Supply to Privately Practising Midwives of Documents required for Birth

Maternal and Child Health Unit

May 2014
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Introduction

This document outlines the arrangements between the Maternal and Child Health Unit (MCHU) and Privately Practising Midwives (PPMs) for providing documents required for homebirths. This arrangement has been made to streamline administration required of PPMs by government.

PPMs are midwives with current registration with the Australian Health Practitioner’s Regulation Agency (AHPRA) who have also advised the Executive Director, Public Health Division of DoH WA of their intention to privately practice as midwives in Western Australia.

As for all midwives providing care during birth, PPMs are required to complete and distribute the following documents:

1. MR15 – Notification of Case Attended (NOCA) – completed and provided to the Maternal and Child Health Unit
2. Homebirth Transfer Form – completed and provided to the Maternal and Child Health Unit
3. National Woman Held Pregnancy Record – provided to the pregnant woman at booking
4. My Personal Record (Purple Book) – partially completed and provided to the parent/s to share with Child Health Services
5. Birth Registration – completed and provided to the parent’s to complete and submit to Registry of Births, Deaths and Marriages
6. Centrelink Birth Packs – partially completed and provided to the parent/s to complete and submit to Centrelink
7. Neonatal Screening card – used for blood test conducted on infant at least 48 hours of age and provided to the Neonatal Screening Unit of WA
8. Information about safe co-sleeping, safety in vehicles, on roads and in parks provided to parents.

Each PPM usually requires a small supply (less than 10) of these documents each year. Gaining knowledge on how and where to request each of these documents and administration time required on both sides has created many difficulties for PPMs and providers of documents.
Plan for Distribution

To assist PPMs to manage supply of these resources, the MCHU are willing to provide a distribution service between the document providers and the PPMs.

To further this objective the MCHU is able to distribute the following resources.

<table>
<thead>
<tr>
<th>Document</th>
<th>Supplier</th>
<th>Supply Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>MR15 - NOCA</td>
<td>Maternal and Child Health Unit</td>
<td>MCHU mails supply for next calendar year to each PPM. See section on Page 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>below.</td>
</tr>
<tr>
<td>Homebirth Transfer form</td>
<td>Maternal and Child Health Unit</td>
<td>MCHU mails supply for next calendar year to each PPM. See section on Page 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>below.</td>
</tr>
<tr>
<td>National Pregnancy</td>
<td>Government Printer</td>
<td>MCHU mails supply for next calendar year to each PPM. See section on Page 4</td>
</tr>
<tr>
<td>Health Record</td>
<td></td>
<td>below.</td>
</tr>
<tr>
<td>My Personal Record</td>
<td>Child Health Services</td>
<td>MCHU receives supply each quarter and mails to each PPM at least each 6-months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or when required. See section on Page 4 below.</td>
</tr>
<tr>
<td>Safe Co-sleeping pamphlet</td>
<td>SIDS and KIDS, Australia</td>
<td>MCHU receives supply each year and mail to each PPM at least each 6-months or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>when required. See section on Page 6 below.</td>
</tr>
<tr>
<td>Safe Wrapping pamphlet</td>
<td>SIDS and KIDS, Australia</td>
<td>MCHU receives supply each year and mail to each PPM at least each 6-months or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>when required. See section on Page 6 below.</td>
</tr>
</tbody>
</table>

The MCHU is not able to distribute the resources in the table below due to the controls required of these supplies. The process for PPMs to request and receive these resources has also been determined and are outlined in this document.

