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 (Samantha 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 Health NZ | Te Whatu Ora (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)