take place?**

**Please also note the specific expectations regarding professional behaviour to this practice area:**

Planned date for formative review: \_\_\_\_\_

Planned place and date for summative assessment: \_\_\_\_\_

Sign-off mentor Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please complete the details on the assessment planner on page 9**

Record of **complete breastfeeds observed**

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Gestation of baby:</b>	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Gestation of baby:</b>	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Gestation of baby:</b>	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Gestation of baby:</b>	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Gestation of baby:</b>	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>

Record of **complete breastfeeds observed**

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Gestation of baby:</b>	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Gestation of baby:</b>	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Gestation of baby:</b>	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Gestation of baby:</b>	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
<b>Gestation of baby:</b>	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>

Record of **supporting mothers to hand express their breast milk**

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>

Record of **supporting mothers to hand express their breast milk**

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>

Record of **supporting mothers** with **breastfeeding challenges**

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>

Record of **supporting mother** to **feed responsively** with **infant formula**

<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>
<b>No.</b>	<b>Information:</b>	
<b>Case identifier:</b>		
	<b>Midwife's signature:</b> <b>Date:</b>	<b>Print Name:</b>

## Achievement of Infant Feeding Competencies

The Student Midwife must achieve all the competencies by the summative assessment  
**Highlighted outcomes may be assessed by a non sign-off mentor/registrant**

Infant feeding competencies				
Has the Student Midwife achieved the following?	Formative Review		Summative Assessment	
	Yes/No	Sign/Date	Yes/No	Sign/Date
<b>IF1. The student midwife participates in sharing evidence-based infant feeding information through woman-led conversations. The student midwife:</b>				
IF1.1 Participates in sensitive woman-led conversations regarding the anatomy of the breast and the physiology of lactation to enable mothers to get breastfeeding off to a good start and to continue for as long as they wish				
IF1.2 Is developing communication skills of listening, watching for, and responding to verbal and non-verbal cues from the mother when sharing infant feeding information				
IF1.3 Is developing the skills of being attentive, using open ended questions, asking a mother what she already knows and how she feels, in order to respond to her needs accordingly				
IF1.4 Participates in forums where information is shared with women about infant feeding				
IF1.5 Participates sensitively in discussions about the importance of breast milk and breastfeeding on the health and wellbeing of mothers and babies				
IF1.6 Participates in accurate record keeping relating to breastfeeding, including plans of care and any challenges encountered or referrals made				
IF1.7 Is able to assess whether breastfeeding is effective using a breastfeeding assessment form, communicates the findings with the mother to enhance her confidence and documents the details accurately				
IF 1.8 Is aware of where and how up-to-date evidence-based information can be accessed				
IF1.9 Is able to support a mother to sterilise equipment and make up a formula feed safely				
IF 1.10 Recognises the importance of giving mothers impartial information on infant milks based on the evidence i.e. the use of first milks only				
<b>IF2. The student midwife is able to respect social and cultural factors that may influence the decision to breastfeed. The student midwife:</b>				
IF2.1 Has an awareness of UK culture and their own thoughts and feelings about infant feeding methods to enable the provision of ethical, accurate and non-judgemental information				
IF2.2 Is sensitive to issues of diversity and demonstrates an understanding of the influences and constraints on women's infant feeding choices				



The Student Midwife must achieve all the competencies by the summative assessment  
**Highlighted outcomes may be assessed by a non sign-off mentor/registrant**

