



# NATIONAL COLLEGE OF MIDWIFERY

## Policy and Procedure Manual

### 2019

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## **PART I: INSTITUTIONAL POLICIES AND PROCEDURES**

## Special Thank You

NCM would like to acknowledge and thank the following organizations which made their statements and policies accessible to the College for use in our development of our Equity Statement, Non Discrimination Policy, Religious Accommodations, Lactating Persons Policy, Service Animal Policy and our institutions ADA policy as well as the volunteer advisors on our Equity and Access Taskforce.

[Tufts University](#)

[Society for Human Resource Management](#)

NCMs Equity and Access Taskforce

## **NATIONAL COLLEGE OF MIDWIFERY EQUITY STATEMENT**

Elizabeth Gilmore founded NCM as a larger expression of her conviction, "We must remove barriers to midwifery education in order to improve outcomes for mothers and babies." Now we are more aware than ever of how maternal health outcomes among certain populations are affected by poverty, lack of services, cultural isolation, institutional racism and oppression.

NCM consciously considers how internal, self-mediated and institutional oppression is experienced based on race, color, national or ethnic origin, ability, religion, marital status, sex, age, sexual orientation, gender identity and expression, economic status, formal education, language, citizenship status, veteran status, genetic and/or ancestry information, political affiliation and other characteristics.

We believe that the Midwives Model of Care© when delivered with an equity consciousness and a culturally versatile approach holds the potential to undo systemic discrimination and oppression within our maternity healthcare systems and in turn bridge the health disparities experienced by so many. We understand that bringing this potential to reality starts with our own commitment to the continual, lifelong effort of actively dismantling internal, self-mediated and institutional racism and oppression.

NCM takes seriously its responsibility in this realm and commits to:

- Protecting the apprenticeship model and creating opportunities for midwifery students to choose their own preceptors while remaining in their communities so that they can learn and serve within their unique cultural contexts. □
- Continually working to increase access to midwifery education for all aspiring midwives. This includes maintaining an active scholarship program which opens opportunities for students who originate from and/or identify culturally with populations affected by institutional racism/discrimination as they relate to maternity care and who hold the intention to serve these populations as midwives. □
- Engaging in ongoing examination and revision of our internal practices, policies and procedures (including recruitment of students, admissions and hiring of staff and faculty) to ensure that they genuinely reflect an ethic of equity and a commitment to social justice. □
- Creating a College culture in which all students, preceptors and staff have an experience of feeling heard, respected, represented and included. □

- Maintaining a staff structure that eliminates hierarchy and encourages equality, consensus building, cooperation and self responsibility.□
- Ensuring that all staff is working with a lens of equity and inclusivity by providing ongoing education, including anti-racism training to all staff members.□
- Continually updating NCM's written materials to ensure that inclusive language is used and that birth justice and equity themes are woven through the curriculum.□
- Teaching midwifery students to offer compassionate and effective care across cultural differences, to engage in healing from racism and discrimination and to work towards dismantling internalized, personally mediated and institutionalized racism and oppression.□
- Ensuring that the delivery and assessment methods used in NCM's curriculum are versatile and inclusive of different viewpoints and ways of knowing.□
- Creating methods to use student assessment data to improve the versatility and inclusivity of the delivery and assessment methods of our curriculum.□
- Providing training to all of our preceptors and students in dismantling and healing from racism and discrimination. This includes education and self reflective exercises woven through all aspects of the curriculum that relate to implicit bias, privilege, health disparities, social determinants of health, history of midwifery from various perspectives, midwifery practices within diverse cultural contexts, and other themes of inclusivity.□
- Providing guidance and support for healthy student preceptor relationships including training in nonviolent communication, anti-discrimination and anti-bullying policies.□
- Intentionally making connections with, supporting and learning from other individuals and organizations involved in birth justice work, thus taking an active role in the birth justice movement.□

## **NON DISCRIMINATION STATEMENT**

The National College of Midwifery prohibits discrimination against and harassment of any employee, student or preceptor or any applicant because of race, color, national or ethnic origin, ability, religion, marital status, sex, age, sexual orientation, gender identity and expression, economic status, formal education, language, citizenship status, veteran status, genetic and/or ancestry information, political affiliation or other identities, including those characteristics protected under applicable federal or state law. All personnel who are responsible for recruitment, admissions, hiring and promoting and for the development and implementation of college programs are entrusted to hold up this standard and to respond promptly and appropriately to any concerns that are brought to their attention.

