Midwives' Association *of* Washington State

Peer Review Instructions:

In order to hold a MAWS Peer Review, you must have at least 4 MAWS Professional Members present. Each participating Midwife can show their current MAWS Membership Card, accessed through MAWS Wild Apricot. Midwives whose memberships have lapsed can renew through Wild Apricot, effective immediately, and proceed with Peer Review. The Peer Review Leader will attest to all participants' current memberships on the Peer Review Aggregate Data Form.

Please note, Peer Reviews conducted with participants who are not current MAWS members are not legally protected and do not count towards annual peer review requirements.

Due to the structure of MAWS PR as a state approved PR process, other people involved in each case (students, birth assistants, other providers, clients, etc) may not currently attend in order to protect confidentiality and protection.

As of Fall of 2019, Student Midwives meeting criteria outlined below may attend Peer Review. In accordance with the wishes of the majority of MAWS members, the QMP along with the MAWS Board of Directors has modified the legal document outlining the Peer Review process to allow for student involvement. Students able to attend shall be active MAWS members, currently enrolled in a Midwifery Education Program, in preceptorship with an active MAWS member, and will be expected to attend with their preceptor and participate in a primarily learning and observing role. In addition, all participating members of the Peer Review need to consent to student involvement.

The intention of Peer Review is to be a supportive learning environment. As such, we recommend bringing challenging and complicated cases. These can include cases where you managed some aspect of prenatal or postpartum care (risk management assessment, client-midwife conflict, usual situations, etc) and/or births that you managed where things were challenging, or perhaps not documented thoroughly. . Please have self-report forms available in the event a midwife realizes they have a case that meets sentinel event criteria and needs to be reported to the QMP (even if it occurred in the past).

There is a peer review checklist for a guide to reviewing each chart. Beyond the checklist, peer review groups may choose to focus on documentation, case presentation, or whatever focus would best serve the group's interests.

Each participant needs to sign a Confidentiality Statement and as a group, complete the Peer Review Aggregate Data Form at every Peer Review. These must be returned in order to receive your certificates for attending Peer Review. It is vitally important that each person write the correct number of their charts that are reviewed on their confidentiality statement- this is how we know when people have completed PR.

Each midwife can bring up to 5 charts. **As a MAWS Professional Member, and for licensure renewal, midwives need to have 5 charts reviewed within a 2 year period whereas** NARM requires 5 hours of peer review every 3 years rather than a specified number of charts. These

charts/hours can be completed all at once or over time. For members completing Peer Review over time, there is an individual midwife Peer Review Tracking Sheet: please use it to track the PRs attended and the number of charts reviewed. Once the midwife has completed review of 5 charts, they can send in this tracking sheet to receive their Certificate of Completion.

Additional forms to help guide the review process are included, but these do not need to be filled out or sent in. **Any notes other than the PR Aggregate Data Form and each participant's signed Confidentiality Statements should be destroyed at the end of the PR meeting.**

For those midwives not actively practicing or with a slower practice:
the requirement is still to have 5 charts reviewed within a 2 year period. Please bring older charts, charts where the midwife provided some aspect of care to a pregnant, postpartum or newborn person, or where they attended as a second attendant/birth assistant, with permission from the primary midwife.

Please scan and send a copy of each member's Confidentiality Statement and the PR Aggregate Data Form after each PR to the Peer Review Coordinator at:
MAWSPeerReview@gmail.com Or FAX to **1-206-691-8203**

Once the PR paperwork is received and processed, the Peer Review Coordinator will issue certificates to each member via Wild Apricot to the email entered in their MAWS membership profile.