Infant feeding competencies				
Has the Student Midwife achieved the following?	Formative Review		Summative Assessment	
	Yes/No	Sign/Date	Yes/No	Sign/Date
<b>IF2. The student midwife is able to respect social and cultural factors that may influence the decision to breastfeed. (continued) The student midwife:</b>				
IF 2.3 Supports a mother to maintain lactation and breastfeeding in challenging circumstances e.g. when she is separated from her baby				
IF2.4 Respects the rights of women in the choices they make regarding infant feeding				
<b>IF3. The student midwife is able to support women to breastfeed successfully. The student midwife:</b>				
IF3.1 Is willing to learn from the women they care for regarding infant feeding				
IF3.2 Participates in care that supports mothers to keep their babies close and respond to their cues for feeding and comfort				
IF3.3 Recognises effective positioning, attachment, suckling and milk transfer and participates in supporting women to recognise this for themselves				
IF3.4 Participates in conversations with women regarding the importance of early skin-to-skin contact on the wellbeing of their baby and themselves, and on the establishment of breastfeeding and relationship building				
IF3.5 Recognises common complications of breastfeeding, how they arise and demonstrates how women may be helped to avoid them				
<b>IF4. The student midwife is able to recognise appropriate neonatal growth and development, including where referral for further advice/action is required. The student midwife:</b>				
IF4.1 Participates in assessing the general health and development of the neonate				
IF4.2 Participates in assessing the growth of the neonate using appropriate calculations and centile charts				
IF4.3 Discusses with women the findings of their baby's assessments and examinations in a manner that they understand				
IF4.4 Demonstrates an understanding of when referral is required and to whom				
<b>IF5. The student midwife is able to work collaboratively with other practitioners and external agencies. The student midwife:</b>				
IF5.1 Practises within the limitations of their own competence, knowledge and sphere of professional practice and NMC Code				
IF5.2 Works actively as a team member, valuing others' roles and responsibilities to ensure the needs of women are met				
IF5.3 Shares information about community-based support networks, and recognises the importance of these for both women and professionals				

The Student Midwife must achieve all the competencies by the summative assessment  
**Highlighted outcomes may be assessed by a non sign-off mentor/registrant**

Infant feeding competencies				
Has the Student Midwife achieved the following?	Formative Review		Summative Assessment	
	Yes/No	Sign/Date	Yes/No	Sign/Date
<b>IF6. The student midwife is able to support mothers and babies in developing secure attachment that promotes emotional and physical health and wellbeing regardless of the method of feeding. The student midwife:</b>				
IF6.1 Participates in providing care that helps the mother to recognise her baby's cues for responsive feeding and comfort				
IF6.2 Participates in providing care that recognises the importance of closeness between mother and baby, including skin-to-skin contact to promote the release of oxytocin and reduce stress hormones				
IF6.3 Demonstrates an understanding of the need to share information sensitively with parents regarding limiting the number of people who bottle-feed their baby to ensure secure attachment				
<b>IF7. The student midwife is able to support women to breastfeed in challenging circumstances. The student midwife:</b>				
IF7.1 Demonstrates an understanding of the circumstances that can affect lactation and breastfeeding (e.g. prematurity, at risk babies) to facilitate successful breastfeeding and is sensitive to the woman and her partner's needs				
IF7.2 Participates in teaching women how to hand express their breast milk				
IF7.3 Participates in sharing accurate information regarding the storage of breast milk				
<b>IF8. The student midwife is able to identify the actions, risks and benefits of medicinal products in relation to lactation and the effects on the neonate. The student midwife:</b>				
IF8.1 Participates in conversations with women regarding the risks versus benefits of medication in relation to lactation				
IF8.2 Participates in conversations with breastfeeding mothers regarding the risks versus benefits of medication in relation to the baby				
IF8.3 Demonstrates an understanding of where and how to seek up-to-date information regarding medicinal products and breastfeeding				

### Additional Comments on student's performance

The following sections are for those with whom you work to record details of your performance. This information will assist your sign-off mentor in carrying out your assessment. This section can be used to highlight areas where you have performed well, or areas where you need to improve, indicating your level of achievement.

