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Practice Education Coordinator Terms of Reference

Each Midwifery Practice Group (MPG) should assign a senior midwife to be the Education Coordinator. The roles and responsibilities are outlined below but in general include communication with the MEP, assignment of preceptors within the MPG and problem solving.

Responsibilities:

- Contact with McMaster MEP
- Assigns students to preceptors and arranges for holiday coverage within practice group.
- Informs MEP placement staff of changes in preceptor availability.
- Ensures accordance with MEP policies.
- Develops strategies to improve quality of clinical placements.
- Acts as a resource for midwives and preceptors in MPG.
- Attends McMaster MEP Education Coordinator annual meeting or arranges for designate to attend.

Placement planning:

- Responds to placement recruitment surveys.
- Maximizes the opportunity to offers placements at all levels of the MEP.
- Evaluates number of assigned births and student workload.
- Informs placement staff of:
 - number of placements available, preceptor names and email addresses
 - changes to placement numbers or preceptor assignments
 - alternate preceptor if a preceptor is off call for more than two weeks
 - change of status of preceptor, e.g. registration or hospital conditions, leave of absence
 - change in practice hospital privileges

Placement quality:

- Aware of MEP clinical placement and policies.
- Aware of MEP specific clinical course requirements and expected level of learning opportunities.
- Receives changes and additions to MEP policies.
- Informs midwives and preceptors about MEP policies, course expectations and educational resources.
- Ensures all preceptors have attended New Preceptor Workshop prior to being assigned a student.
- Ensures new preceptors have and assigned mentor while in new role.
- Encourages preceptor attendance at continuing education for preceptors.
- Establishes procedures within the practice for working with learners.
- Encourages prompt contact with tutors if any concerns about student progress.
- Contacts MEP if assistance is needed to ensure quality clinical education.