



Te Tatau o te Whare Kahu
midwifery council
of new zealand

Information for Education Providers:

Requirements for approval as Education Providers and Requirements for approval of education programmes

Approved by Council on 3 December 2004.

Updated 6 March 2005

Updated 6 September 2006

Updated on 6 July 2007

Updated: 8 August 2008

Table of Contents

1. Overview.....	3
2. Education programmes/courses needed to support Midwifery Council policies.....	5
3. Approved Education Providers.....	7
3.1 Criteria and process for approval of Education Providers.....	7
3.1.1 Criteria.....	7
3.1.2 Process.....	8
4. Approval of Education Course(s)/Programmes and Allocation of Points.....	8
4.1 Criteria for approval of Technical Skills Workshops.....	9
4.2 Criteria for approval of Breastfeeding Workshops.....	12
4.3 Process for approval of Technical Skills Workshops and Compulsory Breastfeeding Workshops.....	12
4.4 Generic criteria for approval of elective education courses/programmes.....	13
4.5 Process for approval of elective education courses and allocation of points....	14
4.6 Guidelines for points allocation.....	15
4.7 Post-approval ongoing requirements.....	15

1. Overview

The Midwifery Council of New Zealand has policy to manage the following processes:

1. Entry to the Register for New Zealand qualified midwives
2. Entry to the Register for overseas-qualified midwives
3. Return to Practice (after an absence of three or more years)
4. Recertification Programme: competence-based practising certificates for midwives
5. Competence Review and competence programmes

Approved Education Providers

Each of these policies requires support from various education programmes/courses. Education Providers must be approved by the Midwifery Council of New Zealand in order to deliver the following education programmes/courses:

- Pre-registration Midwifery Degree programmes
- Registration Competence Programmes for overseas qualified midwives
- Return to Practice Programmes
- Compulsory components of the Recertification Programme

The process for approval as an education provider is outlined in this document.

Approval of courses

The Midwifery Council must also approve the following courses before any education provider can deliver them:

- Pre-registration Midwifery Degree programmes
- All courses that are part of Registration Competence Programmes for overseas midwives, except Treaty of Waitangi Workshops that do not need Midwifery Council approval
- Technical Skills Workshops, being a compulsory component of the Recertification Programme.
- Return to Practice Programmes

- Any specific courses developed as part of a Return to Practice Programme or as part of a Competence Programme¹

The criteria for education programmes/courses and the process for approval and allocation of points (if applicable) are outlined in this document.

The same education course/programme may be approved for more than one purpose. For example, courses developed to inform overseas midwives about the New Zealand maternity and health systems may also be useful for updating midwives returning to practice after an absence of several years. Similarly, education courses approved and allocated points for the Recertification Programme requirements may also be appropriate for midwives who are required by Council to undertake specific competence programmes.

Approved Education Providers are invited to develop education programmes that meet the criteria as set by the Midwifery Council of New Zealand.

¹ In most cases Competence Programmes will be able to utilise course/programmes already approved for other purposes.

2. Education programmes/courses needed to support Midwifery Council policies

Entry to Register for overseas midwives (Registration Competence Programmes)	Recertification Programme compulsory education <i>Providers must be approved by the Council, with the exception of Compulsory Breastfeeding Updates</i>	Recertification Programme elective education <i>Courses require completion of a Midwifery Council self-assessment form and self-allocation of points</i>	Return to Practice Programmes	Competence Programmes following Competence Review
Treaty of Waitangi workshop (two days) (attendance) (Midwifery Council approval of these courses is not required but courses will be listed on the Council's website if Council is made aware of them.	Technical Skills Workshops (two days with specific content and criteria for approval)	Examples below: NZCOM Smoke Change workshop (15 points) NZCOM Family Violence workshop (15 points)	For experienced midwives who have been out of practice for 3 –8 years – self assessment & <i>either</i> an approved Programme <i>or</i> approved courses to meet identified individual needs	Individualised programme of modules depending on individual assessment through the Competence Review
NZ Midwifery Practice orientation (assessed): <ul style="list-style-type: none"> • NZ health system & maternity services; 	Neonatal resuscitation updates (2 hrs approx)	Postgraduate midwifery programmes (40 points per paper)	For midwives who have been out of practice for longer than eight years – <i>either</i> an approved	