Practice area:		Date:		
Comments and any suggestions for improvement:				
<p>Using the descriptors on p.107 please indicate the level you consider the student has achieved whilst working with you by circling the most accurate descriptor. Thank you</p>				
Excellent	Very good	Good	Satisfactory	Unsatisfactory*
Name and signature:			Contact details:	

Practice area:		Date:		
Comments and any suggestions for improvement:				
<p>Using the descriptors on p.107 please indicate the level you consider the student has achieved whilst working with you by circling the most accurate descriptor. Thank you</p>				
Excellent	Very good	Good	Satisfactory	Unsatisfactory*
Name and signature:			Contact details:	






Practice area:		Date:		
Comments and any suggestions for improvement:				
<p>Using the descriptors on p.107 please indicate the level you consider the student has achieved whilst working with you by circling the most accurate descriptor. Thank you</p>				
Excellent	Very good	Good	Satisfactory	Unsatisfactory*
Name and signature:			Contact details:	

\*If you have indicated that the student's performance is unsatisfactory, please contact the sign-off mentor/CPF immediately

**Woman receiving care and/or their family feedback**  
**Midwives/sign-off mentors should obtain consent from women/their families**

Your views about the way the student midwife has looked after you are important.

- Your feedback will help the student midwife's learning
- The feedback you give will not change the way you are looked after
- You do not need to participate

Tick if you are:    Woman receiving care <input type="checkbox"/> Family member/partner <input type="checkbox"/>					
How happy were you with the way the student midwife:	Very Happy 	Happy 	I'm not sure 	Unhappy 	Very unhappy 
• cared for you?					
• cared for your baby?					
• listened to your needs?					
• understood the way you felt?					
• talked to you?					
• showed you respect?					

What did the student midwife do well?	
Is there anything the student midwife could have done to make your experience better?	
Thank you for your help. Please sign here if you wish (optional):	
Midwife/sign-off mentor name and signature:	Date:

*This form has been developed by Maternity Service Users based on a form originally designed by Services Users 2013*

Formative review	
<b>Student's reflection at formative review</b>	
Describe the practice area:	
What <i>knowledge</i> did you need to use to enable you to plan and deliver the care required in this area?	
What <i>knowledge</i> do you think you need to develop further before the summative assessment?	
What do you think you do particularly well in this area of care?	
What <i>competencies</i> in this cluster do you need to develop further before the summative assessment?	
Which of the eight <i>professional values</i> do you most need to develop?	
How will you do this?	
<p>Refer to the holistic assessment descriptors (on page 107) and sign the column that you feel most describes your practice.</p> <p>Self-assessment descriptor awarded:</p> <p>Student reflection on mentor feedback following formative review:</p> <p>Student signature:</p> <p>Date:</p>	

<b>Formative review</b>
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<b>Sign-off mentor's comments at formative review</b>
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Please comment on the student's underpinning *knowledge* of the evidence relating to the content of this cluster.

What *knowledge* does the student need to develop further before the summative assessment?

Please comment on the student's ability to link theory and practice.

Please comment on the student's ability to undertake the *competencies* that are assessed within this cluster.

Formative review			
Professional values			
Has the student midwife achieved the following?	Yes	No	Comments
<b>Commitment:</b> 1. The student maintains an appropriate professional attitude regarding punctuality and personal presentation that upholds the standard expected of a midwife, in accordance with the organisation and university policies.			
<b>Care:</b> 2. The student makes a consistent effort to engage in their learning in order to contribute to high quality, evidence-based, woman-centred maternity care.			
<b>Competence:</b> 3. The student is able to recognise and work within the limitations of their own knowledge, skills and professional boundaries			
4. The student demonstrates the ability to listen, seek clarification and carry out instructions safely in order to contribute to positive health outcomes for women and the best start in life for babies.			
<b>Communication:</b> 5. The student demonstrates that they can communicate clearly and consistently with colleagues, women and their families.			
6. The student is able to work effectively within the multi-disciplinary team with the intent of building professional caring relationships.			
<b>Courage:</b> 7. The student demonstrates openness, trustworthiness and integrity, ensuring the woman is the focus of care.			
<b>Compassion:</b> 8. The student contributes to the provision of holistic, responsive and compassionate midwifery care with an emphasis on respect, dignity and kindness.			
<b>Additional comments if required:</b>          Please refer to the holistic assessment descriptors on page 107 and sign the column that most closely describes the student's practice. <b>Descriptor awarded:</b>  If a student has been graded unsatisfactory or if any professional value requires improvement please contact the academic representative to put in place an action plan as per University's guidelines (p.108).  <b>Name of academic representative contacted:</b>  <b>Date contacted:</b>  <b>Sign-off mentor signature:</b>  <b>Print name:</b>  <b>Date:</b>			

