



# **Hong Kong College of Midwives**

## **Membership Training Program**

### **Curricula and Clinical Log Book (Midwifery Education)**

**Mentee's Name:** \_\_\_\_\_

**Period Covered:** \_\_\_\_\_ **to** \_\_\_\_\_

Hong Kong College of Midwives is a Constituent College of  
**The Hong Kong Academy of Nursing and Midwifery**

*The first version in June 2024*

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### **Purpose of the Log Book**

The clinical log book of the Hong Kong College of Midwives (HKCMW) is designed to facilitate and guide mentees learning, and to provide support and direction for mentors in making judgments about the competence of trainees.

Mentees are responsible to enter the required information and record the various activities and experiences as stipulated in the various modules of the log book. Mentors should certify specified areas of competence of the mentees as they are attained.

All mentees entering the HKCMW training program are required to use this log book. All the log-books must be *submitted to the College for the Ordinary Membership Admission Interview* and *also presented for the Fellow Exit Assessment*.

### **Midwifery Specialist Training Programme**

There are 3 modules which make up the content of midwifery specialist training, ranging from basic midwifery training to post-basic specialty training.

Three modules are:

Module 1: Basic Midwifery Training

Module 2: Post-basic Midwifery Clinical Management

Module 3: Midwifery Subspecialty Training

### **Levels of Competence**

To assist mentees in achieving their competencies, a five-level model of competence is adopted. The level of competence ranges from observation (1) to independent practice (5).

Level 1	Observation	Observes the clinical activity performed by a colleague
Level 2	Assisting	Assists a colleague to perform the clinical activity
Level 3	Direct Supervision	Performs the entire activity under direct supervision of a senior colleague
Level 4	Indirect Supervision	Performs the entire activity with indirect supervision of a senior colleague
Level 5	Independent Practice	Performs the entire activity without need for supervision

### **Timing of the Log Book**

Logging should be started early in the training period until the mentee has passed the Fellow Exit Assessment of HKCMW.

### **Using the Log Book**

There will be separate session for record of each module training and individual sub-specialty training. Mentees need to record one elective sub-specialty training only that she has chosen.

Mentees are strongly advised to carry the log book at all times and to enter legibly the required information on a daily basis. This will save subsequent effort at retrospective record hunting. This information will be taken for reference at various stages of training assessment.

If the mentee has problems or queries with the use of the log book, she should refer to her mentor, supervisor, or the Chairman and members of Education Committee of the College.

### **Remarks:**

Mentees should present clinical logbook and relevant documents to prove satisfactory completion of the required competence in the 500 hours of theoretical input; at least 250 hours #initial guided clinical practice with at least 50% under mentor guidance in module 2 & 3 and are required to complete the additional 250 hours #final guided clinical practice with at least 50% under mentor guidance or the clinical practice hours and requirements as stipulated by the elective sub-specialty training.

#### **# Initial Guided Clinical Practice**

Refers to the mentee is under guidance of a designated Fellow Member or mentor recognized by the College in a local clinical specialty department.

#### **# Final Guided Clinical Practice**

Refers to the mentee is under guidance of a designated Fellow Member in a local clinical specialty department appointed by the College.

#### **# Guided Clinical Practice include:**

- i) Experiential learning with mentor guidance at local clinical specialty departments;
- ii) Practicum at work/non-work places with mentors from local clinical specialty departments under university/tertiary institution programs

**Personal Particulars**

Name of Mentee: \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)

Date of Registration as Registered Nurse: \_\_\_\_\_

Registration No. : \_\_\_\_\_

Date of Registration as Registered Midwife: \_\_\_\_\_

Registration No. : \_\_\_\_\_

**Academic Qualifications:**

Qualifications Obtained	Date Obtained

**Professional Qualifications:**

Qualifications Obtained	Date Obtained

**Module 1**  
**Basic Midwifery Training**

## **Module 1 - Basic Midwifery Training**

Theoretical Core Components	No. of Hours
General Clinical Practice Issues	
Behavioral Sciences	
Primary Health Care <ul style="list-style-type: none"> <li>- Sexual and Reproductive Health</li> <li>- Public and Primary Health</li> <li>- Maternal and Child Health</li> </ul>	
Professional, Ethical and Legal Aspects of Midwifery Practice <ul style="list-style-type: none"> <li>- Professional Knowledge</li> <li>- Evidence-based Practice in Midwifery</li> <li>- Personal Growth &amp; Professional Development</li> </ul>	
Biological Sciences	
Midwifery Knowledge	
Professional Midwifery Practice <ul style="list-style-type: none"> <li>- Care during pregnancy</li> <li>- Care during Labour &amp; Birth</li> <li>- Care during Puerperium</li> <li>- Care of Newborn (up to 6 weeks of life)</li> </ul>	
<b>TOTAL HOURS:</b>	