## **NON DISCRIMINATION POLICY**

### **OBJECTIVE**

The National College of Midwifery is committed to the principle of equal opportunity in education and employment and a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, NCM expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

NCM has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. NCM will make every reasonable effort to ensure that all

concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any student, faculty, employee or affiliate, who has questions or concerns about these policies should talk with the CBJO or other Executive Staff.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The National College of Midwifery recruits, hires, admits, appoints and promotes without discrimination or harassment on the basis of race, color, national or ethnic origin, ability, religion, marital status, sex, age, sexual orientation, gender identity and expression, economic status, formal education, language, citizenship status, veteran status, genetic and/or ancestry information, political affiliation or other identities, including those characteristics protected under applicable federal or state law. NCM prohibits any such discrimination or harassment.

### **RETALIATION**

NCM encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of NCM to promptly and thoroughly investigate such reports. NCM prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

### **SEXUAL HARASSMENT**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

### **HARASSMENT**

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, national or ethnic origin, ability, religion, marital status, sex, age, sexual orientation, gender identity and expression, economic status, formal education, language, citizenship status, veteran status, genetic and/or ancestry information, political affiliation or other identities, including those characteristics protected under applicable federal or state law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work



environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, by email, phone (including voice messages), text messages, social networking sites or other means.

#### **INDIVIDUALS AND CONDUCT COVERED**

These policies apply to all employees, faculty, affiliates and applicants, whether related to conduct engaged in by fellow affiliates or by someone not directly connected to NCM.

Conduct prohibited by these policies is unacceptable anywhere two or more affiliates share the same space. For the purpose of this policy affiliates includes clients and their support persons.

#### **REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION**

NCM encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the CBJO, Executive Staff or Board of Directors. See the Complaint and Grievance Policy in this document.

In addition, NCM encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. NCM recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

### **RELIGIOUS ACCOMMODATION POLICY**

#### **PURPOSE**

The National College of Midwifery is committed to providing an academic and work environment that is respectful of the religious beliefs of its students, faculty, employees and affiliates. NCM will make an effort to provide reasonable religious accommodation to students, preceptors, employees and affiliates whose sincerely held religious beliefs conflict with a NCM policy, procedure, or other academic or employment requirement. These accommodations can be made unless it would create unreasonable hardship for the National College of Midwifery, students, faculty, employees and affiliates.

Unreasonable hardship can be defined as an expense based on resources and circumstances in relationship to the cost or difficulty of providing a specific accommodation including accommodations which interfere with the safe and efficient operation of the workplace or learning site.

#### **PROCEDURES FOR SEEKING RELIGIOUS ACCOMMODATION**

NCM encourages students to find preceptors who can make accommodations for time to practice their religious prayers, the ability to attend religious events or observe certain holidays.

Students are encouraged to communicate their needs to their chosen preceptor(s) before contracting with them. Requests can be made by making a verbal or written request for an accommodation and if possible

should be agreed upon prior to signing a contract. If the request cannot be met, please refer to the section of the handbook regarding mediation between preceptor and student.

All employees may request a religious accommodation by making a written request to the Chief Birth Justice Officer; the CBJO will submit their requests to the President. Employees who anticipate being absent from work because of a religious observance must submit their request for time off in advance at least ten business days in advance. Decisions regarding the accommodation will be made based on the impact of the accommodation, the duration of the accommodation request, and the availability of alternative accommodations.

### **QUIET SPACES AND PRAYER**

Arrangements will need to be made between student and preceptor for quiet space and prayer during clinical and academic training.