<table>
<thead>
<tr>
<th>Document</th>
<th>Supplier</th>
<th>Supply Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth Registration Papers</td>
<td>Registry of Births, Deaths and</td>
<td>Each PPM submits their request to The Registrar each year. See section on Page</td>
</tr>
<tr>
<td></td>
<td>Marriages</td>
<td>3 below.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>See Page 8 below for suggested template for request letter.</td>
</tr>
<tr>
<td>Centrelink Birth Pack</td>
<td>Centrelink</td>
<td>Each PPM submits their request to Centrelink form supplier. See section on</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Page 6 below.</td>
</tr>
<tr>
<td>Neonatal Screening card</td>
<td>Neonatal Screening Unit, WA</td>
<td>Each PPM submits request to WA Neonatal Screening Unit. See section on Page</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7 below.</td>
</tr>
<tr>
<td>Kidsafe in Vehicles,</td>
<td>Kidsafe, Australia</td>
<td>MCHU has not received supply as yet.</td>
</tr>
<tr>
<td>Parks and Roads</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Resources Supplied by Maternal & Child Health Unit

MR15 (NOCA) Forms
The MCHU creates and distributes these forms as directed by the WA Health Act 1911 and the Midwives Notifications Regulations 1994 and any subsequent amendments. The forms are regularly updated and latest versions are distributed. These paper forms are provided to PPMs and WA health services each calendar year or as required. A PDF copy of the form is also available on the WA DoH website http://www.health.wa.gov.au/healthdata/statewide/midwives.cfm and can be printed from this site.

The MR15 (NOCA) form will be mailed to each PPM at least annually. The numbers provided will be related to the number MR15 (NOCA) forms received from PPMs by the MCHU in the previous period.

An equal supply of Pre-Paid self-addressed envelopes will be provided with the above forms ensuring the completed forms are able to be returned successfully to MCHU without cost to the PPM.

Homebirth Transfer Forms
The MCHU creates, prints and distributes these forms. These forms are to assist PPMs and the DoH WA to determine the incidence and contributing factors for transfer of women to hospital when they were booked for a homebirth.

The Homebirth Transfer form will be mailed to each PPM with the MR15 (NOCA) form. The numbers provided will be related to the number MR15 (NOCA) forms provided.

For PPMs to request more records, contact the MCHU by phoning (08) 9222 2417 or emailing birthdata@health.wa.gov.au.

National Woman Held Pregnancy Records
The MCHU has undertaken to maintain a supply of these records from the Government Printers. The records are usually provided to women at time of booking for birth and should be offered to all pregnant women in Western Australia. The records assist in sharing health information and conform to the nationally agreed content.

The MCHU will receive a supply of these records for onward distribution to PPMs. The number provided will be related to the number of MR15 (NOCA) forms received from PPMs by the MCHU in the previous period.

For PPMs to request more records, contact the MCHU by phoning (08) 9222 2417 or emailing birthdata@health.wa.gov.au.

Personal Health Records
The Child and Adolescent Community Health Service of Perth Metropolitan Area (CACH) provides these records or “purple books”. The records are usually provided to a Health Service each quarter and are expected to be used for infants born at that health service.

The MCHU is an approved receiver of these documents. CACH will email approved receivers each quarter to confirm numbers to supply.
The MCHU will receive a supply of these records each quarter for onward distribution to PPMs. CACH has agreed to supply 15 records each quarter to MCHU and this amount can be adjusted in relation to demand. This arrangement is with the understanding that the MCHU will only provide these records to PPMs.

The MCHU will provide the records to each of the PPMs. The number provided will be related to the number of MR15 (NOCA) forms received from PPMs by the MCHU in the previous period.

For PPMs to request more records, contact the MCHU by phoning (08) 9222 2417 or emailing birthdata@health.wa.gov.au.

**Kidsafe information for Parents**

Kidsafe WA provides these brochures. They are provided free of charge to a Health Service each year and are expected to be distributed to new parents.

The MCHU is still to be provided with a supply each year for distribution to PPMs. MCHU contact at Kidsafe WA was Catherine (08) 9340 8939.

**SIDS And Kids information for Parents**

SIDS And Kids WA provides these brochures. They are provided free of charge to a Health Service each year and are expected to be distributed to new parents.

The MCHU will be provided with a supply each year for distribution to PPMs. MCHU contact at SIDS and Kids WA was Monnia (08) 9474 3544.