Clinical Practice Area	No. of Weeks
Ambulatory / Day Ward	
Antenatal Ward	
Labour Ward	
Postnatal Ward	
Maternity Clinic	
SCBU	
MCHC	
Others, e.g. Team Midwifery (please specify)	
<b>TOTAL No. of WEEKS</b>	

*The mentees have completed their clinical experience record during their Post-registration Diploma in Midwifery Program, so the mentees are only required to provide the transcript from the relevant institution and information on Module 1 as stated in this Log Book.*

**Post Midwifery Registration Working Experiences**

Period	Working Location	No. of weeks

*Mentees are required to have at least 250 hours initial guided clinical practice with at least 50% under mentor guidance in the module 2 & 3 of membership training for the Post Midwifery Registration.*



**Module 2**  
**Post Basic Midwifery Clinical Management**

## **Module 2 – 18 Months Post Basic Midwifery Clinical Management**

This module is accessible to midwives who have completed the basic midwifery training and have registered as a midwife in Hong Kong. It covers 18 months of post basic skill enhancement in midwifery clinical management. Within this period, the midwife should consolidate her skills in antenatal, intrapartum and postnatal areas. It includes 12 months clinical management experience in the Labour Ward and 6 months experience in Antenatal & Postnatal management.

### **Learning objectives in the Antenatal ward/clinic:**

By the end of 3 months training, the midwife should be able to

1. Carry out comprehensive assessments to determine maternal and fetal well-being at the first antenatal visit independently.
2. Carry out ongoing assessment of maternal and fetal well-being in subsequent visits independently.
3. Appropriately manage or refer woman requiring additional care to other health professionals.
4. Provide health education and promotion to woman in the preparation of labor, birth and parenthood.

### **Learning objectives in Labour ward:**

By the end of 12 months training, the midwife should be able to

1. Carry out ongoing assessment and monitoring of maternal and fetal well-being and labour progress independently.
2. Manage and evaluate labour pain.
3. Provide informed choices to woman with non-pharmacological and pharmacological pain relief methods.
4. Timely refer to obstetricians independently or under supervision when abnormality is suspected.
5. Recognize deviations from normal condition promptly and initiate appropriate actions independently or under supervision.
6. Provide immediate care to support newborn's transition to extra-uterine life independently.
7. Maintain an accurate birth registry and other relevant documentation.

**Learning objectives in Postnatal ward:**

By the end of 3 months training, the midwife should be able to

1. Carry out ongoing assessment and monitoring of woman independently.
2. Perform comprehensive maternal, newborn and feeding assessment related to lactation independently or under supervision.
3. Provide support and encouragement to enable woman to successfully meet the breastfeeding goals.
4. Perform newborn physical examination independently.
5. Recognize deviations from normal condition promptly and initiate appropriate actions independently or under supervision.

**Education Program and Clinical Experience**

The mentees are required to attend not less than two post basic training education program accredited by the College. They are also required to indicate her levels of competence for the related clinical practice experience:

**Education Program**

The mentee has to attend continuing education programs with not less than 20 hours theory programs in Midwifery Leadership, Midwifery Led clinical management models, advanced life support in obstetric emergencies, neonatal resuscitation, etc....

Name of Education Program	Organized by	Duration / Hours	Certification Obtained and Date

## Clinical Experience

### 1. Antenatal Clinical Management \*

#### 1.1. Normal pregnancy (Level 4-5):

- 1.1.1. Antepartum: first trimester to third trimester;
- 1.1.2. Antepartum fetal monitoring and other diagnostic tests (e.g. fetal movement, amniocentesis, per vaginal examination etc.);

#### 1.2. Pregnancy complicated by medical and other conditions (Level 3-4):

- 1.2.1. Prenatal substance abuse;
- 1.2.2. Diabetes Mellitus in pregnancy;
- 1.2.3. Prenatal anaemia;
- 1.2.4. Cardiac disease in pregnancy;
- 1.2.5. Hypertensive disorder
- 1.2.6. Rh Disease
- 1.2.7. Pregnant adolescent;
- 1.2.8. HIV in pregnancy;
- 1.2.9. Infections such as toxoplasmosis, rubella, CMV, herpes simplex virus, sexually transmitted disease; chickenpox exposure
- 1.2.10. Others such as surgical procedures, e.g. cervical incompetence, removal of an ovarian cyst, appendicitis, trauma, etc.

