

Stepping into Midwifery Business Checklist

12 Months Prior to Final Exam Care & Connections

- #1 Self care / mindfulness and life – work balance
- #1 Connect / stay involved with your local College region

Business Care

- #1 Write a 1-page Business Plan – Purpose / Philosophy – Your ‘Why’
- #1 Start thinking about business start-up funding (Business Contribution Payment (if applicable), unsecured bank loan, family / connections)

6 Months up until Final Exam Care & Connections

- #1 Register for MFYP and find a Mentor (Kate from MFYP will send you an email)
- #2 Workforce Support: Understand whether / what you need to do, to become eligible for Locum Cover
- #2 Understand whether / what you need to do, to become eligible for Rural Support – including Relocation and Establishment Grants

Business Care

- #1 Engage with an Accountant or Business Advisor
- #1 Consider your Business Structure (Sole Trader, Company, Partnership)
- #2 Review your Digital Technology Requirements (Phone, iPad, Laptop, Pager)

1 Month up until Final Exam Care & Connections

- #1 Apply to sit the National Exam
- #1 Have you registered for MFYP and found a Mentor?
- #2 Consider the Voluntary Bonding Scheme

Business Care

- #1 Set-up your RealMe Verified Login – to streamline your CVCheck Safety Checks Process (Vulnerable Children’s Act)

- #1 Understand your practice set up and way of working
- #1 Set up myIR Account for income tax and register for GST
- #1 Set up a Kiwisaver Account
- #1 Set up Business Bank Accounts / Credit Card
- #1 Get Xero set-up – including bank feeds
- #2 Purchase/account for any business assets from your business bank account / business credit card/already owned and keep receipts for all business-related expenses
- #2 Notice 21 – Understand how you get paid and can complete disbursements

You've Passed Your Exams!!! Celebrate ...

- #1 Receive your National Exam results, which gives you your Midwifery Council Registration

Critical First Steps

- #1 Apply for APC (Midwifery Council)
- #1 Apply for CVCheck (Vulnerable Children's Act)
- #1 Complete the Maternity Services Agreement Application Pack from the MoH (also available on the MMPO website)
- #1 Update your NZ College of Midwives (The College) Membership to Graduate Midwife

1 Week later Care & Connections

- #1 Find Your Midwife – create online profile
- #1 Talk to your practice partners – offer to do clinic days, second midwife support, postnatal visits, etc.
- #1 Be aware of Missed Birth Fund including MFYP and MSR
- #1 Be aware of access to other MFYP Funding, including the Midwifery Practice Support Fund (MPS)

Business Care

- #1 If going to community, ensure that you are eligible and receive the Business Contribution Payment
- #1 Review and set up your Business Structure – if not done prior (Sole Trader, Company, Partnership)
- #1 Do a high level \$ projection for the first year including cash flow

2 Weeks later

Care & Connections

- #2 Obtain and complete access agreement application forms for DHB and Birthing Centres
- #2 Register with Regional / National Labs and Scans providers and Radiology
- #3 Review Resources / Information / Booklets to share with women
- #3 Visit local chemist – who can fill your Practitioner Supply Orders
- #3 Make a home birth kit and prepare work bag with equipment for antenatal and postnatal visits

Business Care

- #2 Sign up to IT & Midwifery Equipment Group Insurance Policy
- #2 Review and set up Vehicle Insurance Cover
- #2 Engage with Claiming / Payments Provider
- #2 Set yourself up to utilise Tiaki (BadgerNet Global users)

Later – at some stage within in the next 3 - 6 months

Business Care

- #3 Review other Business Insurance Cover (ACC, Income Protection, Mortgage Protection, Life and Critical Trauma)
- #3 Keep a vehicle log book - 3 months every 3 years (psngr app – subscription fee applies)
- #3 Checkout Group Incentives and Discounts (coming soon)

Learning

- #1 Review and book Workshops and Education Days – using funding from MFYP
- #2 Following completion of MFYP, consider further study support (Post Grad and Complex Care)