The MCHU will receive a supply of these brochures each quarter for onward distribution to PPMs.

The MCHU will provide the brochures to each of the PPMs. The number provided will be related to the number of MR15 (NOCA) forms received from PPMs by the MCHU in the previous period.

For PPMs to request more brochures, contact the MCHU by phoning (08) 9222 2417 or emailing birthdata@health.wa.gov.au.
Resources requested directly from Supplier by PPM

Birth Registration Papers
The Registry of Births, Deaths and Marriages will only provide Birth Registration Papers to midwives with current registration with AHPRA. They are willing to provide small stocks of Registration papers to meet the annual requirements of each registered midwife.

To request annual supply, the PPM must submit a letter to The Registrar requesting the appropriate number of forms for their annual practice. This letter must contain the following:

- Practice letterhead preferred
- Be addressed to The Registrar
- Specify the number of forms required for the coming year
- Specify the mailing address to which the forms are to be mailed
- Specify the following for the midwife who will be completing the Registration Papers:
  - Midwife’s name
  - AHPRA registration number
  - AHPRA registration commencement date, and
  - AHPRA registration expiry date.
- Contain the midwife’s own signature
- Be faxed to the Registry of Births, Deaths and Marriages on (08) 9264 1599.

A suggested template for this letter has been attached on Page 8 below.

Centrelink Birth Packs
Centrelink will only provide Birth Packs to midwives with current registration with AHPRA. Registration details will be verified with AHPRA before orders are processed. Willing to provide small stocks of Birth Packs to meet the quarterly requirements of each registered midwife.

Centrelink revises the Parent Packs for 1 January and 1 July each year. They supply up to 3 months stock on each order, based on the expected annual live birth figure. With each new version, they will automatically send 3 months stock to registered midwives before the implementation date. Additional orders can then be placed as required.

Orders for Parent Packs are normally processed and dispatched from the warehouse within 24 hours of receipt and delivered within 10 working days.

To state annual requirements and to request a quarterly supply, the PPM must submit an email to the Centrelink document suppliers requesting the appropriate number of Birth Packs for their annual practice. This email must contain the following:

- Specify the expected number of livebirths for your practice for coming year
- Specify the number of Birth Packs required
- Specify the mailing address to which the Birth Packs are to be mailed
- Specify the following for the midwife who will be providing the Birth Packs to parents:
  - Midwife’s name
  - AHPRA registration number
  - AHPRA registration expiry date.
- Be emailed to in2storeCDCTelemarketing@tollgroup.com.
Neonatal Screening Cards

The Neonatal Screening Unit of Western Australia (NSU) provides these uniquely numbered cards. The unique number range of a set of cards provided to a health service (or practitioner) is logged against that practice. Received cards are tested and details of the infant and the results are reported back to the health service (or practitioner). Cards provided to each health service (or practice) are expected to be used for infants born at that health service (or practice).

PPMs must request their own supply of Neonatal Screening (Guthrie) cards by contacting the NSU directly on phone number (08) 9340 8574.
Sample Letter for Birth Registration Papers

<Letterhead paper if available>

<Date>

The Registrar
Registry of Births, Deaths and Marriages
Level 10
141 St Georges Terrace
PERTH WA 6000

Dear Sir,

RE: REQUEST FOR BIRTH REGISTRATION PAPERS

I am a privately practising midwife in Western Australia registered as a midwife since <date of registration> , my current AHPRA registration number is NMW<0000000000> expiring on <date of registration expiry>.

In my practice, I expect to provide homebirth services to <expected number of women giving birth in next calendar year> women in 2013.

To assist in completing the documentation required for each birth I am requesting Birth Registration papers from your office.

These papers can be mailed to me at:
Business name (if applicable)
<PO Box or Street Address>
<Suburb/Town Postcode>

Thank you for your assistance in this matter.

Regards,

<Midwife’s Name>
<AHPRA Registration Number>
This document can be made available in alternative formats on request for a person with a disability.