#### 1.3. Gestational complications (Level 3-4):

- 1.3.1. Hyperemesis gravidarum;
- 1.3.2. Multiple pregnancy;
- 1.3.3. Polyhydramnios
- 1.3.4. Oligodramnios
- 1.3.5. Antepartum Haemorrhage;
- 1.3.6. Vaginal infections;
- 1.3.7. Urinary tract infection;
- 1.3.8. Preterm labour;
- 1.3.9. Premature rupture of membranes;
- 1.3.10. Recurrent pregnancy loss.

### 2. Intra-partum Clinical Management #

#### 2.1. Normal intrapartum (Level 4-5):

- 2.1.1. Normal labour: first stage to third stage;
- 2.1.2. Intrapartum fetal monitoring;
- 2.1.3. Amniotomy;
- 2.1.4. Epidural anaesthesia / analgesia;
- 2.1.5. Induction of labour;
- 2.1.6. Augmentation of labour.
- 2.1.7. Pharmacological pain management
- 2.1.8. Non pharmacological pain management

- 2.2. Intrapartum complications (Level 3-4):
  - 2.2.1. Dystocia / dysfunctional labour;
  - 2.2.2. Precipitous birth;
  - 2.2.3. Intrapartum preeclampsia;
  - 2.2.4. Caesarean birth;
  - 2.2.5. Vaginal birth after caesarean;
  - 2.2.6. Breech delivery
  - 2.2.7. Intrauterine fetal death;
  - 2.2.8. Uterine rupture;
  - 2.2.9. External version;
  - 2.2.10. Amnio-infusion;
  - 2.2.11. Instrumental deliveries such as forceps or vacuum birth.
  - 2.2.12. Maternal distress
  - 2.2.13. Fetal distress

2.3 Obstetrics Emergencies:

- 2.3.1 Cord prolapse
- 2.3.2 Shoulder Dystocia
- 2.3.3 Eclampsia
- 2.3.4 Maternal collapse

**3. Postnatal Clinical Management \***

- 3.1. Normal postpartum care (Level 4-5):
  - 3.1.1. Postpartum period – fourth stage of labour;
  - 3.1.2. Postpartum period – first 24 – 48 hours post vaginal delivery care ;
  - 3.1.3. Postpartum period after caesarean birth.
- 3.2. Postpartum complications (Level 3-4):
  - 3.2.1. Postpartum haemorrhage;
  - 3.2.2. Postpartum infection;
  - 3.2.3. Thromboembolic disease;
  - 3.2.4. Mastitis;
  - 3.2.5. Postnatal emotional disorder / Postpartum depression.
- 3.3. Care of the newborn (Level 4-5):
  - 3.3.1. Newborn care – immediate after birth;
  - 3.3.2. Newborn care – Subsequent care in postnatal ward

**4. Neonatal Complications Management in Maternity Unit (Level 3-4): @**

- 4.1.1. Neonatal asphyxia;
- 4.1.2. Small for gestational age;
- 4.1.3. Infant of a diabetic mother;
- 4.1.4. Infant of a substance-abuse mother;
- 4.1.5. Infant exposed to HIV / AIDS;
- 4.1.6. Preterm newborn;
- 4.1.7. Post-term newborn;
- 4.1.8. Hyperbilirubinemia;
- 4.1.9. Meconium aspiration syndrome;
- 4.1.10. ABO incompatibility;
- 4.1.11. Neonatal infection.
- 4.1.12. Congenital abnormalities

*The mentee should complete their clinical experience records with clinical mentor's verification accordingly. Level of competence would be decided by the mentor.*