Prior to completing the summative assessment, all the competencies in the cluster must have been achieved. At least 40% of the student midwife's time must be spent being supervised (directly or indirectly) by the sign-off mentor (SLAiP, 2008, p31)

Summative assessment
<b>Student's reflection</b> <b>Describe the practice area:</b>
<b>What <i>knowledge</i> did you need to use to enable you to plan and deliver the care required?</b>
<b>What do you think you did particularly well?</b>
<b>Comment on the extent to which you meet the eight professional values.</b>
<b>Refer to the holistic assessment descriptors (on page 107) and sign the column that you feel most describes your practice.</b>  Self-assessment descriptor awarded:  Reflection on sign-off mentor feedback following summative assessment:       Student signature: Date:



**Summative assessment****Sign-off mentor's comments at summative assessment**

If an action plan was in place (see p.108) has the criteria for success been achieved? Yes / No\*


\*If 'No' please comment further here, and ensure the academic representative is contacted and an action plan devised.

Please comment on the student's underpinning *knowledge* of the evidence relating to the content of this cluster

Please comment on the student's ability to undertake the *competencies* that are assessed within this cluster. All competencies in this cluster must have been achieved.

Please comment on the student's ability to *link theory and practice*.

Summative assessment					
Professional values					
Has the student midwife achieved the following?	Yes	No	Comments		
<b>Commitment:</b> 1. The student maintains an appropriate professional attitude regarding punctuality and personal presentation that upholds the standard expected of a midwife, in accordance with the organisation and university policies.					
<b>Care:</b> 2. The student makes a consistent effort to engage in their learning in order to contribute to high quality, evidence-based, woman-centred maternity care.					
<b>Competence:</b> 3. The student is able to recognise and work within the limitations of their own knowledge, skills and professional boundaries					
4. The student demonstrates the ability to listen, seek clarification and carry out instructions safely in order to contribute to positive health outcomes for women and the best start in life for babies.					
<b>Communication:</b> 5. The student demonstrates that they can communicate clearly and consistently with colleagues, women and their families.					
6. The student is able to work effectively within the multi-disciplinary team with the intent of building professional caring relationships.					
<b>Courage:</b> 7. The student demonstrates openness, trustworthiness and integrity, ensuring the woman is the focus of care.					
<b>Compassion:</b> 8. The student contributes to the provision of holistic, responsive and compassionate midwifery care with an emphasis on respect, dignity and kindness.					
<b>Additional comments if required:</b>  Please refer to the holistic assessment descriptors on the next page and sign the column that most closely describes the student's practice. <b>Descriptor awarded:</b>  <b>If a student has been graded unsatisfactory or if any professional value requires improvement please contact the academic representative to put in place an action plan as per University's guidelines.</b>  <b>Name of academic representative contacted:</b>  <b>Date contacted:</b>					
I have filled in my details on document signatory page	Initial	The student and I have checked the record of practice hours	Initial	I have completed the OAR	Initial
<b>Sign-off mentor signature:</b>  <b>Print name:</b>  <b>Date:</b>					

