

Policy & Procedure: [Title]

Effective Date: [Insert Date]

Last Reviewed: [Insert Date]

Next Review Due: [Insert Date]

Purpose

This section explains **why** the policy exists. It sets the context for the policy and connects it to safety, legal, ethical, or regulatory goals. This section is usually 1–3 sentences long and written in plain language.

Include:

- What the policy is about (topic or issue) – but don't state the policy itself. Focus on the reason this policy exists
- Why it's important (legal requirement, safety concern, best practice, etc.)
- How it supports quality care, client safety, or compliance

Example Purpose Statement for a Newborn Transfer Policy:

To ensure timely, appropriate, and coordinated transfer of newborns when clinical signs indicate that advanced evaluation or treatment is needed. This protects the health and safety of the newborn while supporting continuity of care and proper documentation.

Policy

This section states **what your practice does and expects** regarding the issue. This is your official position or rule on the topic: what you consistently aim to do, regardless of who is on call or what setting you're in. Keep it focused on what your practice *does* – not how you do it (that's for the Procedure section)

It should reflect current Washington State regulations, ethical midwifery care, and your practice's values.

Include:

- A clear statement of what is required or expected
- The scope (who and what the policy applies to)
- Any non-negotiable standards or legal mandates
- A tone of consistency; use words like "shall," "must," or "will"

Midwife's Practice Name, Logo, Contact Info

Example Policy Statement for a Newborn Transfer Policy:

When a newborn exhibits signs of distress, abnormal vital signs, or requires medical evaluation beyond the midwife's scope, timely and appropriate transfer to an appropriate hospital will be initiated and documented in accordance with practice protocols.

Procedure

This section explains **how** your practice implements the policy. This is where you provide the step-by-step process, including who does what, when, and how.

It should reflect what actually happens in your setting, not idealized or hypothetical actions.

Include:

- Step-by-step actions your team takes to follow the policy; use numbered or bulleted lists in the order things actually happen in your workflow
- Who is responsible for each action (e.g., "the midwife," "the assistant," "any licensed staff") if specificity is needed (e.g., only a midwife should do X)
- When or under what circumstances the procedure applies
- Any required documentation or communication steps

Example Procedure for Newborn Transfer

1. *Assess the need for transport based on clinical signs or consultation/referral/transfer protocols.*
2. *Inform the parent(s)/legal guardian of the need for transfer and obtain consent.*
3. *Call EMS and provide clear information about the newborn's condition.*
4. *Notify the receiving facility and prepare relevant records.*
5. *One midwife or assistant should ride with the newborn if parents are unable and/or if EMS is not able to provide adequate support to the newborn en route.*
6. *Document all steps taken, including all clinical findings leading to transfer; communication with the family, EMS, and receiving facility; the time of each step taken.*

Responsible Parties

This section identifies **who** is expected to follow the policy and **who is accountable** for carrying out the procedure. This helps clarify roles within your practice and shows regulators or legal reviewers that responsibilities are well-defined.

Include:

Midwife's Practice Name, Logo, Contact Info

- Specific individuals or roles (e.g., “licensed midwives,” “birth assistants,” “students under supervision”)
- Whether the responsibility applies to everyone or only to specific tasks
- An expectation of compliance

Example for a Newborn Transfer Policy:

The attending midwife is responsible for assessing the need for transfer, directing or initiating EMS contact, and ensuring proper documentation. All clinical staff involved in the transfer must follow this procedure.

Review Process

This section explains **how and when** the policy will be reviewed and updated. It shows that your practice is committed to keeping procedures current, relevant, and compliant with legal and clinical standards.

Example:

This policy shall be reviewed annually or as needed in response to legal, regulatory, or clinical practice changes.

Disclaimer: The sample documents, templates, and guidance provided by the Washington JUA are intended for informational and educational purposes only. They do not constitute legal advice, clinical directives, or regulatory requirements. Each midwifery practice is responsible for reviewing and adapting these materials in accordance with current Washington State laws, professional standards, and the specific needs of their practice. The Washington JUA assumes no responsibility for how these resources are used or interpreted.