Level 1	Observation	Observes the clinical activity performed by a colleague
Level 2	Assisting	Assists a colleague to perform the clinical activity
Level 3	Direct Supervision	Performs the entire activity under direct supervision of a senior colleague
Level 4	Indirect Supervision	Performs the entire activity with indirect supervision of a senior colleague
Level 5	Independent Practice	Performs the entire activity without need for supervision

Remarks:

- # Trainees are requested to have at least 10 complicated or at risk cases records for Intrapartum clinical management. Regard to these 10 cases management, mentees are requested to attend the labour and assist / conduct the deliveries for at least 5 cases. For the other 5 cases, mentees are requested to provide at least 4 hours direct care for each case.
- \* Mentees are requested to have at least 5 cases records for Antenatal and 5 cases records for Postnatal clinical management. Regard to the Antenatal and Postnatal cases management, mentees are requested to render at least one hour direct care for each case.
- @ For neonatal care, mentees are requested to have at least 5 cases records for Neonatal Complication management in maternity unit.

## Records of Antenatal Clinical Management

Working location / Institution	Period	No. of hours under guided practice

Case No.	Date	Description	Clinical Mentor's Name / signature	Level of Competence

## Records of Postnatal Clinical Management

Working location / Institution	Period	No. of hours under guided practice

Case No.	Date	Description	Clinical Mentor's Name / signature	Level of Competence



## Records of Intrapartum Clinical Management

Working location / Institution	Period	No. of hours under guided practice

Case No.	Date	Description	Clinical Mentor's Name / signature	Level of Competence

## Records of in Intrapartum Clinical Management

Working location / Institution	Period	No. of hours under guided practice

Case No.	Date	Description	Clinical Mentor's Name / signature	Level of Competence

## Records of Neonatal Complications Management

Working location / Institution	Period	No. of hours under guided practice

Case No.	Date	Description	Clinical Mentor's Name /signature	Level of Competence

## **Requirement and Record for the Theoretical Input**

Mentees should have at least 500 theoretical hours in advanced midwifery practice certification program:

1. Not more than 200 hours can be counted from the Post-registration Diploma in Midwifery Program on completion of the basic midwifery training.
2. At least 300 hours should be at postgraduate level from the Master degree program in Nursing or relation to Midwifery from the recognized university or institution.
3. Additional required at least 20 theoretical hours of advanced midwifery practice in Post Midwifery Program.

Mentees are required to provide transcripts from the relevant institution or university to support the evidence of theoretical hours input as curriculum requirement for the Advanced Midwifery Practice Certification Program.

Mentees are required to keep the summary of theoretical hours record into Generic Core, Advanced Core and Specialty Core as the training program curriculum requirement. *(Please refer to the following pages for record keeping. Additional sheets can be used if necessary)*

***Details of Generic Core, Advanced Core and Specialty Core, please refer to the Curriculum and Syllabus for Membership Training of the Advanced Practice Midwives***

## Summary of Theoretical Hours Record

**(I) Generic Core:**

**Post Graduate Level – at least 100 hours**

Date	Course	Course Organization / Institution	Duration (Hours)
<b>Total Hours:</b>			

**Post Registration Level related to Midwifery Specialty Practices – no more than 67 hours**

Date	Course	Course Organization / Institution	Duration (Hours)
<b>Total Hours:</b>			

## Summary of Theoretical Hours Record

### (II) **Advanced Core**

**Post Graduate Level – at least 100 hours**

Date	Course	Course Organization / Institution	Duration (Hours)
<b>Total Hours:</b>			

**Post Registration Level related to Midwifery Specialty Practices – no more than 67 hours**

Date	Course	Course Organization / Institution	Duration (Hours)
<b>Total Hours:</b>			



**Module 3**  
**Elective Sub-Specialty Training**  
**Midwifery Education**

Version 1:  
03/06/2024



## Midwifery Education:

Quality midwifery education is fundamental to producing a safe and competent midwifery workforce. Strengthening midwifery education by referring to both local and international standards is crucial to improving quality care and reducing maternal and newborn mortality and morbidity.

Midwives hold educational roles that are pivotal in maintaining the standard of midwifery training and ensuring the quality of care. They are responsible for enhancing the midwifery workforce and serving as role models. They should demonstrate the leadership needed to implement evidence-based practice at the advanced level. Working in the classroom and clinical settings, midwifery educators should prepare and mentor future generations of midwives and support continuing education to staff midwives.

