



POLICY: Midwifery Emergency Skills Program (MESP)

Policy Type:	Operations	Approval Date:	October 2012
Sub-category:	Continuing Midwifery Education	Amended:	September 2023
Last Review Date:	September 2023	Next Review Date:	March 2024

Preamble

The Midwifery Emergency Skills Program (MESP) is the property of UBC Midwifery. UBC Midwifery grants the Midwives Association of BC (MABC) the authority to oversee the delivery of MESP workshops outside of the UBC Midwifery Program as a Quality Assurance Risk Management Program for midwives and any health professional who attends births, including physicians, nurses, and other BC College of Nurses & Midwives (BCCNM) eligible additional attendants¹. MESP is provided in 2-part sequential order. Part 1 requires completion of the open access online course at UBC CPD which includes completion of a series of quizzes. Part 2 requires successful completion of an in-person 4-hour workshop led by UBC certified MESP facilitators.

Purpose

This document outlines the role of the MABC and the MESP facilitators in the delivery and management of the UBC MESP program. This includes:

- Definition of Roles
- Facilitator Recruitment and Training
- Maintaining Facilitator Certification
- Honoraria Payment
- Travel and Accommodation Reimbursement
- Facilitator Responsibilities
- Workshop Standards
- MABC Workshop fees
- MABC Workshop Participant responsibilities

1. Definition of Roles

- A. MABC: Provides access to UBC MESP workshops and oversees delivery of materials and facilitated workshops to members and others as defined above.
- B. BCCNM: Sets the standard for midwifery competency in management of midwifery emergency care.
- C. UBC Midwifery: Develops and maintains the curriculum, selects, and develops facilitators, and maintains a quality assurance process.
- D. UBC CPD: Hosts a portfolio of online courses for midwives, including MESP.
- E. UBC CPD Lead: Supports development of course curricula in consultation with UBC Midwifery.
- F. Facilitator: Obtains and maintains certification as a facilitator established the UBC.

¹ Second attendants as defined by the BC College of Nurses & Midwives (BCCNM)

G. Program Manager: An employee of the MABC.

2. Facilitator Recruitment & Training

- A. UBC Midwifery will recruit and train MESP facilitators based on program needs.
- B. The MABC will advise UBC Midwifery regarding program needs across the provincial health authority regions including facilitator capacity to augment the UBC Midwifery clinical faculty facilitator team.
- C. UBC Midwifery will develop an application and selection process based upon related work experience, education, teaching, communication skills, general suitability, and long-term commitment to the program.
- D. Any MABC member may request training to become an MESP facilitator.
- E. Candidates should have a minimum of 2 years clinical experience and be a General Registrant without conditions with the BCCNM. Special circumstances may be considered for midwives from other jurisdictions within Canada.
- F. An application must be submitted to UBC Midwifery along with a CV and cover letter. Facilitator Training, by UBC Midwifery, includes satisfactory completion of:
 - The MESP online course including quiz completion pass score of 100%
 - Attendance at a multi-day Facilitator workshop that includes:
 1. Developing and enhancing skills for simulation-based learning.
 2. Gaining expertise in providing feedback and supporting knowledge translation.
 3. Demonstrating effective facilitation skills.
 4. Demonstrating a high level of skill in communication.
 5. Demonstrating a high level of skill for managing all emergency responses.
 - Satisfactory facilitation of two (2) MESP workshops in a supported “Team Teach” with a senior facilitator, appointed by UBC Midwifery, with organizational support from the MABC Program Manager.
- G. UBC Midwifery is responsible for assembling and briefing senior facilitators for facilitator training and development.
- H. The MESP Program Manager assists with event logistics i.e., equipment, travel & accommodations as needed where joint UBC Midwifery & MABC facilitator workshops are delivered.
- I. UBC Midwifery and MABC share costs associated with a facilitator development event where UBC Clinical Faculty and MABC provincial facilitator candidates are participating. Cost sharing arrangements between UBC and MABC will be mutually established.