### **RETALIATION IS PROHIBITED**

The National College of Midwifery prohibits retaliation against students, faculty, employees and affiliates requesting a religious accommodation or participating in an approved accommodation. Any person who retaliates against a students, faculty, employees and affiliates may be subject to disciplinary action.

## **LACTATING PERSONS POLICY**

### **PURPOSE**

National College of Midwifery is committed to supporting and meeting the needs of lactating people returning to work, or school.

### **ACCOMMODATIONS**

students, faculty, employees and affiliates are entitled to reasonable breaks to transfer breast milk as well as sufficient time to get to a safe and quiet safe to express. A space for lactation should offer privacy, cleanliness and comfort with access to electrical outlets near the chair. Each person must provide their own pump. Since refrigerators are not necessarily provided, students and staff are encouraged to ask their preceptor or supervisor to help them locate a refrigerator or other means within their work area or clinical learning site to store the milk. Lactating people must provide adequate storage containers and proper labeling. They may also bring their own small cooler to store the breast milk.

## **SERVICE ANIMALS POLICY**

### **PURPOSE**

This policy provides rules and guidelines for bringing animals to the NCM office or to a learning site.

### **SCOPE**

This policy applies to all students, faculty, employees and affiliates of the National College of Midwifery.

### **POLICY STATEMENT**

NCM encourages students who need service animal(s) to make arrangements with their preceptor(s) prior to contracting with them if possible. The animal(s) should be welcomed with the procedures outlined in this

policy, but may exclude an animal from a office or learning site if it causes disruption, threatens the health or safety of others or otherwise fails to meet the criteria set forth in this policy.

### **SERVICE ANIMALS**

NCM welcomes the presence of service animals in our office. A service animal is any animal that has been individually trained to provide comfort or perform tasks to accommodate an individual with a disability.

Individuals who anticipate needing a service animal should talk with potential preceptors before signing a contract to discuss bringing a service animal to clinic or births regularly.

### **RESPONSIBILITIES OF ANIMAL OWNERS/HANDLERS**

Owners/handlers must comply with the following provisions regarding the behavior and care of animals in the office or at a learning site:

- Dangerous, poisonous or illegal animals are not permitted.
- The behavior, noise, odor, and waste of the animal must not exceed reasonable standards and these factors must not create an unreasonable disruption for community members (including staff, faculty, students, clients and/or residents).
- The animal must be vaccinated in accordance with local law and meet all other licensing requirements.
- The animal must be in good health and maintain good hygiene. If fleas, ticks or other pests are detected, the owner/handler will be responsible for the required pest treatment including being financial responsible for the treatment of the animal and the facility.
- From time to time, the NCM office or learning sites may use pesticides, pest control devices, de-icing materials, cleaning supplies, and other materials for the maintenance and operation of the facilities. NCM is no way responsible for any harm to animals caused by such materials.
- The owner/handler is financially responsible for the animal, including for any bodily injury or property damage caused by the animal.

### **REVOKING A SERVICE ANIMAL'S PRESENCE**

The owner/handler is responsible for assuring that the animal does not unduly interfere or adversely affect the routine activities of others. If NCM staff or faculty determines that the animal threatens the health, safety, or property of anyone in the community, or that the approved animal is adversely affecting programs and activities, NCM staff or faculty will take appropriate measures, up to and including a determination with that an approved animal may no longer be permitted at the office or learning site. If a service or assistance animal is banned, the individual with a disability will have the right to engage in an interactive process with NCM to determine if effective participation can occur with other appropriate accommodations. NCM is committed to engaging in an interactive process with individuals with disabilities to ensure reasonable accommodation.

### **QUESTIONS AND CONTACT INFORMATION**

If you need assistance with speaking to your preceptor about the use of service animals please contact the CBJO.

### **AMERICANS WITH DISABILITIES POLICY**

## **POLICY STATEMENT**

National College of Midwifery is committed to providing reasonable accommodations for qualified students, faculty, staff and affiliates with disabilities in a fair and equitable manner and in accordance with applicable federal and state law. NCM seeks to promote a diverse and inclusive midwifery community.