This sub-specialty training develops and enhances the trainees' knowledge and skills in midwifery education. It fosters the trainee to learn and reflect upon the scope of the midwifery educator role. It promotes the trainee's confidence and advances their competency in professional development in midwifery education.

### **Learning Objectives:**

By the end of the training, the mentee will be able to:

1. have an update on the current midwifery training program
2. apply educational strategies effectively to promote teaching and learning in both classroom and clinical settings
3. demonstrate competency to use various teaching modes to meet students' learning needs and style
4. understand eLearning technology and learning management platforms used in midwifery training
5. conduct assessment and evaluate students' learning
6. support and supervise students to practice safely and competently
7. support students in implementing evidence-based practice or projects
8. design and plan an education program to improve midwifery practice

### **Eligibility Requirement:**

#### **Academic/ Professional Qualification:**

- Be a registered midwife currently practising in midwifery care or midwifery education for at least 5 years uninterruptedly **AND** have been in midwifery education in the most recent 3 years.
- Holder of a bachelor or a master degree in midwifery/ nursing or equivalent **AND** completed a programme related to education with a minimum of 35 hours in theory and passed all assessments of the programme.
- A clinical mentor with certification from a relevant mentorship course.
- An appointed clinical midwifery assessor by the Midwives Council of Hong Kong (MWCHK).

### **Guided Practices:**

The mentee should perform the following teaching practices and the related activities under direct and

indirect supervision by a sub-specialty mentor. The mentor of specialty should be nominated by the Hong Kong College of Midwives. She should have been demonstrating a significant contribution to midwifery education in the obstetric units or is a midwifery educator working at the School of Midwifery with at least 7 years of teaching experience.

1. Teaching practice

- Perform classroom teaching
- Conduct skill drill training

2. Clinical supervision (In Obstetric ward and / or Midwife-led clinic)

3. Clinical Update

4. Evaluation of Student Learning

- Construct questions for tests and examinations
- Perform academic and coursework assessment
- Conduct clinical assessment

5. Design a proposal for a training program for registered midwives with one of the following aims:

- Improve midwifery knowledge and practice
- Promote midwifery education/ training and student learning
- Enhance professional development

The mentee should record their training in the provided record book with verification by the appointed sub-specialty mentor. The Level of competence of the practice would be decided by the mentor according to the following reference.

Level 1	Observation	Observes the clinical activity performed by a colleague
Level 2	Assisting	Assists a colleague to perform the clinical activities
Level 3	Direct Supervision	Perform the entire activity under direct supervision of a senior colleague
Level 4	Indirect Supervision	Performs the entire activity with indirect supervision of a senior colleague
Level 5	Independent Practice	Performs the entire activity without need for supervision

## Training Record

1) To be an Ordinary Member, the mentee has to fulfill **at least 1/3 of the \*mandate requirement in Part A-D** (with competency Level 3-4) that the total number of hours must not less than 250 hours.

2) Thereafter, the mentee has to finish **the remaining \*mandate requirement in Part A-D** (with competency Level 4-5) that the total number of hours must not less than 500 hours; **and obtain a Pass result in Part E** before the exit for Fellow Member.

## Part A) Teaching Practice

To record the relevant topics (Items 1-4), the mentee should refer to the “Reference Guide to the Syllabus of Subjects of Midwifery Training Programme for Registered Nurse” written by the MWCHK (see Appendix) and follow *the “Examples”* below for entry.

### Examples:

Topics		Information of the Practice					
Topics Related to the Core Competencies of Midwives	Mandate Hours at Level 3-5	Date of Practice	Topics	Describe the relevance of the topic to the competencies	Hours	Level of Competence (Level 1-5)	Name & Signature of Mentor
<i>General Competencies</i>			<i>Human reproduction, Embryonic &amp; fetal development</i>	<i>The topic introduces the process of reproduction, growth &amp; development of a normal fetus. It prepares learners to understand about conception &amp; pregnancy and advises for pregnant women to maintain a healthy pregnancy.</i>	2		
<i>Primary Health Care</i>			<i>Health promotion &amp; education</i>	<i>This topic teaches the aims, different health promotion models &amp; approaches, and introduces the midwives' roles in health promotion. It provides learners the ideas in promoting maternity care &amp; prepares them to be a health educator in midwifery.</i>	2		

