



# Professional Development Standard for Midwives

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Effective: October 2013  
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Executive Director and Secretary of the OSFQ

## **APPLICATION AND REVISION RULES**

Revised every three years or as needed

Effective: October 2013

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## PROFESSIONAL DEVELOPMENT STANDARD

### 1. INTRODUCTION

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#### 1.1 Preamble

For several years, the various professional orders have considered professional development necessary both for the protection of the public and for maintaining the quality of care.

Conscious of the importance of professional development activities for the development of the profession itself, midwives implemented various such activities even before the legalization of the profession in 1999. Given their degree of autonomy and the extent of their clinical responsibilities when providing services and quality care, midwives have always considered professional development to be an integral part of their professional practice.

The primary mission of the OSFQ is to protect the public. To fulfill this mandate, the OSFQ continues not only to oversee the practice of the profession by its members, but also to provide midwives with adapted support to enable them to maintain their competencies and update their professional knowledge. It is from this perspective that a professional standard providing a framework for professional development has been introduced.

#### 1.2 Reasons for a professional development standard

The OSFQ decided to adopt this standard rather than implement regulations or a policy after consulting certain other orders and carefully considering current professional development practices among midwives.

This professional development standard is based on a midwife's ethical obligation to keep her competencies up to date. It is also founded on certain statements specific to the practice of midwifery (*see section 2 below*) for which it provides a framework. It validates the importance of each midwife's professional development.

## 2. ETHICAL PRINCIPLES OF PROFESSIONAL DEVELOPMENT

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Several statements outline midwives' obligations in terms of professional development.

### 2.1 Code of Ethics

The *Code of Ethics of Midwives* (R.S.Q., c. S-0.1, r. 1.01), adopted by decree on April 14, 2010, determines the duties and obligations of every member of the OSFQ, in accordance with section 87 of the *Professional Code* (R.S.Q., c. C-26). In particular, Division I, section 5, specifies that:

“Midwives must practise their profession in accordance with the highest possible current standards of the profession of midwifery and, to that end, they must, in particular, develop, perfect and keep their knowledge and skills up to date, and show a generally accepted attitude in the practice of the profession of midwifery.”

### 2.2 Standards of professional practice

The standards of professional practice of midwifery in Québec are designed to support midwives in the pursuit of their profession. Of the 24 standards, two specifically address professional development.

“The midwife participates in training activities in conformity with rules established by the OSFQ regarding continuing education.”

(Standard 19)

“The midwife endeavours to remain abreast of changes in knowledge regarding her professional practice.”

(Standard 20)

### 2.3 *Référentiel d'activité professionnelle lié à l'exercice de la profession de sage-femme au Québec* [frame of reference for professional activities related to the practice of midwifery in Québec]

Professional development is mentioned in the third competency area: assessment and improvement of professional practice and participation in the promotion of the profession. These elements are detailed below.

Section 3.1.3 *Participer à des activités de formation continue* [participation in continuing education activities]

**The midwife participates in training activities in conformity with rules established at the OSFQ regarding continuing education.**

- Effective research in the various relevant sources of information
- Effective use of available information
- Appropriate selection of training activities
- Diligent attendance at organized training activities and any other training activities prescribed by the OSFQ
- Active involvement in completing training activities in order to achieve established goals
- Summary of the knowledge acquired from participating in professional development activities in terms of the training objectives envisaged by each activity



### **3. ESSENTIAL ELEMENTS OF THE PROFESSIONAL DEVELOPMENT STANDARD**

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#### **What is expected of the midwife?**

- To be up to date with respect to the two training activities recommended by the OSFQ, namely obstetrical emergencies every three years and advanced neonatal resuscitation every two years; the purpose of these recommendations is to maintain expected standards with regard to the midwife's management of emergency situations involving the mother or the newborn.
- To be up to date with regard to cardiopulmonary resuscitation (CPR) as recommended every two years by the Heart and Stroke Foundation
- To attend 80 hours of professional development activities over three years starting on April 1, 2014, including at least 32 hours for the training activities recommended by the OSFQ; the preparation time for exams is included in these 32 hours
- To report each year, upon registering on the Roll, the professional development activities completed during the previous year by filling out her register

Each midwife is responsible for keeping her professional development register up to date.

## 4. PROFESSIONAL DEVELOPMENT ACTIVITIES

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Professional development activities must allow the updating or development of competencies specific to midwives or generic competencies related to their practice.

Of course, the maintenance and improvement of individual clinical competencies are very important. However, generic competencies allow the effective mobilization and use of a variety of resources that complement each other. They are diverse in nature, combining various aspects (intellectual, methodological, personal, social, ethical, relational and communicational) of soft skills and know-how. For example, team exercises or interprofessional activities make it possible to these competencies elicit. In an informal setting, this type of activity has the potential to create and strengthen team cohesion.

There are two categories of professional development activities: activities recommended by the OSFQ for the maintenance of emergency skills, and formal or informal activities.

