**WNHS NEW STAFF FETAL SURVEILLANCE EDUCATION ORIENTATION CHECKLIST**

To be completed with new staff members on the **FIRST DAY** of employment in a clinical area with CTGs in use.

Please send completed checklist and proof of prior learning (certificates) to PGME or DNAMER

**EMPLOYEE NAME: HE NUMBER:**

|  |  |  |  |
| --- | --- | --- | --- |
| Education Requirements | Accepted Prior Learning | Date Completed | Compliant? (a) |
| Annual CTG monitoring education completed within last 12 months? | **RANZCOG Online Fetal Surveillance Education Program (OFSEP)** |  |  |
| CTG Advanced Skill Education Program completed within last 3 years? | **RANZCOG Fetal Surveillance Education Program (FSEP) face-face session + exam** |  |  |
| Required practitioner level commensurate with role achieved? | **Level:**  |  |  |

|  |  |  |
| --- | --- | --- |
| Level 1 FSEP 55% – 65% | Level 2 FSEP 65% - 75% | Level 3 FSEP >75% |
| Graduate Midwife with <1 year experience Resident Medical Officers (RMO) working in MFAU/LBS | ANF Level 1 MidwivesPrivately Practising Midwives | ANF Level 2 Clinical Midwives/SDMsANF Level 1 Midwives undertaking supervisory roles and coordinating Clinical Midwife Consultants and/or Specialists, Staff Development Midwives, Registrars, Senior Registrars, Consultants/Specialists |

|  |  |  |
| --- | --- | --- |
| Clinical Orientation with SDM/Educators/PGME | Date Completed | Compliant? (a) |
| **Orientation\* to state-wide WA Health Cardiotocography Monitoring Policy MP 0076/18 and Cardiotocography Monitoring Standard** |  |  |
| **Orientation\* to local WNHS guidelines/policies and escalation pathways*** *Fetal Heart Rate Monitoring Clinical Practice Guideline.*
* *Fetal Compromise (acute): Management if suspected Clinical Practice Guideline.*
* *Cardiotocography (CTG) Paper Records Management and Storage Policy.*
* *Cardiotocography (CTG) Monitoring Mandatory Education. Requirements for Midwives and Medical Practitioners Procedure.*
 |  |  |
| **Orientation to Phillips Intellispace Centralised Fetal Monitoring System*** Access and login requirements.
* DMR auto publishing and PIP manual upload process.
* Use of Antepartum and Intrapartum CTG Assessment Tools.
 |  |  |
| **Orientation to Antenatal CTG Sign off and Intrapartum Fresh Eyes Process.** |  |  |
| **Orientation to CTG equipment in local clinical area.** |  |  |

**COMPLIANT WITH ALL CRTIERA?** c **YES** c **NO**

*If “NO”, refer to* ***WNHS Fetal Surveillance Education Requirements and Management Pathway*** *for further management.*

**CHECKLIST AND CERTIFICATES RECORDED?**  c **YES** c **NO**

*\*Certificates must be recorded to confirm compliance.*

**REVIEWER NAME/DESIGNTATION: Date:**

*\*Orientation to new policies/guidelines and escalation pathways must include location of guideline AND requirement to read, understand and comply.*