Topics		Information of the Practice					
Topics Related to the Core Competencies of Midwives	Mandate Hours at Level 3-5	Date of Practice	Topics	Describe the relevance of the topic to the competencies	Hours	Level of Competence (Level 1-5)	Name & Signature of Mentor
<b>1. General Competencies: (* Mandate requirement: 50 hours at Level 3-5)</b>							
1.1 Biological Sciences	15						
1.2 Midwifery Knowledge	10						

1.3 Behavioral Sciences	20						
1.4 General Practice	5						

Subtotal :	<b><u>At least 1/3</u></b> of the mandate requirement completed at Level 3-4	<b>17 hours</b>	<b>hours</b>
	The remaining mandate requirement completed at Level 4-5	<b>33 hours</b>	<b>hours</b>
<b>Total :</b>	<b>All the mandate requirement completed at level 3-5</b>	<b>50 hours</b>	<b>hours</b>

Topics		Information of the Practice					
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Topics Related to the Core Competencies of Midwives	Mandate Hours at Level 3-5	Date of Practice	Topics	Describe the relevance of the topic to the competencies	Hours	Level of Competence (Level 1-5)	Name & Signature of Mentor
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**2. Professional Midwifery Practice (\* Mandate hours: 90 hours at Level 3-5)**

2.1 Care during Pregnancy	20						
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2.2 Care during Labour & Birth	30						
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2.3 Care during Puerperium	20						
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2.4 Care of Healthy & Sick Newborn	20						
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Subtotal :	<b><u>At least 1/3</u></b> of the mandate requirement completed at Level 3-4	<b>30 hours</b>	<b>hours</b>
	The remaining mandate requirement completed at Level 4-5	<b>60 hours</b>	<b>hours</b>
<b>Total :</b>	All the mandate requirement completed at level 3-5	<b>90 hours</b>	<b>hours</b>

Topics		Information of the Practice					
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Topics Related to the Core Competencies of Midwives	Mandate Hours at Level 3-5	Date of Practice	Topics	Describe the relevance of the topic to the competencies	Hours	Level of Competence (Level 1-5)	Name & Signature of Mentor
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**3. Primary Health Care (\*Mandate requirement: 30 hours at Level 3-5)**

3.1 Sexual & Reproductive Health	10						
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3.2 Public & Primary Health	10						
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3.3 Maternal & Child Health	10						
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Subtotal :	<b><u>At least 1/3</u></b> of the mandate requirement completed at Level 3-4	<b>10 hours</b>	<b>hours</b>
	<i>The remaining mandate requirement completed at Level 4-5</i>	<b>20 hours</b>	<b>hours</b>
<b>Total :</b>	<b><i>All the mandate requirement completed at level 3-5</i></b>	<b>30 hours</b>	<b>hours</b>

Topics		Information of the Practice					
Topics Related to the Core Competencies of Midwives	Mandate Hours at Level 3-5	Date of Practice	Topics	Describe the relevance of the topic to the competencies	Hours	Level of Competence (Level 1-5)	Name & Signature of Mentor
<b>4. Professional, Ethical &amp; Legal Aspects of Midwifery Practice (*Mandate requirement: 30 hours at Level 3-5)</b>							
4.1 Professional Knowledge	10						

4.2 Evidence-based Practice in Midwifery	10						
4.3 Personal Growth & Professional Development	10						
Subtotal :	<b><u>At least 1/3</u></b> of the mandate requirement completed at Level 3-4				<b>10 hours</b>	<b>hours</b>	
	<i>The remaining mandate requirement completed at Level 4-5</i>				<b>20 hours</b>	<b>hours</b>	
<b>Total :</b>	<b><i>All the mandate requirement completed at level 3-5</i></b>				<b>30 hours</b>	<b>hours</b>	

Topics		Information of the Practice					
Topics Related to the Core Competencies of Midwives	Mandate Hours at Level 3-5	Date of Practice	Topics	Describe the relevance of the topic to the competencies	Hours	Level of Competence (Level 1-5)	Name & Signature of Mentor
<b>5. Practical Skill Training (*Mandate requirement: 80 hours at Level 3-5)</b>							
5.1 Basic midwifery skills	50						

5.2 Simulation training	30						
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Subtotal :	<b><u>At least 1/3</u></b> of the mandate requirement completed at Level 3-4	<b>27 hours</b>	<b>hours</b>
	The remaining mandate requirement completed at Level 4-5	<b>53 hours</b>	<b>hours</b>
<b>Total :</b>	<b>All the mandate requirement completed at level 3-5</b>	<b>80 hours</b>	<b>hours</b>