### 4.1 Activities recommended by the OSFQ for the maintenance of emergency skills (32 hours every three years)

The recommended training activities are listed below.

<ul style="list-style-type: none"><li>• Obstetrical emergencies</li><li>• Advanced neonatal resuscitation</li></ul>	For each of these training activities, 16 hours may be recorded, including preparation time.
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### 4.2 Formal and informal activities (48 hours every three years)

Midwives can take part in both formal and informal activities.

Cardiopulmonary resuscitation (CPR) is considered a formal activity equivalent to **four hours of training**.

The OSFQ recommends that activities be chosen after due reflection on the evaluation of development needs, in line with the third competency area of the *Référentiel d'activité professionnelle lié à l'exercice de la profession de sage-femme au Québec* [frame of reference of professional activities related to the practice of midwifery in Québec]. The choice should also result in a balance between formal and informal activities as well as diversity of training.

#### **Formal training**

Formal training refers to specialized studies leading to a certificate, an attestation, a diploma or other written proof. These can be either academic or professional in nature, and involve working with a teacher, a trainer, a lecturer, etc.

### Formal activities

<ul style="list-style-type: none"> <li>• Theory course</li> </ul>	<ul style="list-style-type: none"> <li>• Lecture</li> </ul>
<ul style="list-style-type: none"> <li>• Training provided by an educational institution</li> </ul>	<ul style="list-style-type: none"> <li>• Symposium</li> </ul>
<ul style="list-style-type: none"> <li>• Continuing professional development activity developed by the OSFQ or the Regroupement des sages-femmes du Québec (RSFQ)</li> </ul>	<ul style="list-style-type: none"> <li>• Activity in a professional setting</li> </ul>
<ul style="list-style-type: none"> <li>• Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Other, if applicable</li> </ul>
<ul style="list-style-type: none"> <li>• Practical workshop</li> </ul>	

### Informal training

Informal training involves the individual acquisition of abilities during the performance of a task or the achievement of an objective in a professional context.

### Informal activities

<ul style="list-style-type: none"> <li>• Being a preceptor</li> </ul>	<ul style="list-style-type: none"> <li>• Wikis for learning</li> </ul>
<ul style="list-style-type: none"> <li>• Mentoring</li> </ul>	<ul style="list-style-type: none"> <li>• Case review</li> </ul>
<ul style="list-style-type: none"> <li>• Teaching (a course, a training activity, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Online learning on subjects relevant to the improvement of professional competencies</li> </ul>
<ul style="list-style-type: none"> <li>• Preparing a presentation for a professional event</li> </ul>	<ul style="list-style-type: none"> <li>• Other relevant training activity</li> </ul>
<ul style="list-style-type: none"> <li>• Reading or writing professional and scientific books or articles</li> </ul>	

## 5. IMPLEMENTATION OF THE STANDARD

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### 5.1 Effective date

This standard came into force on April 1, 2014.

Since this date, midwives have abided by this standard by recording the hours that they spend on professional development.

### 5.2 Activities recommended by the OSFQ for the maintenance of emergency skills

The training courses are listed below.

- Training in obstetrical emergencies – FUO, GESTA, ALSO (once every three years)
- Advanced neonatal resuscitation (once every two years)

### 5.3 Reference period

For the purposes of enforcing this standard, the phrase “reference period” refers to the period starting on April 1 of a given year and ending on March 31 three years later.

The first reference period extended from April 1, 2014, to March 31, 2017, and subsequent periods will follow this model.

### 5.4 Additional information

Midwives are expected to complete the number of hours of professional development described in this standard regardless of the hours mentioned in their service contract.

Extra hours spent on the activities recommended by the OSFQ may be included in the total number of hours for formal activities.

Hours spent on professional development activities in excess of the professional standard may not be carried over to the following three-year reference period.

### 5.5 Training exemptions

An exemption may be granted in the following situations:

<ul style="list-style-type: none"><li>• Sick leave of more than six months</li></ul>	<ul style="list-style-type: none"><li>• Retirement</li></ul>
<ul style="list-style-type: none"><li>• Maternity leave or parental leave</li></ul>	<ul style="list-style-type: none"><li>• Work outside the country for more than six months</li></ul>
<ul style="list-style-type: none"><li>• Unpaid leave of absence of more than six months</li></ul>	<ul style="list-style-type: none"><li>• Studies</li></ul>

A supporting document must be made available upon request.

For any leave lasting more than six months out of a given year, the year in question will be entirely removed from the corresponding reference period, and the hours will be prorated based on the following model:

<b>Reference period taken into account</b>	<b>Required number of hours of professional development</b>
Three years	80
Two years	52
One year	26

Any midwife who registers or reregisters on the Roll of the OSFQ after May 1 of a given year is not required to comply with the terms of this standard for the year in question. The standard will apply as of April 1 of the following year.

## 6. PROFESSIONAL DEVELOPMENT REGISTER (SEE APPENDIX)

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When registering on the Roll, a midwife must prepare an annual declaration of the number of hours that she has spent on professional development activities as well as training activities recommended by the OSFQ.