Holistic assessment descriptors					
Level 4 (Year 1)	Excellent	Very good	Good	Satisfactory	Unsatisfactory
 <p>© Lindsay Gillman 2014</p> <p>The student is expected to meet the majority, but not necessarily all of the descriptors to be awarded the grade appropriate to the level of performance. *If the student has not met any of the professional values, the 'unsatisfactory' descriptor must be awarded.</p>	<p>The student demonstrates a highly professional approach at all times*, and provides safe, sensitive, woman focused care.</p> <p>The student is able to demonstrate excellent detailed and comprehensive knowledge of the evidence and policies that relate to this cluster.</p> <p>The student is consistently self-directed in seeking new knowledge.</p> <p>The student always shows insightful application of theory to practice.</p> <p>The student is able to undertake the competencies within this cluster competently with distant supervision.</p> <p>The student uses their initiative appropriately at all times, and responds very positively to feedback.</p>	<p>The student demonstrates a professional approach at all times*, and provides safe, sensitive, woman focused care.</p> <p>The student demonstrates very good knowledge of the evidence and concepts that relate to this cluster.</p> <p>The student is usually self-directed in seeking new knowledge.</p> <p>The student shows evidence of linking theory and practice.</p> <p>The student can safely undertake the competencies in this cluster with distant supervision but may seek occasional prompts.</p> <p>The student uses their initiative appropriately in most situations and responds positively to feedback.</p>	<p>The student demonstrates a professional approach most of the time*, and provides safe, sensitive, woman focused care.</p> <p>The student is able to demonstrate good knowledge of the evidence relating to this cluster. The student responds to prompts to seek new knowledge.</p> <p>The student usually makes links between theory and practice.</p> <p>The student can safely undertake the competencies in this cluster with close supervision.</p> <p>The student may lack some confidence and seeks frequent prompts for actions.</p> <p>The student uses their initiative appropriately in known situations and responds positively to feedback.</p>	<p>The student is developing a professional approach but may need guidance at times*. The student provides safe, sensitive, woman focused care.</p> <p>The student is able to demonstrate a basic knowledge of the evidence relating to this cluster that is generally accurate.</p> <p>The student requires frequent prompting to seek new knowledge, but responds appropriately.</p> <p>The student is developing the ability to link theory and practice but needs support to do this.</p> <p>The student can safely undertake the competencies in this cluster with close supervision and direction.</p> <p>The student may require frequent prompts for actions.</p> <p>The student may show some initiative appropriately in known situations and responds to feedback.</p>	<p>The student does not demonstrate a professional approach. Evidence of the provision of safe, sensitive, woman focused care is limited.</p> <p>The student is not able to demonstrate a basic knowledge of the evidence or policies relating to this cluster.</p> <p>The student requires constant prompting to seek new knowledge, but does not always respond appropriately.</p> <p>The student seems unable to make the link between theory and practice.</p> <p>The student is unable to safely undertake the competencies in this cluster even with close supervision and direction.</p> <p>The student may require continual prompts for actions.</p> <p>The student may not have demonstrated using their initiative even in known situations and may not have responded to feedback.</p>
Student signature <b>Formative review</b>					
Sign-off mentor signature <b>Formative review</b>					
Student signature <b>Summative assessment</b>					
Sign-off mentor signature <b>Summative assessment</b>					

### Action Plan

An Action Plan is required when a student's performance causes concern.  
The sign-off mentor must liaise with the academic representative to agree success criteria and timeframe.

Date	Cluster	Placement area	Date for Review	
Nature of Concern Note competency number or professional value		Criteria for Success	Review meeting	
			Date:	
			Reviewer:	
			Comments:	
Tripartite Meeting	Date/Time	CPF Contacted		Review Outcome
		Yes/No	Date:	Achieved/Not Achieved
Sign-off mentor name and signature	Student signature	Academic staff name and signature		Reviewer Signature

## Medicines Management

This is a summative assessment which is part of the programme requirements.

All sections must be successfully completed under the supervision of the sign-off mentor prior to progression.

Prior to this assessment, all medicines management competencies in the four clusters must have been successfully completed.