**Part C) Clinical Update** (\*Mandate requirement: 210 hours at Level 3-5)

Practice Venue (*At least 3 different venues of practices) (e.g. Obstetrical ward or Midwife-led clinic etc.)	Period of Practice	Hours	Level of Competence (Level 1-5)	Name & Signature of Mentor
1.				
2.				
3.				
4.				
5.				
6.				
Subtotal :	<b>At least 1/3</b> of the mandate requirement completed at Level 3-4		<b>70 hours</b>	<b>hours</b>
	The remaining mandate requirement completed at Level 4-5		<b>140 hours</b>	<b>hours</b>
<b>Total :</b>	<b>All the mandate requirement completed at level 3-5</b>		<b>210 hours</b>	<b>hours</b>

**Part D) Evaluation of Student Learning**

Practice Activities	<i>* Mandate requirement at Level 3-5</i>	Date/ Period of Practice	Description of the Practice <i>(Name of the practice, learning points/ improvements for future practice)</i>	Level of Competence <b>(Level 1-5)</b>	Name & Signature of Mentor
<b>D1. Construct Questions for Test &amp; Examination</b>	<b>12 Workshops 10 Panel meetings</b>		<i>(e.g. Attend question construction workshops, Question selection panel meetings etc.)</i>		
	<b>12 Workshops</b>	1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			
		11.			
		12.			

	<b>10 Panel meetings</b>	1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			

		Workshops		Panel meetings	
Subtotal :	<b><u>At least 1/3</u></b> of the mandate requirement completed at Level 3-4	<b>4</b>		<b>3</b>	
	The remaining mandate requirement completed at Level 4-5	<b>8</b>		<b>7</b>	
<b>Total :</b>	<b>All the mandate requirement completed at level 3-5</b>	<b>12</b>		<b>10</b>	

Practice Activities	<i>* Mandate requirement at Level 3-5</i>	Date/ Period of Practice	Name the Practice <i>(e.g. Marking of Written test, Written examination or OSCE etc.)</i>	Level of Competence <b>(Level 1-5)</b>	Name & Signature of Mentor
D2. Conduct Assessment	15 Academic assessments  <i>(*Include at least 6 OSCE)</i>	1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			
		11.			
		12.			
		13.			
		14.			
		15.			

Practice Activities	<i>* Mandate requirement at Level 3-5</i>	Date/ Period of Practice	Name the Practice <i>(e.g. Marking of Case study, Parentcraft teaching, Group project etc.)</i>	Level of Competence <b>(Level 1-5)</b>	Name & Signature of Mentor
	30 Course work assessments  <i>(*At least 3 different variety of practices)</i>	1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			

		8.			
		9.			
		10.			
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		29.			
		30.			

		Academic assessment		Coursework	
Subtotal :	<b><u>At least 1/3</u></b> of the mandate requirement completed at Level 3-4	<b>5</b>		<b>10</b>	
	The remaining mandate requirement completed at Level 4-5	<b>10</b>		<b>20</b>	
<b>Total :</b>	<b>All the mandate requirement completed at level 3-5</b>	<b>15</b>		<b>30</b>	



Practice Activities	* <i>Mandate requirement at Level 3-5</i>	Date/ Period of Practice	Name the Practice <i>(e.g. Antenatal assessment, Conduct vaginal delivery or, Postnatal assessment)</i>	Level of Competence <b>(Level 1-5)</b>	Name & Signature of Mentor
	<b>15 Clinical Assessments</b> <i>(*At least 2 different variety of practices)</i>	1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			
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		12.			
		13.			
		14.			
		15.			

		Clinical Assessment	
Subtotal :	<b><u>At least 1/3</u></b> of the mandate requirement completed at Level 3-4	<b>5</b>	
	The remaining mandate requirement completed at Level 4-5	<b>10</b>	
<b>Total :</b>	<b>All the mandate requirement completed at level 3-5</b>	<b>15</b>	

### **Part E) Design a Program Proposal**

**Write a program proposal (at least 2200 words) for registered midwives with any one of the following aims:**

- Improve midwifery knowledge and practice
- Promote midwifery education/ training and student learning
- Enhance professional development

*(\* Suggest content: the importance/needs of the program, program objectives, content and timetable, faculty and resources, brief logistics if any, accreditation and certification, evaluation method and follow-up/ future application of the program, references etc.)*

**Assessment** (To be verified by Mentor)

**Criteria**

1) To be an Ordinary Member, the mentee has to fulfill **at least 1/3 of the \*mandate requirement in Part A-D** (with competency Level 3-4) and the total number of hours must not less than 250 hours.