3. Maintaining Facilitator Certification

- A. UBC Midwifery will oversee ongoing facilitator certification in balance with UBC Midwifery program needs as well as the MABC membership needs. Facilitators’ currency, related education, work experience, communication skills, facilitator evaluations and availability will be considered in maintaining facilitator status. UBC Midwifery will develop procedures to support maintaining



and developing existing facilitators in consultation with the MABC and the BCCNM. UBC Midwifery oversees the facilitator team and authorizes facilitator ongoing certification.

- B. Facilitator currency is maintained yearly and is based on the BCCNM membership year of April 1 – March 31.
- C. Facilitators will maintain their facilitator certificate by attending to the following:
 - Successful completion of the MESP online course and quizzes every year.
 - Facilitation of at least four (4) MESP workshops in the previous two (2) years. Two (2) facilitated team teach workshops can be included in this count. *UBC Midwifery will consider an alternate plan those facilitators who live and work in rural and remote communities.
 - Be a general registrant without conditions or non-practicing for less than 36 months. Where a facilitator is anticipating being nonpracticing for equal to or greater than 36 months, they can request consideration for an extension. Extensions to continue teaching for periods that exceed 3 years of inactive practice will be considered and determined by UBC Midwifery.
 - Maintain MABC membership in good standing. Special consideration will be considered for facilitators who reside outside of B.C.
- D. A facilitator whose currency has lapsed may request reinstatement through UBC Midwifery. The following requirements may be considered:
 - Completion of the MESP online course & quizzes with one or more of the following:
 - One (1) MESP Facilitator Workshop and / or
 - One (1) MESP Workshop Team Teach process as described in section B.
- E. The Program Manager will provide each facilitator with a record of their facilitated workshops by the end of April in the following fiscal year.
- F. MESP Facilitators are encouraged to apply for UBC Midwifery Clinical Faculty appointments.

4. Honoraria Payment

- A. MABC MESP Facilitators will receive an honorarium at the sessional rate for 5 hours for each workshop held and will submit invoice for services and expenses to MABC within 30 days of the workshop.
- B. MESP facilitators who are contracted to teach through UBC Midwifery will be reimbursed directly by UBC Midwifery as per their clinical teaching payment system.

5. Travel and Accommodation Reimbursement

- A. The MABC and facilitators will make every effort to limit the amount of travel for facilitators. Travel and accommodation must be approved in advance.
- B. Approved expenses incurred for travel and accommodation to facilitate a workshop outside the facilitator's community will be reimbursed as per the [MABC Allowable Expenses Policy](#). Facilitators must confirm approved expenses prior to booking travel.
- C. Facilitators may invoice for remote travel an additional \$75.



7. Facilitator Responsibilities

- A. Schedule and plan a combination of community based or UBC Midwifery workshops to meet individual yearly requirements for facilitator certification status.
- B. Monitor the MESP recertification summary page for data on recertification needs and make best efforts to meet demand.
- C. Post workshop dates that avoid conflict with existing local offerings to the MABC website and liaise in a timely manner with the Program Manager where cancellations and withdrawals affect a scheduled workshop.
- D. Provide availability to the Program Manager when requested.
- E. Report UBC undergraduate and Internationally Educated Midwives bridging Program (IEMBP) MESP workshops to the Program Manager.
- F. Offer full support to participants by being prepared, organized and engaged.
- G. Abide by the MESP Facilitator policies and processes
- H. Subscribe to and follow discussion threads.
- I. Attend facilitator meetings.
- J. Complete the MESP online modules and quizzes annually.
- K. Maintain personal records of facilitator resource materials including scenarios, checklists & summaries and quality assurance documents.
- L. Responsibilities for workshops:
 - a) Arrange call coverage.
 - b) Confirm venue for the workshop. Facilitators will arrange to teach in appropriate settings including midwifery practices, health authority teaching spaces or homes. Venue rentals are discouraged and must be pre-approved by the Program Manager.
 - c) Ensure all materials and resources are in place on the day of the workshop.
 - d) Deliver workshop as per guideline:
 - a. 30 minutes set-up
 - b. 45 minutes introduction and goal setting using MESP Intro Guidelines,
 - c. 165 minutes scenarios & debriefing (scenario 1; debrief. scenario 2; debrief, etc.),
 - d. 60 minutes review of each participant rubric, closing questions and wrap-up.
 - e) Complete and submit participant assessments and workshop summary reports through the online portal within 5 days.
 - a. Exception: Reports for workshops offered in February and March must be filed within 2 business days to facilitate communication to the BCCNM.
 - f) When a participant is assessed to need further support, submit the MESP Workshop Participant Assessment to UBC Midwifery within one business day to enable a responsive remediation plan from UBC Midwifery.