The ADA does allow employers and preceptors to ask potential students if they are able to perform the functions needed as a midwifery student. This may include questions regarding heavy lifting, sight, hearing, fine motor skills, ability to function with little sleep, and the ability to go up and down stairs.

## **PHYSICAL, COGNITIVE AND EMOTIONAL ATTRIBUTES THAT ALL STUDENTS MUST HAVE**

In order to be able to effectively perform the functions of a midwife, students must possess the following attributes or must seek accommodations:

1. Hear soft sounds, e.g., fetal heart tones, cardiac murmurs, and breath sounds
2. Lift and/or turn patients who may be of greater size and/or weight
3. Concentrate and focus for long periods of time on complex tasks and/or on material that may be difficult to understand
4. Visualize objects that are close at hand, either with the naked eye or with corrective lenses
5. Use cognitive skills, fine motor skill dexterity, and hand-eye coordination to perform complex tasks such as palpation, phlebotomy, suturing, adult and neonatal resuscitation, insertion of IV lines, and basic and complex obstetric maneuvers
6. Maneuver quickly in small or cramped spaces
7. Change physical positions quickly in response to the needs of a pregnant or laboring woman
8. Communicate in such a way as to be understood by others
9. Write legibly or type
10. Read and comprehend technical materials written at college and professional levels of comprehension.

Accommodations for students with disabilities may be made by the preceptor and the National College of Midwifery. NCM can assist in making reasonable accommodations for students with disabilities. The prospective student must provide a formal statement of diagnosis from a qualified practicing primary care provider including the student's projected needs regarding necessary accommodations. Please note that as students hire their own preceptors, the student will need to make arrangement for accommodations for disabilities directly with the preceptor for any activities they agree to complete together.

## **DEFINING DISABILITIES**

**Disability:** According to the Americans with Disabilities Act (ADA), a disability is defined as a physical or mental impairment that substantially limits one or more of a disabled person's major life activities (for example, walking, standing, or breathing).

**Qualified Persons with Disabilities:** An employee, faculty, affiliate or applicant with a disability who satisfies the skill, experience, education, and other job-related requirements for the position and who can perform the essential functions of the job in question with or without reasonable accommodations. This includes part-time, full-time, probationary, non-career status and temporary employees. Similarly, for students, a qualified person with a disability is a student who satisfies all the skill, experience, and educational requirements for their chosen educational program with or without reasonable accommodations.

**Essential Functions:** Job duties typically, but not exclusively, found on a job description, considered so fundamental that the individual cannot do the job without performing them. Similarly, for students, essential functions are defined as basic activities and responsibilities that a student must be able to perform to complete their academic program and/or be considered for program admission, retention, and graduation. Essential functions for both students, faculty, staff and affiliates must be met either without an accommodation or with appropriate accommodation(s) after meeting the qualifications for a disability.

**Interactive Process:** The interactive process is the procedure through which an employer and an individual with a documented disability work together to identify what barriers exist to the individual's performance and/or essential functions of a particular job with the intention of finding a reasonable accommodation. The interactive process often includes a review of the individual's abilities and limitations and an analysis of which factors or job tasks may pose a difficulty and how the person may be accommodated. Similarly, with students, faculty, staff and affiliates, the interactive process entails the Chief Birth Justice Officer and/or the President of NCM working with the qualified person to identify existing barriers with the intention of finding an accommodation that is reasonable.

**Reasonable Accommodation:** The Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, require NCM to provide appropriate and reasonable academic and employment accommodations to employees and students with disabilities unless doing so would create an undue hardship, compromise the health and safety of members of the College community, or fundamentally alter the nature of NCM's employment or academic mission.

**Undue Hardship:** An action requiring significant difficulty, expense, and disruption (financial and administrative burden) or an action that would fundamentally alter policy and procedures, the nature of the job function, and/or the fundamental nature of the academic program at the National College of Midwifery.

