

DEPARTMENT OF MIDWIFERY

Quality Assurance Steps in Specially Requested Chart Review

1. Quality Assurance & Improvement Committee member is notified by the Department Head of the need to review a case/chart.
2. Member compiles documentation using *Checklist for Documentation Items in Specially Requested Chart Reviews*.
3. Member reviews chart using Chart Audit Form as a guide, resulting in the identification of any overall or specific care or charting issues.
4. All reviews and subsequent meetings with the midwife involved take place in a private environment on the hospital site with profound attention to confidentiality. The midwife has the option of attending with either legal representation or a department member.
5. The reviewer then compiles recommendations for:
 - the individual midwife/midwives involved
 - the department as a whole
 - any other relevant body
6. The reviewer collates all the above and submits a report to the Department Head.