2) Thereafter, the mentee has to finish **the remaining \*mandate requirement in Part A-D** (with competency Level 4-5) that the total number of hours must not less than 500 hours; **and obtain a Pass result in Part E** before the exit for Fellow Member.

**Part A – D**

	Total Hours of Practice (in Hours)			Date of Completion	Remarks
	Part A (Teaching Practice)	Part B (Clinical Supervision)	Part C (Clinical Update)	Part D (Evaluation of Student Learning)	
Complete <b>at least 1/3</b> of the mandate requirement (Level 3-4)	(93)	(87)	(70)		At least 250 hours
<i>Name &amp; Signature of Mentor</i>					
Complete the remaining mandate requirement (Level 4-5)	(187)	(173)	(140)		At least 500 hours
<i>Name &amp; Signature of Mentor</i>					
<b>Total in Hours</b>	<b>(280)</b>	<b>(260)</b>	<b>(210)</b>		<b>At least 750 hours</b>
<i>Name &amp; Signature of Mentor</i>					

## Part E

### Hong Kong College of Midwives Membership Training Program (Module 3)

#### Elective Sub-Specialty Training (Midwifery Education)

#### Assessment Form for a Proposal of Training Program for Registered Midwives

Please "✓" in the appropriate box provided.

Criteria	Mark	5 Excellent	4 Good	3 Average	2 Below Average	1 Fail
<b>The Proposed Program (70%)</b>						
■ Selection of Program (15%)		Rationale for selection is compelling & demonstrates a strong justification	Rationale for selection is clearly articulated and reasonably justify for selection	Rationale for selection is articulated, but justification for selection fairly clear	Rationale for program selection is partially stated, justification for selection cannot be determined	Rationale for program selection is absent or unclear
■ Program Objectives (15%)		Well-defined, measurable, & aligned with the program's purpose	Most clearly stated and aligned with the program's purpose	Some relevant objectives are addressed	Few objectives are addressed & lack specificity	Unclear or not defined
■ Program Content and Structure (30%)		Comprehensive content, well-organized, and effectively address program objectives and needs	Most content is relevant and aligned with program objectives and needs, Structure is well	Some content is relevant and addressed the objectives. Structure is fair	Few content addresses program objectives and needs, loosely structured	Irrelevant or insufficient content for achieving program objectives, structure disorganised
■ Assessment method and evaluation (10%)		Comprehensive varied and effectively measure learning outcomes and program effectiveness	Mostly appropriate for evaluating learning and program effectiveness	Some methods are appropriate for evaluating learning and program effectiveness	Basic and lack depth or variety	Inadequate or inappropriate for evaluating learning and program effectiveness
<b>Presentation of the Proposal (30%)</b>						
■ Format (10%)		Highly accurate	Accurate	Not quite accurate, with some omissions	Inaccurate, with substantial omissions	Disorganized or no formatting
■ Clarity and Understanding (15%)		Very clear, concise, shows high level of professionalism in its presentation and communication of ideas	Well-written, organized, effectively communicates ideas and information	Clear with general details, mostly not affect understanding	Mostly unclear and affect understanding	Poorly written and lacks coherence, distort understanding
■ Referencing (5%)		Full and accurate	Well-selected and nicely presented	Mostly relevant but fairly well presented	Limited, some are incomplete and missing	Irrelevant or absent
<b>Total Mark :</b>		<b>Result : Pass <input type="checkbox"/> Fail <input type="checkbox"/> (Passing mark: 60%)</b>				

Name & Signature of Mentor :

Date :

## Certificate of Accuracy

I certify that the information contained in the Log Book covering the period from \_\_\_\_\_ to \_\_\_\_\_ is a true and accurate record of my training experiences.

Signature of Mentee: \_\_\_\_\_

Name in Block Letter: \_\_\_\_\_

Date: \_\_\_\_\_