#### **INTERACTIVE PROCESS (HOW ARE REASONABLE ACCOMMODATIONS MADE?)**

The Chief Birth Justice Officer is responsible for the interactive process (as defined below) for the College staff and is a designee for student, faculty and affiliate issues involving accessibility and other ADA process issues. The CBJO can be reached at [margaretg@midwiferycollege.org](mailto:margaretg@midwiferycollege.org).

Accommodations are provided through an interactive process among the qualified person and NCM representatives. The individual requesting the accommodation may be asked to obtain documentation from an appropriate health care provider. Supporting documentation from an appropriate provider may include:

- a diagnosis of the impairment and any accompanying test results;
- a connection between the nature of the disability and the requested accommodation;
- a detailed description of the specific impairment, functional limitations (with and without the use of mitigating measures such as treatment, aids, and medication), functional need, and the medical justification for such need; and

- a recommendation for the type and duration of the accommodation needed, as well as the rationale underlying the request “reasonableness.”

Upon receiving and reviewing the appropriate documentation, a determination will be made by the Chief Birth Justice Officer and the NCM President (in the case of an employment or faculty request) or by the preceptor (in the case of a learning site accommodation) regarding the individual’s disability.

## **INCIVILITY, BULLYING AND WORKPLACE VIOLENCE POSITION STATEMENT**

### **PURPOSE**

The National College of Midwifery is committed to creating and sustaining a culture of respect between students and preceptors. This document is meant to act as a guide for both students and preceptors to increase awareness and clarify responsibilities as they relate to creating safe and healthy working relationships.

### **BACKGROUND**

Studies have shown that incivility, bullying and workplace violence within midwifery preceptor student relationships are common problems. NCM sees this type of harmful behavior as a threat to the individual educational experience as well as to the midwifery profession as a whole. While patient safety is of utmost importance, it also must be balanced with preceptor and student safety. All are integral to quality and safe care. NCM believes that all branches of the profession must proactively work towards creating a cultural change in which harmful actions are in no way considered an acceptable norm. Those who experience or witness incivility, bullying and workplace violence without acknowledging it, confronting it and reporting it are indirectly promoting it. In this way, NCM realizes the importance of creating a system for students and preceptor to recognize and address these issues.

### **IDENTIFYING HARMFUL ACTIONS**

The first step in taking actions to eliminate bullying is to define harmful actions.

By distinguishing the various forms of harmful behavior, as a profession we can focus our collective wisdom and experience to create a culture of respect, safety, and effective communication. Below are outlined various types of harmful actions.

#### **INCIVILITY**

can take the form of:

- rude and discourteous actions
- gossiping or spreading rumors
- name calling
- using a condescending tone
- expressing public criticism

#### **BULLYING**

is repeated, unwanted harmful actions intended to:

- humiliate
- offend
- cause distress
- undermine
- degrade

Actions may include, but are not limited to:

- hostile remarks
- verbal attacks
- threats
- taunts
- intimidation
- withholding of support

(McNamara, 2012)

Such actions occur with greater frequency and intensity than do those actions described as incivility. Bullying actions represent serious safety and health issues, and they can cause lasting physical and psychological difficulties for targets (Washington State Department of Labor and Industries, Safety and Health Assessment and Research for Prevention Program, 2011).

Bullying often involves an abuse or misuse of power, creates feelings of defenselessness and injustice in the target, and undermines an individual's inherent right to dignity. Bullying may be directed from the top down (preceptor against student), from the bottom up (student against preceptor), or horizontally (student against student). Top-down bullying from organizational leaders allows bullying to become an accepted and condoned workplace norm (Deans, 2004a; Royal College of Nursing, 2002; Vessey, DeMarco, & DiFazio, 2011).

Bullying and other harmful actions can be “surrounded by a ‘culture of silence,’ fears of retaliation, and the perception that ‘nothing’ will change”.

