It is essential that all health professionals keep accurate and thorough procedure notes for any operative procedure. To help with this we devised standardised tick box proformas to aid documentation and communication. The aim was to ensure that all operative procedures are documented in a legible, consistent, efficient and thorough manner.

Method
A retrospective audit of 40 cases was performed to assess the documentation of instrumental delivery and Caesarean section. A comprehensive tick-box proforma was then introduced for each procedure. A prospective audit was then performed to determine change in practice. Again twenty cases were reviewed for each procedure.

Results
Initially, there was little if any documentation for all operative vaginal deliveries. There was no record of the indication, technique or complications arising. However, after the implementation of the proformas detailing all the important pre-requisites and steps to completing a successful operative delivery, there was almost 100% completion. Initially, the standard and details of the documentation of Caesarean section was very poor. Again, after the implementation of the comprehensive proforma, there was almost 100% completion in the correct documentation of this operation.

Conclusion
The uses of comprehensive standardised tick box proformas are essential, simple and effective tools to enable an increase in the communication, understanding and documentation of the two most common operative procedures in obstetrics.