

Users Guide – Midwifery Birth Log

The Midwifery Online Birth Log website has been designed to enable midwifery students to easily log their births for each placement course from virtually any location.

First Time Users:

In first year, students will be given a Birth Log account, which is intended to be used throughout the Program.

Log In:

Log into the website. <http://mepbirthlog.mcmaster.ca>

Enter your User Name (your student ID number from your University) and your Password.

Password:

Your initial/temporary password will be your student ID number. It is recommended that you change your password. To change your password: click on the “change password” tab located in the upper right hand corner of the birth log screen (top black ribbon), this takes you to the screen where you will change your password.

Contact Tab: a tab titled ‘contact’ is located beside the Log In tab – it is not in use by the MEP (not connected).

Log out:

You should always use the “logout” tab located in the upper right hand corner of the birth log screen (top black ribbon).

Navigating the Birth Log:

Your Birth Log has three tabs –

1. **Birth Record** – on this page you will see a list of the clinical placement courses. Any completed courses will display the word “Locked” beside the course name.
2. **Manage Placements** – on this page you can choose the ‘edit’ feature to document your placement location and preceptor name(s); and lock your record at the end of each course.
3. **Reporting** – on this page you can view and print birth log reports : (to **print** a report select the generate pdf button on the report page)
 - a) By Placement - when this option is chosen, a list of all placements appears. Click on the course name of a completed /locked course to view /print a report for that course. When you print using “Generate PDF” near the top left of each birth log report, your print out will

include the signature line on the last page of the report. This is the report that must be signed by your preceptor at the end of your placement. Be sure to provide all pages of your birth log report to your preceptor and allow her time to verify them before she signs off.

No births will be displayed on this report until the course has been locked/completed.

- b) All Placements – a report showing all births by placement. This is used by students to keep track of their total birth, continuity etc numbers.

CLICK ON LOGOUT AT THE TOP RIGHT OF THE SCREEN TO LOG OUT OF YOUR BIRTH LOG

FOR EACH NEW PLACEMENT COURSE:

PLACEMENT INFORMATION

When you start each placement, enter your Practice Name and the name of your preceptor(s) under the **Manage Placements** tab.

TO RECORD A BIRTH

Select the course you are in from the BIRTH RECORD tab. The screen displays the fields for data entry:

The screen for each course is tailored to the available student roles, ie. In NC, a transfer of care is not within the primary midwife role, however, it is in later courses. For NC, a transfer of care is counted as an observed birth.

When you are finished entering information for that birth, hit the “Add” Button at the end of the line. If you make an error before you hit the ADD button, you can make changes to any of the data you have entered. Once you have hit the ADD button your option for correcting the data is to use the “Remove” key which becomes visible once you have used the ADD button.

CONTINUITY OF CARE

You will enter the number of antenatal and postnatal visits for each client. The computer program calculates the total number of visits and is set to ‘yes’ for continuity of care when 3 conditions apply:

1. minimum of 2 antenatal visits
2. attendance at birth
3. minimum of 2 postnatal visits

If there is a total of 6 visits without the 2 and 2 minimums, those situations will be counted toward overall continuity of care, if needed.

COMPLETE /LOCK THE RECORD

At the end of each course you will return to the **Manage Placements** tab. Across from each course name, you will see a Lock icon. When you have completed the course, and entered all births for the course, you will click on the lock icon that corresponds to the course you have just completed. You will now be able to print the final copy of your birth log for the course and obtain your preceptor's signature.

TO PRINT YOUR BIRTH LOG (to be signed by your preceptor)

Under the **REPORTING** tab, choose **BY PLACEMENT**, then select the course for which the report is required. Near the top of the report on the left select "Generate PDF". Your report, which includes the signature lines (one for you and one for your preceptor(s) verifying that the information on the report is all correct. The pages are numbered, be sure to provide your preceptor with all pages of the report. Original signed final birth log document must be submitted to student's home university along with the final clinical evaluation at the end of every course.

CONTACT INFORMATION:

If you have any questions related to your user ID or Password, please contact your Program Administrator/Manager:

For students of McMaster University contact:

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For students of Toronto Metropolitan University contact:

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