### **MOBBING**

is a collective form of bullying and as an expression of aggression aimed at ostracizing, marginalizing, or expelling an individual from a group (Bowling & Beehr, 2006; Galen & Underwood, 1997; Harper, 2013). As Griffin and Clark (2014) state, workplace mobbing occurs when “more than one person commits egregious acts to control, harm, and eliminate a targeted individual”. Mobbing is linked to physical, psychological, social, and emotional damage, and it can have devastating consequences as the targeted individuals fight to keep their job and career (DiRosa et al, 2009; Hutchinson, Vickers, Jackson, & Wilkes, 2006; Monteleone et al., 2009; Vessey, DeMarco, Gaffney, & Budin, 2009). In some cases, targets of workplace mobbing may be exceptional individuals. For example, Westhues (2004) suggested that mobbing among faculty members in academic workplaces may be related to envy of excellence and to jealousy associated with the achievements of others. Mobbing may thus occur in such workplaces in an attempt to maintain group mediocrity and compliance with the status quo, so that the high performer is targeted to keep that person in line with prevailing workplace norms.

### **WORKPLACE VIOLENCE**

consists of physically and psychologically damaging actions that occur in the workplace or while on duty (National Institute for Occupational Safety and Health [NIOSH], 2002). Examples of workplace violence include:

- direct physical assaults (with or without weapons)
- written or verbal threats
- physical or verbal harassment
- homicide

(Occupational Safety and Health Administration, 2015). Relationships marred by incivility and bullying can contribute to unhealthy work environments that ultimately have a negative impact on the quality and safety of care delivered (American Association of Critical-Care Nurses, 2005).

### **POTENTIAL RAMIFICATIONS**

Potential ramifications of incivility, bullying and workplace violence include:

- decreased job satisfaction
- reduced organizational commitment
- decreased personal health (psychological stress, anxiety, irritability, depression)
- decreased productivity
- impacted clinical judgment
- increased risk of clinical errors

## **SOLUTIONS**

NCM endorses the Nonviolent Communication (NVC) model and encourages students and preceptors who are finding it difficult to maintain civil relationship to engage in study and implementation of the model to the best of their ability. The NVC model relies on both empathic listening and honest expression of observations, feelings, needs and requests. The following text is taken from the NVC website, which also can be used by students and preceptors who are interested in accessing more useful resources about this helpful method of communication:

Nonviolent Communication (NVC) is sometimes referred to as compassionate communication. Its purpose is to:

1. Create human connections that empower compassionate giving and receiving
2. Create governmental and corporate structures that support compassionate giving and receiving.

NVC involves both communication skills that foster compassionate relating and consciousness of the interdependence of our well being and using power with others to work together to meet the needs of all concerned. This approach to communication emphasizes compassion as the motivation for action rather than fear, guilt, shame, blame, coercion, threat or justification for punishment. In other words, it is about getting what you want for reasons you will not regret later. NVC is NOT about getting people to do what we want. It is about creating a quality of connection that gets everyone's needs met through compassionate giving.

The process of NVC encourages us to focus on what we and others are observing separate from our interpretations and judgments, to connect our thoughts and feelings to underlying human needs/values (e.g. protection, support, love), and to be clear about what we would like towards meeting those needs. These skills give the ability to translate from a language of criticism, blame, and demand into a language of human needs -- a language of life that consciously connects us to the universal qualities "alive in us" that sustain and enrich our well being, and focuses our attention on what actions we could take to manifest these qualities.

Nonviolent Communication skills will assist you in dealing with major blocks to communication such as demands, diagnoses and blaming. In CNVC trainings you will learn to express yourself honestly without attacking. This will help minimize the likelihood of facing defensive reactions in others. The skills will help you make clear requests. They will help you receive critical and hostile messages without taking them personally, giving in, or losing self-esteem. These skills are useful with family, friends, students, subordinates, supervisors, co-workers and clients, as well as with your own internal dialogues.

