MATURE UNIT

TERMS OF REFERENCE:

MULTIDISCIPLINARY QUALITY AND PRACTICE IMPROVEMENT MEETINGS

OBJECTIVES:
To provide a multidisciplinary forum to review and discuss recent cases which will include emergency incidents, complex cases, and women transferred out to tertiary units including repatriation and also examples of primary LMC cases including home births. The aim is to recognize and acknowledge good practice and identify any learning needs/actions in a non-threatening environment.

REPORTS TO:
Maternity Quality & Safety and Perinatal Mortality Meeting, Head of Department & CMM

MEMBERSHIP: Midwife Educator & Quality Coordinator (Chair & minutes)
Director of Midwifery and Clinical Midwife Manager
Obstetric Consultants including HoD
Core Midwives
LMC’s
Students working within the unit or with LMC’s
Invited guests may attend the meeting

The chair will be deputized to an appropriate member if the Midwife Educator & Quality Coordinator is on leave.

MEETING SCHEDULE:
Weekly on a Wednesday morning at 08.00hrs to 09.00hrs

QUORUM:
4 representatives from the membership plus chair.

FUNCTIONS:
1. To review recent clinical cases in Hauora Tairawhiti and to review homebirths as lead by LMCs.
2. To recognize and acknowledge good practice and identify any learning needs/actions.
3. To benchmark practice against Hauora Tairawhiti policies and guidelines.
4. To report on weekly statistics and clinical incidents with learning actions.
5. CTG’s associated with each case presented will be discussed and interpreted as ongoing CTG education.
6. To share recent research and feedback from conferences and workshops attended by members.
7. To identify if guidelines need to be reviewed in light of discussion at the meeting.
PROCESSES during and AFTER the meeting

1. The following ground rules will apply at each meeting:
   To start and finish meetings on time
   To foster an environment for reflection and practice improvement
   Recognize that everyone has the right to an opinion
   Respect each other’s opinions if we disagree
   Only one person to speak at any one time
   To remain objective
   To provide only constructive criticism
   To provide a safe learning environment
   To involve all participants at the meeting.

2. Minutes will be an accurate record of what has been said at the meeting. Members may request aspects of the meeting not be minuted.

3. Learning outcomes are to be agreed upon by those present and recorded at the end of the meeting.

4. The minutes with learning actions will be written by the chair and then forwarded electronically to the HOD and DOM/CMM for approval the same day where possible, before electronic distribution to all health professionals working in maternity prior to the next meeting.

5. A hard copy of the minutes with learning actions will also be placed on the office notice board for staff to sign when read.

6. The learning outcomes are also reported into the PMMRC and MQSP on an annual basis or as required.

Date of Approval: November 2017

Next Review Date: November 2020