

College of Midwives of Manitoba

DEFINITIONS

LEGISLATIVE DOCUMENTS

Act

An Act (or statute) is a written bill which has passed through the required legislative steps and which has become law. An Act is established to provide rules that courts may apply to specific situations. A statute may forbid a certain act, direct a certain act, make a declaration, or set forth governmental mechanisms to aid society. An Act is debated and proclaimed publicly.

Regulation

A **regulation** is delegated legislation, it must have an Act which enables it. It is made by a person or body under the authority of an Act passed by the Legislature. A Regulation is a law which supports an Act in further detail. The process for amending a regulation is usually shorter than the process for amending an Act/statute. The *Midwifery Act* gives the CMM the authority to develop regulations that establish various kinds of obligations for members (e.g. registration requirements, etc.). Any regulation that is developed by the CMM must be approved by a vote of membership. A proposed regulation is also reviewed by other stakeholders, the Minister of Health, a provincial government cabinet committee, and finally it must be signed into law by the Lieutenant Governor in Council.

Bylaw

A Bylaw is a rule or law established by an organization to regulate itself, as allowed or provided for by a higher authority such as an Act or Regulation. Bylaws are the rules that govern how the College operates. By-laws are approved by the Council of the College, and do not require a vote by membership or submission to the Ministry.

ADMINISTRATIVE AND OPERATIONAL DOCUMENTS

Terms of Reference

Terms of reference define the purpose and structures of a committee, project, meeting or any similar collection of people who have agreed to work together to accomplish a shared goal. Terms of Reference are developed by committees and approved by the Council of the College.

Statement

A statement communicates an organization's values and positions on certain topics. Statements may guide the development of policies and inform the goals of the organization.

Policy

A policy guides the administrative process of an organization. Policies govern the conduct, responsibilities and expectations of the CMM and its members. A policy provides a framework for planning and decision-making for staff. A policy has the weight of disciplinary action if there is non-compliance. Policies evolve according to the values of the organization. CMM Policies are approved by the Council of the College

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Procedure

A procedure outlines a series of specific steps in a repetitive operation, describing how a policy or task will be carried out.

CLINICAL PRACTICE DOCUMENTS

Philosophy and Model of Care

The College of Midwives of Manitoba have a Philosophy Statement and a Model of Care. These documents are broad frameworks that provide the underlying framework that is the basis all of our documents, both clinical and operational.

Core Competencies

The Core Competencies outline the knowledge and skills expected of an entry-level midwife in Manitoba.

Standard

A Standard sets the minimum expectations that must be met by any midwife. Standards must be measurable and achievable and must also clearly articulate the requirements to be met. Standards of practice are approved by the Council of the College.

Guideline

A guideline may assist midwives and clients to make decisions about appropriate care plans for specific circumstances. Guidelines are based on the best available evidence and incorporate options for informed decision-making. Evidence-informed recommendations are balanced by experiential knowledge and clinical judgment to help achieve optimal clinical outcomes and experiences. Guidelines help to standardize care which supports communication and interprofessional relationships. Guidelines developed at the CMM are approved by Council. Midwives may follow guidelines developed by other organizations and identify if they require a guideline for their specific practice context.