<p>Section 88; Specifications</p> <ul style="list-style-type: none"> • NZ society • Relevant legislation • NZ Midwifery Partnership, Philosophy, Scope & Standards • Cultural Safety & midwifery practice 	<p>Adult CPR updates (2 hrs approx)</p>	<p>Polytechnic/university Pharmacology & Prescribing short courses (points to be allocated)</p>	<p>Programme <i>or</i> individual needs assessment and individualised programme of modules</p>	
		<p>Polytechnic/university/other approved education providers - Evidence based practice course/workshop (points to be allocated)</p>		
<p>Pharmacology & Prescribing (assessed modules, self-directed):</p> <ul style="list-style-type: none"> • Legislation, documentation, Scope of Practice • Physiology, pharmacokinetics • Antenatal, labour, birth, postnatal, newborn drugs; screening; assessment; uses; side effects; contraindications 	<p>Breastfeeding workshop(1/2 day every 3 years)</p>	<p>Polytechnic/University, DHB or other education provider - Short Courses such as those listed on the Midwifery Council website. (Points to be allocated for new courses).</p>		
		<p>ALSO course (15 or 20 points)</p>		
		<p>10 points available for 'non-approved' courses</p>		
		<p>Points allocated to other courses as submitted for approval</p>		

3. Approved Education Providers

Only approved education providers can offer certain programmes or courses as identified on page three. Polytechnic and University Schools of Midwifery, District Health Boards and the New Zealand College of Midwives are automatically approved by the Midwifery Council as education providers. This automatic approval recognises that these providers have been offering quality education to midwives over many years. These organisations also have robust systems for ensuring quality in the provision of this education.

Please note that approval may be granted only in relation to provision of a specific course or programme. Technical Skills Workshops may be offered only by the above mentioned providers and no other providers will be approved.

For approval to offer compulsory courses other education providers need to apply to the Midwifery Council for approval as follows.

3.1 *Criteria and process for approval of Education Providers*

3.1.1 Criteria

- 3.1.1.1 There is a clearly identified programme coordinator, usually a registered midwife, who ensures cohesion across the course(s) offered.
- 3.1.1.2 The identified coordinator has appropriate expertise and experience in teaching and programme delivery and coordination
- 3.1.1.3 Other teaching staff have appropriate expertise and are appropriately qualified and prepared for teaching the courses
- 3.1.1.4 There is evidence of internal quality assurance mechanisms
- 3.1.1.5 There are adequate and appropriate resources/equipment to provide the courses
- 3.1.1.6 Student feedback is obtained and used to modify courses
- 3.1.1.7 Fair and transparent processes exist for dealing with student complaints

3.1.1.8 Records of enrolments, assessment, and completion are maintained, stored, and provided to the Midwifery Council as required.

3.1.2 Process

3.1.2.1 Written application providing evidence of ability to meet the above criteria must be submitted to the Midwifery Council

3.1.2.2 No fee will be charged for assessment/approval by Council.

3.1.2.3 As soon as practicable following receipt of the application, the Midwifery Council will evaluate the application and further information may be sought if necessary.

3.1.2.4 If the Midwifery Council is satisfied that all criteria have been met the application will be approved.

3.1.2.5 If the Midwifery Council considers that the criteria have not been met the application will be declined and the applicant will be invited to reapply at a later date once all criteria can be met.

3.1.2.6 Once the Midwifery Council has approved an application the applicant may use the words “Midwifery Council of New Zealand Approved Education Provider” on any course material.

3.1.2.7 Approval will usually be granted for a period of one year.

3.1.2.8 Approved providers may be audited by the Midwifery Council at any time.

4. Approval of Education Course(s)/Programmes and Allocation of Points

Certain education courses/programmes require Midwifery Council approval as follows:

- Pre-registration Midwifery Degree programmes
- All courses that are part of Registration Competence Programmes for overseas midwives, except Treaty of Waitangi Workshops that do not need Midwifery Council approval
- Technical Skills Workshops

- Return to Practice Programmes and any specific courses developed as part of a Return to Practice Programme or as part of a Competence Programme²

Education providers are required to submit details of their courses/programmes for approval as follows.

4.1 Criteria for approval of Technical Skills Workshops

- 4.1.1 Workshop is delivered by an approved education provider that is either a Polytechnic or University School of Midwifery, NZCOM or a DHB. The name and qualification of the midwife who is course coordinator of a Technical Skills Workshop is to be provided at the time of approval and if that person changes during the approval period.
- 4.1.2 Content is delivered over a two-day period or through two single days, but in this case each midwife must complete both days within three years.
- 4.1.3 Full course outlines are provided to the Midwifery Council. Course outlines should include the following:
- ✓ Course objectives
 - ✓ Course plan (timetable)
 - ✓ Content and reference list/evidence used in preparing content
 - ✓ Description of teaching strategies for each aspect of course, including how course will develop problem solving and critical thinking skills of participants
 - ✓ List of type and amount of teaching resources and equipment available
 - ✓ Description of all formative assessment procedures and marking criteria

² In most cases Competence Programmes will be able to utilise course/programmes already approved for other purposes.