**Sign-off mentors: Please provide your initials to indicate whether or not the competency has been achieved**

Has the student midwife achieved the following?	Yes	No	Has the student midwife achieved the following?	Yes	No		
1. Is aware of the plan of care for the woman/neonate and the reason for medication. Checks appropriateness of prescription i.e. in relation to pregnancy/breastfeeding. Explains details to the assessor.			7. Prepares medication safely. Checks expiry date. Notes any special instructions/contraindications.				
2. Communicates appropriately with the woman/parent. Provides clear and accurate information and checks their understanding.			8. Calculates doses accurately and safely. <ul style="list-style-type: none"> <li>Demonstrates to assessor the component parts of the calculation.</li> </ul>				
3. Understands safe storage of medications in the care environment.			9. Checks and confirms the identity of the woman/neonate. (ID band or other confirmation if in own home)				
4. Maintains effective hygiene/infection control throughout.			10. Administers or supervises self-administration safely under direct supervision. Verifies that oral medication has been swallowed.				
5. Checks prescription thoroughly as follows: <ul style="list-style-type: none"> <li>Right person</li> <li>Right medication</li> <li>Right time/Date/Valid period</li> <li>Right dose/last dose</li> <li>Right route/method</li> <li>Special instructions</li> <li>Understands the implications of midwifery exemptions and legal framework in relation to this drug administration episode</li> </ul>			11. Describes/demonstrates the procedure in the event of medication being declined.				
			12. Safely utilises and disposes of equipment.				
			13. Maintains accurate records. <ul style="list-style-type: none"> <li>Records in appropriate section of the drug chart, signs and dates when safely administered</li> </ul>				
			14. Monitors effects and is aware of common side effects and how these are managed.				
6. Checks for allergies or contraindications <ul style="list-style-type: none"> <li>Asks woman/parent</li> <li>Checks prescription chart or identification band</li> </ul>			15. Uses appropriate sources of information e.g. British National Formulary				
			16. Offers woman/parent further support/advice following administration of the medicine.				
<b>Comments</b>			<b>PASS</b>	<b>FAIL</b>			
<b>Student's signature:</b>			<b>Date:</b>				
<b>Sign-Off Mentor's signature:</b>			<b>Date:</b>				

**Record of additional clinical skills**

This is an opportunity for the Student Midwife to record additional clinical skills that they have practised under supervision

Date	Clinical Skill	Comments	Signature

### Record of short placement experience

Date and details of experience:	Time spent (days/hours):	Student reflection on learning:
<b>Practitioner comments</b>		
Please refer to the professional values on page 106		
Practitioner's Signature and date:		

### Record of short placement experience

Date and details of experience:	Time spent (days/hours):	Student reflection on learning:
<b>Practitioner comments</b>		
Please refer to the professional values on page 106		
Practitioner's Signature and date:		



### Record of short placement experience

Date and details of experience:	Time spent (days/hours):	Student reflection on learning:
<b>Practitioner comments</b>		
Please refer to the professional values on page 106		
Practitioner's Signature and date:		

### Record of short placement experience

Date and details of experience:	Time spent (days/hours):	Student reflection on learning:
<b>Practitioner comments</b>		
Please refer to the professional values on page 106		
Practitioner's Signature and date:		

**Records of meetings/additional feedback**

This page may be completed by any practitioner or academic representative

Date/ time	Signature/ Designation	Comments

**Records of meetings/additional feedback**

This page may be completed by any practitioner or academic representative

Date/ time	Signature/ Designation	Comments

**Records of meetings/additional feedback**

This page may be completed by any practitioner or academic representative

Date/ time	Signature/ Designation	Comments

**Records of meetings/additional feedback**

This page may be completed by any practitioner or academic representative

Date/ time	Signature/ Designation	Comments

**To be completed as per your local university requirements**

### RECORD OF PRACTICE HOURS

Please ensure all details are printed CLEARLY and sickness days identified.  
All alterations and totals should be initialised by the midwife you have been working with.

Day	Date	Placement	Total Hrs	Signature of MW	Shift Type		Date	Placement	Total Hrs	Signature of MW	Shift Type
Example of hours confirmation						Sun	1/7/13	Pixie Ward	7.5	<i>F. Halaney</i>	E
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
Weekly Total =						Weekly Total =					
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
Weekly Total =						Weekly Total =					
Mon						Mon					
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Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
Weekly Total =						Weekly Total =					
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
Weekly Total =						Weekly Total =					

**Total hours completed on this page:**

**Declaration by Student:** I confirm that the hours recorded on this sheet are a true and accurate account of the shifts I have worked.

