



PRACTICE REVIEW COMMITTEE GUIDELINES:

Subsection 2 of Section 11 of the Midwifery Regulation, Alta Reg 328/1994, amended 2012, states:

“Where a Practice Review Committee is established under subsection (1), the Practice Review Committee may, on its own initiative, and shall, at the request of the Board, conduct a review of the practice of a midwife in accordance with guidelines approved by the Board.”

Approved by the Alberta Health Disciplines Board: June 12, 2013

Contents

Definitions	2
1. Selection of Midwives	3
2. Process and Components of a Practice Review	4
3. Practice Review Triggered by a Concern.....	6

Definitions

- (1) **Client:** a person under the care of a Registered Midwife.
- (2) **College:** the College of Midwives of Alberta (CMA).
- (3) **Concern:** a concern expressed about the practice of a Registered Midwife. This must be made in writing and signed by the person bringing forward the concern.
- (4) **Complaint:** is a complaint under Part 4, Complaint Proceedings, of the Health Disciplines Act.
- (5) **Midwife:** is a Registered Midwife who is a member of, and holds registration from, the College of Midwives of Alberta.
- (6) **Practice Review Committee:** the committee established by the College of Midwives of Alberta as defined under section 17 of the Health Disciplines Act and the Midwifery Regulation.
- (7) **Registrar:** refers to the person appointed as the registrar for the College of Midwives of Alberta.

Practice Review

1. Selection of Midwives for Practice Review

1.1 Each year, the Practice Review Committee may select midwives to undergo a practice review in order to assess whether their knowledge, skill and judgment are satisfactory.

1.2 The Practice Review Committee may select a midwife to undergo a practice review through any or all of the following:

- (a) a process of random selection
- (b) on the basis of criteria specified by the Practice Review Committee and published on the College's website
- (c) if a request is made by the Registrar after a concern has been received by the Registrar.
- (d) in the absence of a concern, if the Registrar has evidence showing that the practice of a midwife is of potential concern, the Registrar may refer the matter to the Practice Review Committee for a formal practice review regarding the midwife.

2. Process and Components of a Practice Review

- 2.1 The Registrar shall notify the midwife that a practice review will be conducted, giving reasonable particulars of the matter to be reviewed.
- 2.2 Any member of the Practice Review Committee may request any person to produce to the Practice Review Committee any models, charts, documents, papers, notes, records, reports, guidelines, equipment or supplies, or other materials or things in the person's possession or under the person's control and to attend the practice review.
- 2.3 A practice review may include:
- (a) an inspection of the forms and other documents used in the midwife's practice
 - (b) an inspection of the midwife's records of the care of patients
 - (c) an assessment of any information respecting the midwife's care of patients
 - (d) an interview with the midwife
 - (e) an interview with any persons involved, including but not limited to colleagues, other health care providers, and clients
 - (f) an inspection of the premises where the midwife practices; and
 - (g) an examination of the midwife's birth kit.
- 2.4 The Practice Review Committee may copy and keep copies of any of the things produced under subsection 2.2.
- 2.5 If in the course of a review evidence of other issues of concern regarding the practice of the midwife arises, the Practice Review Committee may include these issues in the review.
- 2.6 If, in the course of a review the Practice Review Committee has reasonable grounds to believe that a member:
- (a) has refused or failed to comply with the Practice Review Committee in carrying out the review
 - (b) has refused or failed to comply with a direction of the Practice Review Committee

(c) displays a lack of skill or judgment in carrying out professional duties that has not been remedied by participation in the Practice Review

(d) may be incapacitated

(e) may be guilty of criminal conduct or professional misconduct

the Practice Review Committee shall refer the matter to the Registrar and the referral shall be treated as a complaint under Part 4 of the Health Disciplines Act.

2.7 After each review, the Practice Review Committee may provide advice and make recommendations to the midwife as to the practice of midwifery by that midwife. The Practice Review Committee may make arrangements to determine if the recommendations to the midwife have been accepted and implemented.

2.8 In determining whether the conduct or competence problems warrant disciplinary action and a referral to the Registrar to be treated as a complaint under Part 4 of the Health Disciplines Act, the Practice Review Committee may take into account whether the midwife has agreed to comply with the recommendations it has made.

2.9 Forthwith on concluding the practice review, the Practice Review Committee shall provide a written report of the findings to the Registrar.

2.10 The Practice Review Committee shall provide the midwife with a copy of the Practice Review Committee's report.

3. Practice Review Triggered by a Concern

- 3.1 On receipt of a concern, the Registrar shall consider whether to make the option of proceeding by a Practice Review available to the person lodging the concern and the midwife. In determining whether to make the option of Practice Review available, the Registrar shall consider the following factors:
- (a) whether the Registrar believes, based on the nature of the issue, that the matter is best dealt with in a cooperative quality improvement process rather than an adversarial complaint/disciplinary process;
 - (b) the amount of evidence of unskilled practice or professional misconduct; and
 - (c) whether both the originator of the concern and the midwife agree that the matter should be dealt with through the practice review process.
- 3.2 If the Registrar concludes that the matter should be dealt with as a complaint or if either the originator of the concern or the midwife does not agree that the matter should be dealt with through the Practice Review Process, then the concern shall be dealt with as a complaint in accordance with Part 4 of the Health Disciplines Act. In such a case, the originator of a concern shall be advised of the process available to file a complaint under the Health Disciplines Act.
- 3.3 If a Practice Review proceeds, either the originator of the concern or the midwife may at any time prior to the conclusion of the Practice Review terminate the process. In such a case, the originator of the concern shall be advised of the process available to file a complaint under the Health Disciplines Act.

Approved by the Alberta Health Disciplines Board
June 12, 2013