

Form Summary

Date	11/09/2021
Meeting Chair	Tama Cross
Minute Taker	Rebecca Kirow
Meeting Attendees	Tama, Mehrnaz, Mojgan, Rebecca, Maryam, Sanaz, Martha, Laurie, Freya, Tenisha, Amanda, Jamila, Vane sa
Minutes of Previous Meeting Approved	Approved
Minutes approved and seconded by	Mojgan and Mehrnaz
Meeting Topic	Sanaz's In-Meeting Meditation
Speaker(s) and Narrative	Sanaz proposed a new standing item in meetings- a ten minute meditation session to help the group destress. The group is unanimously interested in incorporating this into future meetings. Starting next week, Sanaz will lead a ten minute meditation after the birth update standing item.

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Decision Status

Final Decision

Meeting Topic

Consult Letters

Speaker(s) and Narrative

Maryam proposed a three section binder to put ALL consults in together with sections labelled for "to be faxed", "follow up" and "responded", so that it is easier for admin to keep track of consult statuses. The midwives in the group like this idea, while admin would like to take time before the next meeting to think about the idea and see if there may be a better solution.

Decision Status

Admin to accept or propose a new solution at next practice meeting

Meeting Topic

Very LTC/ No Show clients

Speaker(s) and Narrative

Freya noticed that there has been an issue with clients that are not in care that are still on the roster and proposed that admin creates a protocol to follow up with no show clients. Maximum of 2 cancellations/no shows in a row before considering discharge from care.

Freya also noticed an influx of LTC/very LTC client bookings and proposed a pre-intake meeting with clients to determine if they are appropriate for midwifery care. There was discussion about what constitutes very LTC and determined this to be >32 weeks. Amanda suggested that the booking form be modified for LTC bookings. It was proposed that a new slack channel

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be created for more timely LTC bookings to determine midwifery care eligibility, with at least 3 midwives responding to the request before booking them for an initial visit. If an agreement on eligibility cannot be made in the slack channel, admin will bring the request to the next practice meeting. If clients are >32 weeks, a phone call should be scheduled the week of the request and completed by the clinic midwife of the potential assigned team to determine eligibility and to speed up the records request process.

Decision Status

Admin to create a no show policy and slack channel for LTC requests

Meeting Topic

Records Requests

Speaker(s) and Narrative

Tenisha asked the group as to whether the records request process can be sped up due to the number of very LTC clients as of late. Tenisha proposed having the records request signed before the intake appointment. Amanda expressed concern about the legality of requesting records prior to taking a client into care officially. Given the new protocol for LTC clients and a screening phone call done by the clinic midwife, it would be acceptable to ask for verbal records request consent during this appointment so that records can be available before the history appointment.

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Meeting Topic	MFM Consults
Speaker(s) and Narrative	Tama spoke with Dr Gotha about MFM requests, and she reports that Dr Gotha is still taking our consults. Please continue to use the Centenary MFM form for consults. Dr Gotha runs clinic in Scarborough on Monday, so wait times for appointments ay take 1-2 weeks.
Decision Status	information
Meeting Topic	OHIP for babies born in hospital
Speaker(s) and Narrative	Freya heard Trillium midwife had handout re:non-OHIP clients and how to get OHIP or babies, and proposed Diversity makes handout explaining this process. This form already exists at Diversity and admin will update and brand with our logo. Laurie would like to have copies put in binder at 28 weeks for non-OHIP clients, and to have this form printed and put in Diversity locker at SGH. As a reminder, non-OHIP clients cannot be issued OHIP for baby in hospital even if intending to stay.
Decision Status	Admin to reprint and brand OHIP for babies of non-OHIP parents form

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Meeting Topic	EPIC Lab
Speaker(s) and Narrative	Freya gave an overview of the EPIC lab. She suggested not making any forms or templates yet, and proposed that once the midwife environment is live, that the group makes templates of any forms, discharge letters, consults to standardise our EPIC space. There is no date yet for when the midwife test environment will be available
Decision Status	information
Meeting Topic	Housekeeping Items/Erythromycin/Pay Equity/ Deferred Items
Speaker(s) and Narrative	<p>Erythromycin 5mg tubes are not available for order at the pharmacy Please use the remaining tubes sparingly, use tubes for home births only.</p> <p>Laurie Reminded the group to turn off all non-essential lights when not in use (including basement and kitchen lights), and to double check the doors at night before leaving as the door has become "sticky" again.</p> <p>Pay equity day is tomorrow as Doug Ford is filing another appeal. Please remember to wear red and tweet in support of midwives' pay equity</p> <p>Deferred Items: discharge list, routine antenatal assessments, work letters/fitness to work letters, bilirubin testing/hospital lab,</p>

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Team D repeat client from Team B, MEP/IMPP Placements
2022

Decision Status

information