Signed: \_\_\_\_\_ (Student)

Date: \_\_\_\_\_

**It is expected that the student will work a range of shifts to meet NMC requirements including weekends.**

#### Shift Codes

**E** = Early **L** = Late **D** = Day shift **LD** = Long Day **ND** = Night Duty **S** = Sickness **A** = Absent **TMU** = Time Made Up

*To be completed as per your local university requirements*

### RECORD OF PRACTICE HOURS

Please ensure all details are printed CLEARLY and sickness days identified.  
All alterations and totals should be initialised by the midwife you have been working with.

Day	Date	Placement	Total Hrs	Signature of MW	Shift Type		Date	Placement	Total Hrs	Signature of MW	Shift Type
Example of hours confirmation						Sun	1/7/13	Pixie Ward	7.5	<i>F. Halaney</i>	E
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
Weekly Total =						Weekly Total =					
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
Weekly Total =						Weekly Total =					
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Weekly Total =						Weekly Total =					
Mon						Mon					
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Fri						Fri					
Sat						Sat					
Sun						Sun					
Weekly Total =						Weekly Total =					

**Total hours completed on this page:**

**Declaration by Student:** I confirm that the hours recorded on this sheet are a true and accurate account of the shifts I have worked.

Signed: \_\_\_\_\_ (Student)

Date: \_\_\_\_\_

**It is expected that the student will work a range of shifts to meet NMC requirements including weekends**

#### Shift Codes

**E** = Early **L** = Late **D** = Day shift **LD** = Long Day **ND** = Night Duty **S** = Sickness **A** = Absent **TMU** = Time Made Up



*To be completed as per your local university requirements*

### RECORD OF PRACTICE HOURS

Please ensure all details are printed CLEARLY and sickness days identified.  
All alterations and totals should be initialised by the midwife you have been working with.

Day	Date	Placement	Total Hrs	Signature of MW	Shift Type		Date	Placement	Total Hrs	Signature of MW	Shift Type
Example of hours confirmation						Sun	1/7/13	Pixie Ward	7.5	<i>F. Halaney</i>	E
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
Weekly Total =						Weekly Total =					
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Sat						Sat					
Sun						Sun					
Weekly Total =						Weekly Total =					

**Total hours completed on this page:**

**Declaration by Student:** I confirm that the hours recorded on this sheet are a true and accurate account of the shifts I have worked.

Signed: \_\_\_\_\_ (Student)

Date: \_\_\_\_\_

**It is expected that the student will work a range of shifts to meet NMC requirements including weekends.**

#### Shift Codes

**E** = Early **L** = Late **D** = Day shift **LD** = Long Day **ND** = Night Duty **S** = Sickness **A** = Absent **TMU** = Time Made Up

*To be completed as per your local university requirements*

### RECORD OF PRACTICE HOURS

Please ensure all details are printed CLEARLY and sickness days identified.  
All alterations and totals should be initialised by the midwife you have been working with.

Day	Date	Placement	Total Hrs	Signature of MW	Shift Type		Date	Placement	Total Hrs	Signature of MW	Shift Type
Example of hours confirmation						Sun	1/7/13	Pixie Ward	7.5	<i>F. Halaney</i>	E
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
Weekly Total =						Weekly Total =					
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
Weekly Total =						Weekly Total =					
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
Weekly Total =						Weekly Total =					
Mon						Mon					
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Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
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Sat						Sat					
Sun						Sun					
Weekly Total =						Weekly Total =					
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Sun						Sun					
Weekly Total =						Weekly Total =					
Mon						Mon					
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Sun						Sun					
Weekly Total =						Weekly Total =					
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## Midwifery Practice Assessment Document

This MPAD document has been developed by the Midwifery Pan London Steering Group in collaboration with practice partners, mentors, academic staff, students and service users across the London Region.

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