- ✓ Example of certificate of achievement³ to be provided to the midwife on successful completion
- ✓ List and examples of pre-course reading

4.1.4 Content as defined by the Midwifery Council is covered in each workshop as indicated below:

- *Day One*

- ✓ Documentation as evidence of MW practice
- ✓ Communication in relation to consultation and referral/handover
- ✓ Assessment skills in labour

- *The Other Day*

- ✓ Midwifery emergency refresher (in context of home birth or primary unit where there is no immediate access to obstetric support)
 - Undiagnosed breech
 - Post partum haemorrhage
 - Shoulder dystocia
 - Prolapsed cord.

4.1.5 If the workshop is delivered over 2 consecutive days, flexibility of order of content is acceptable

4.1.6 If the workshop is run as two separate days, content for Day 1 and the Other Day must be consistent with the content outlined for each day in 4.1.4 and the Template for Technical Skills Workshops, to allow Midwives to transfer to another course is necessary.

4.1.7 Teaching is provided by New Zealand registered midwives with a current Midwifery Practising Certificate, teaching preparation and experience, and up to

³ Certificates must show that the title of the course is a Technical Skills Workshop in partial fulfilment of the Midwifery Council of New Zealand's Recertification Programme, and must state that, "this programme has been approved by the Midwifery Council of New Zealand". Certificates must include the name of the education provider, the full name and Midwifery Council registration number of the midwife and the date of the course.

date clinical skills. An appropriately qualified practitioner carries out any specialist teaching.

- 4.1.8. Content is based on Midwifery Council Competencies for Entry to the Register of Midwives, NZCOM Standards for Practice, NZCOM Consensus Statements, NZCOM Decision Points, New Zealand Guidelines Group guidelines, and Section 88 Maternity Notice.
- 4.1.9 All teaching is based on recent and appropriate evidence.
- 4.1.10. Skills are taught through the use of clinical scenarios
- 4.1.11 Workshops focus on development of problem solving and critical thinking skills and evidence-based practice.
- 4.1.12 Pre-course reading material is provided.
- 4.1.13 Midwives have the opportunity for practising skills.
- 4.1.14 Assessment of skills is a formative process. There is no expectation that midwives either pass or fail. However, educators are expected to use the formative assessment process to assist individual midwives identify their further learning needs which will then form part of midwives' individual professional development plans. For example, midwives may self-assess their competence using any tools provided by the educator and are expected to reflect on the assessment with a professional colleague in order to determine their further learning needs.
- 4.1.15 If workshops are run over two separate days the skills taught each day must be assessed on that day.
- 4.1.16 Appropriate equipment and resources are available for all participants.
- 4.1.17 Access to rural midwives is provided. (This may involve taking the programme out to other locations or finding other innovative and flexible ways of ensuring access for local rural midwives).
- 4.1.18 Education Providers retain records of attendance and successful completion of the full course (ensuring that if the course is run over two days that the provider can show that each participant has completed both days). These records include the full name and Midwifery Council registration number of each attendee.

- 4.1.19 Records of attendance and successful completion are forwarded to the Midwifery Council on completion of each course.

Note: Technical Skills Workshops are approved to the end of the relevant 3 year period ending 31 March.

4.2 Breastfeeding Workshops

- 4.2.1 Courses used to fulfil the compulsory breastfeeding requirement of ½ day every 3 years do not now require Council approval.
- 4.2.2 Breastfeeding workshops do not have any specific criteria for approval other than being in line with the WHO “Ten Steps to Successful Breastfeeding” and the Baby Friendly Hospital Initiative, and should therefore be submitted as an elective course⁴

4.3 Process for approval of Technical Skills Workshops

- 4.3.1 Approved Education Providers submit information about their course that demonstrates (with evidence) that the course meets the criteria outlined above.
- 4.3.2 The Midwifery Council’s Education Committee assesses the application against the criteria at the first available opportunity.
- 4.3.3 Any course that does not meet the criteria, or does not provide enough evidence for the Council to make this assessment, will be returned to the provider with a request for further information.
- 4.3.4 Courses that meet the criteria will be approved for a period of three years.
- 4.3.5 Once the course has been approved education providers can offer the course and can advertise that it has been approved by the Midwifery Council of New Zealand (see footnote five in relation to the certificate for attendees).
- 4.3.6 Approved workshops are listed on the Midwifery Council website.

