

Approved December 17, 1997
Effective January 15, 1998

POLICY STATEMENT ON RECORDS

A registered midwife will keep standardized records of care provided for each client as prescribed by the College of Midwives of Ontario.

The records will be maintained in a confidential and secure manner for the period of time as required by the regulation to be made under the *Midwifery Act*.

The midwife is responsible for ensuring prompt and accurate completion of the records when providing primary care.

All entries in the record should include the date, signature and discipline of the caregiver making the entry.

Other records should be completed or maintained as required by law.

In the interest of promoting and maintaining informed choice, the midwife must make the midwifery care records available to the woman throughout her care.

The midwife is obligated to provide a copy of the complete midwifery records to the woman within a reasonable amount of time following completion of care upon request.

The midwife should use reasonable efforts to ensure that the language and format of the midwifery care records are accessible and understandable to the woman.

In the event of a midwife ceasing to practice, all of her clients' records become the property of the practice.

In the event of a midwife moving to another practice, the clients' records remain with the original practice.

In the event of a practice completely disbanding, the clients' records become the property of the midwife who had primary responsibility for the clients' care.

When a midwife ceases to practice in Ontario, the College encourages her to transfer her records to the practice group she is leaving.

A copy of the record should be taken where the registrant or the practice group will not be retaining the original record.