

National College of Midwifery Incident Reporting Instructions

An Incident Report is to be filled out and submitted to the National College of Midwifery *for any incident resulting in a non-optimal outcome for mother and/or baby, any significant complaint about the care received, or any threat of a lawsuit. A non-optimal outcome includes injury, prolonged hospitalization, or death of mother or baby.* This report must be filled out and returned to the College no later than two weeks from the incident in question. Ideally, it should be filed immediately. It should be emailed to the College at info@midwiferycollege.org, and then the hard copy should be mailed to the College.

The Board of Directors will review Incident Report Forms upon receipt, and will take appropriate actions in regard to each incident. Appropriate actions may include, but are not limited to: requiring the preceptor to undergo local or national peer review; reviewing her standards of practice; recommending remedial education, or dismissing the preceptor from the College faculty. Dismissal will only be considered in cases in which the preceptor failed to follow the guidelines of practice in her State, or the guidelines of the New Mexico Midwives Association, whichever are more conservative.

This reporting procedure is designed to assist you to prepare your thoughts and your evidence in the event of a lawsuit.

1. **Incident Narrative:** Please describe the incident in full detail. Do not omit dates, times, and specifics of your actions in response to the situation as it developed. Please number additional pages, i.e., page one of three, page two of three, etc.)
2. **Injury/Current Status of the mother/infant:** Be specific and concise.
3. **Log of subsequent communications with client:** Please list dates, times, and all contents of each subsequent conversation with the client about the incident, either in person, by telephone, by email, or by letter. Continue to keep a log of these communications after you have completed and sent the incident report form.
4. **Log of all related communications:** Create and keep a complete, updated listing of the dates, times, and contents of all communications with all persons relating to the incident. Remember, every conversation you have about this incident is discoverable in a court of law. Keep careful notes of every single communication with every single person regarding this incident.