⁴ Refer to section 4.4

The Midwifery Council carries out random audits of the provision of Technical Skills Workshops to ensure that education providers are delivering the courses according to the approved course documentation.

4.4 Generic criteria for approval of elective education courses/programmes

- 4.4.1 The course has a structured curriculum plan that is written in consultation with midwives in practice.
- 4.4.2 Appropriately experienced midwives/teachers teach the course
- 4.4.3 Providers must maintain and update knowledge and skills relevant to the area in which they are teaching and the New Zealand maternity context
- 4.4.4 The course has an identifiable midwifery focus consistent with the Midwifery Scope of Practice
- 4.4.5 The course has identified outcomes and demonstrates how these will be met
- 4.4.6 If the course is a breastfeeding course, evidence that the content reflects the New Zealand context, WHO 'Ten Steps to Successful Breastfeeding' and BFHI (NZBA 2008).
- 4.4.7 Time for writing reflections on learning and application to practice is incorporated into the programme.
- 4.4.8 Teaching and learning resources are adequate to achieve course outcomes
- 4.4.9 Delivery modes provide opportunities for distance or on-line access where possible
- 4.4.10 Opportunities are provided for the sharing of knowledge and experience
- 4.4.11 Content is based on recent and appropriate evidence
- 4.4.12 Any assessment processes are valid and reliable and copies of assessment forms are provided
- 4.4.13 Feedback from students is obtained and analysed to improve future courses.
- 4.4.14 Full records are maintained and stored.

- 4.4.15 Records of attendance and successful completion showing the attendees' full name and registration number are forwarded to the Midwifery Council on completion of each course.
- 4.4.16 A Certificate of completion is given to each midwife to verify attendance and assessment (if applicable) achieved by the midwife.

4.5 Process for approval of elective education courses and allocation of points

- 4.5.1 In the first instance, Education Providers will self-assess their courses and allocate points according to a Midwifery Council template and guidelines.
- 4.5.2 Education Providers must submit a course outline, evidence of ability to meet the above criteria, and self-assessment of their course to the Midwifery Council in writing
- 4.5.3 Initial Implementation of the self-assessment and self-allocation of points will be subject to random cross checking by Council. No fee is charged for the assessment/approval by Council.
- 4.5.4 As soon as practicable following receipt of the application, the Midwifery Council evaluates the self-assessment and further information may be sought if necessary.
- 4.5.5 If the Midwifery Council is satisfied that all criteria have been met the course is approved and points allocated as required.
- 4.5.6 If the Midwifery Council considers that the criteria have not been met the course is not approved and the Education Provider is invited to reapply at a later date once all criteria can be met.
- 4.5.7 Once the Midwifery Council has approved a course the Education Provider may use the words "Approved by Midwifery Council of New Zealand and allocated X points" on any course material.
- 4.5.8 Approved courses/programmes are listed on the Midwifery Council of New Zealand website, with the allocated points.

- 4.5.9 Courses are approved for one year in the first instance and are subject to audit by the Midwifery Council.

Council will provide generic approval for any NZCOM regional educational activity, or any education activity provided by a DHB, the NZ Nurses Organisation or the NZ Breastfeeding Association that lasts between 1 – 2 hours. Council is aware that many such education activities take place but are not currently approved because such courses are often opportunistic and approval process is not feasible. NZCOM regions, DHBs, NZNO and NZBA may allocate 1 point per activity for these and as long as midwives are given a certificate for their portfolios, no further approval or notification to Council is required.

4.6 Guidelines for points allocation

Self allocation of points by Education Providers should follow the criteria set out in the template used for self-assessment of courses. The template is available on the Council's website.

4.7 Post-approval ongoing requirements

- 4.7.1 Providers are required to notify the Council when the identified programme co-ordinators no longer hold that position and to advise the identity of the replacement co-ordinator.
- 4.7.2 In relation to course content and mode of delivery, Providers are expected to offer approved courses substantially in accordance with the information presented to the Midwifery Council on the basis of which approval was given.
- 4.7.3 Pre-reading material may be updated without further referral to the Council.

4.7.4 Any replacement teaching staff for approved courses are expected to have the appropriate level of teaching and clinical expertise.