There are two ways to fill out the register, by visiting the OSFQ website, [www.osfq.org](http://www.osfq.org), logging into your profile in the MEMBERS section and selecting the “Professional Development Register” tab:

1. Directly, by entering the data in the register under your profile;
2. Manually, by printing the register for the year, filling it out and keeping it for submission.

### **It is important to keep the professional development activity register up to date by:**

- Recording professional development activities;
- Calculating the number of hours spent on training, as recommended by the OSFQ;
- Keeping every attestation or other relevant documents (*proof of participation in a training activity, transcript, detailed description of the training activity or syllabus, publication title, etc.*) proving that the midwife did indeed take part in professional development activities.

### **Reminder**

- The midwife must review her professional development register on a regular basis to ensure that it is up to date.
- The midwife must also be able to present her register and attestations to the OSFQ at all times, along with the reason for her exemption, if applicable.

## 7. FOLLOW-UP AND SUPPORT MECHANISMS

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Although this professional standard relies mainly on each midwife's professional responsibility and ethical duty to keep her competencies up to date, the OSFQ intends to establish mechanisms to follow-up on the standard and to develop means to support its members.

**When registering on the Roll, each member must be sure** to update her register for the year that has just ended, including the two training activities recommended by the OSFQ for the maintenance of emergency skills.

The midwife's information may be verified following the renewal of her registration on the Roll, at the end of the reference period.

The midwife's professional development activity register will also be verified as part of the professional inspection process, initially through a self-assessment. She must be able to provide her register to the inspector for the requested three-year period, as well as a professional development plan for two following years. Feedback will be given by the Professional Inspection Committee, and recommendations and follow-up may be deemed necessary.

## 8. CONSEQUENCES OF A FAILURE TO COMPLY WITH THIS STANDARD

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### Professional inspection visit (regular or exceptional)

- Failure to comply with the recommendations of the OSFQ for the maintenance of emergency skills (*advanced neonatal resuscitation and obstetrical emergencies*)
- Failure to comply with the other elements of this standard, namely the 80 hours of professional development every three years.

The midwife will receive recommendations from the Professional Inspection Committee requiring varying degrees of action. A request for an action plan, follow-up or other control measures will accompany these recommendations.



**APPENDIX**

**PROFESSIONAL DEVELOPMENT REGISTER**

## PROFESSIONAL DEVELOPMENT REGISTER

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### Guidelines for filling out this register

- **Reference year**
- **Title, theme or subject**
- **Number of hours** completed
- **Type of activity**
  - Recommended by the OSFQ** for the maintenance of emergency skills: advanced neonatal resuscitation and obstetrical emergencies
  - Formal:** cardiopulmonary resuscitation (CPR), theory courses, training activities provided by educational institutions, continuing professional development activities developed by the OSFQ or RSFQ, conferences, practical workshops, lectures, symposia, activities in a professional setting, recognized self-learning courses
  - Informal:** reading scientific or professional articles, mentoring, research, special interest groups, professional meetings, online learning, wikis for learning, other
- **Type of training:** classroom course, distance course (videoconference, for example), online course / e-learning, workshop, internship, convention, conference, symposium, seminar, readings, other
- **Organizer:** provider of the training activity or bibliographic reference in the case of a scientific article (author, journal or volume, report, volume of the journal or publication, issue, page, year of publication, publisher, etc.)
- **Key learning:** Briefly describe the new knowledge that you acquired through this activity.
- **Relevance of the training activity for your practice:** In a reflective approach to improve your practice, state whether the activity met your expectations with regard to improving your knowledge of the subject.
- **Why?** Justification of the relevance of the recorded training activity or additional notes in relation to your practice
- **Date** of completion of the professional development activity

**You must keep proof of your participation for a period of six years**  
(e.g. *attestation, certificate or other*).



12111 > Johanne Côté

Professional development  
register (only available in  
french)



▼ A ▲ 100%

### Formation continue



Année : 2017-2020 ▼

Titre, thème ou sujet	Nb. d'heures	Type d'activité	Type de formation	Organisation	Apprentissages clef	Pertinence	Pourquoi	Date
FMC SOGC	14,00	Formelles	Sur place	SOGC	Mise à jour sur plusieurs sujets d'intérêt	Oui	pertinent pour ma pratique	2018/09/11
Réanimation néonatale	16,00	Recommandée	En ligne et sur place	SCP	Maintien des connaissances	Oui	Assurer la sécurité de la clientèle	2018/09/03
Urgences obstétricales	16,00	Recommandée	En ligne et sur place	FUO RSFQ	Maintien des connaissances	Oui	Assurer la sécurité de la clientèle	2018/06/13
xxxx	12,00	Formelles	xxxx	zzzz	zzz	Oui	ccc	2017/05/17

### Sommaire

Total - Recommandée: 32,00 hrs

Total - Formelles: 26,00 hrs

Total - Informelles: 0,00 hrs

**Total - toutes formations confondues: 58,00 hrs**

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