8. Workshop Standards

- A. UBC Midwifery provides the MESP for the midwifery program students, Internationally Educated Midwives Bridging Program (IEMBP) candidates, and MESP Facilitator training workshops. The MABC is responsible for coordinating MESP workshops for its membership and interested allied



health professionals. UBC CPD hosts the prerequisite online component and updates and maintains the educational content of the program.

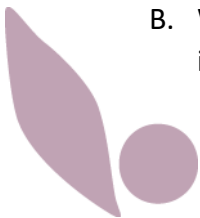
- B. All MESP workshops must be approved by the MABC and/or UBC Midwifery and be facilitated by MESP certified facilitators.
- C. UBC Midwifery will provide the MABC with dates and facilitator names for UBC MESP workshops to keep facilitator files current.
- D. Workshops will be planned to accommodate 3 participants for every one facilitator. Consideration will be provided for 2 or 4 participants, or 1 participant in special circumstances such as rural or remote settings or limited facilitator availability.
- E. Participant evaluations of both MESP components – online course material and in-person workshop experience – will be anonymized and obtained by UBC Midwifery for quality assurance.
 - UBC Midwifery will review all anonymized participant feedback to inform quality assurance initiatives.
 - Participant feedback will be shared by UBC Midwifery with the individual facilitator.
- F. The MABC Program Manager oversees the organization and management of the community MESP workshops that includes but is not limited to course registration and fees, certificates of completion, honoraria and expense reimbursement. In addition, the Program Manager will:
 - Monitor the recertification summary.
 - Liaise with UBC CPD to ensure that the online modules are accessible and current.
 - Communicate with facilitators and participants in a timely fashion to advise about MESP planning, registration, and scheduling.
 - Confirm all participants have achieved 100% in the online modules prior to the workshop.
 - Assist facilitators to post workshops according to availability and community need.
 - Coordinate onsite logistics including location and equipment as needed.
 - Arrange shipment of obstetrical simulators to communities when required.

9. MABC Workshop fees

- A. The MABC subsidizes the cost of MESP certification workshops for BC Registered Midwives with funding received since 2014 through the Midwifery Services Agreement with the BC Ministry of Health. The subsidy amount or cost of workshops may be changed as per MABC discretion as ongoing and dedicated funding is not guaranteed.
- B. The workshop Fee is subject to change.
 - MABC members: \$75.
 - RM non-members & other health professions: \$375.
 - Second attendant rate with letter of support from an MABC member: \$100.

10. MABC Workshop Participant Responsibilities

- A. Participants are required to complete the online MESP workshops and pass the course quizzes prior to attending a workshop. Proof of exam completion is required at the workshop.
- B. Workshop spaces are open to registrants on a first come -served basis. Registrants confirm their intent to attend by completing the ONLINE registration or providing payment at the MABC office.



- C. Cancellation: Registrants must notify the MABC office by email at least 2 weeks (14 days) prior to the workshop date to receive a refund or credit minus a \$30 administration fee. Midwife should be off call for the workshop.

No refund or credit will be provided if a participant cancels within 13 days of the workshop, does not attend the workshop, or leaves prior to the workshop's completion unless there is substantial evidence of an extenuating circumstance.