## **NONVIOLENT COMMUNICATION SKILLS**

NVC offers practical, concrete skills for manifesting the purpose of creating connections of compassionate giving and receiving based in a consciousness of interdependence and power with others. These skills include:

1. Differentiating observation from evaluation, being able to carefully observe what is happening free of evaluation, and to specify behaviors and conditions that are affecting us;
2. Differentiating feeling from thinking, being able to identify and express internal feeling states in a way that does not imply judgment, criticism, or blame/punishment;
3. Connecting with the universal human needs/values (e.g. sustenance, trust, understanding) in us that are being met or not met in relation to what is happening and how we are feeling; and



4. Requesting what we would like in a way that clearly and specifically states what we do want (rather than what we don't want), and that is truly a request and not a demand (i.e. attempting to motivate, however subtly, out of fear, guilt, shame, obligation, etc. rather than out of willingness and compassionate giving).

These skills emphasize personal responsibility for our actions and the choices we make when we respond to others, as well as how to contribute to relationships based in cooperation and collaboration.

With NVC we learn to hear our own deeper needs and those of others, and to identify and clearly articulate what "is alive in us". When we focus on clarifying what is being observed, felt, needed, and wanted, rather than on diagnosing and judging, we discover the depth of our own compassion. Through its emphasis on deep listening—to ourselves as well as others—NVC fosters respect, attentiveness and empathy, and engenders a mutual desire to give from the heart. The form is simple, yet powerfully transformative.

Founded on consciousness, language, communication skills, and use of power that enable us to remain human, even under trying conditions, Nonviolent Communication contains nothing new: all that has been integrated into NVC has been known for centuries. The intent is to remind us about what we already know—about how we humans were meant to relate to one another—and to assist us in living in a way that concretely manifests this knowledge.

The use of NVC does not require that the persons with whom we are communicating be literate in NVC or even motivated to relate to us compassionately. If we stay with the principles of NVC, with the sole intention to give and receive compassionately, and do everything we can to let others know this is our only motive, they will join us in the process and eventually we will be able to respond compassionately to one another. While this may not happen quickly, it is our experience that compassion inevitably blossoms when we stay true to the principles and process of Nonviolent Communication.

NVC is a clear and effective [model](#) for communicating in a way that is cooperative conscious, and compassionate. (c) 2005 by Center for Nonviolent Communication Website: [www.cnvc.org](http://www.cnvc.org) Email: [cnvc@cnvc.org](mailto:cnvc@cnvc.org) Phone: +1.505.244.4041

#### **HOW THE NATIONAL COLLEGE OF MIDWIFERY CAN HELP**

While NCM encourages students and preceptors to practice nonviolent communication and to explore their own methods of resolution in the case of personal conflicts that arise out of harmful actions, it is also important to NCM that all students and preceptors feel confident they will have access to guidance and support if needed. For this reason, NCM staff offers counseling and mediation and maintains a formal grievance policy. All communications are kept confidential and individuals will not be discriminated against as a consequence of making a complaint.

If you have any questions about this position statement or about NCM's grievance policy, please contact NCM directly. This position statement is based on the 2015 American Nurses Association Position Statement on Incivility, Bullying and Workplace Violence.

#### **REVISION OF THE POLICY AND PROCEDURE MANUAL, HANDBOOK/CATALOGUE POLICY AND PROCEDURE**

Any student, staff or faculty can propose policy and procedure changes. These are reviewed and evaluated by either the Education Committee, the Executive Staff or the Board of Directors as appropriate as determined during the weekly staff meeting. Any proposed change from one of these groups will be further evaluated and edited by the entire staff. The consensus model is used prior to a revision being made in the official policy and procedure manual. The Policy and Procedure manual is considered a living document and

will have edits made with a “revised date” added to the new or edited section. A new document will be made during the five year review and updated.

### **INTRODUCTION OF NEW POLICIES AND PROCEDURES**

The introduction of any new NCM policy and procedure by the staff or board of directors must be reviewed and approved by the Chief Birth Justice Officer before being adopted. The person(s) introducing the new policy or procedure must email the proposed policy or procedure to the Chief Birth Justice officer who will review it within 5 business days or request an extension from the President. A consensus model will be used to refine the policy or procedure with all affected or responsible staff with final approval for inclusion in the policy and procedure manual given by the Chief Birth Justice Officer.

### **NOTIFICATION OF CHANGES POLICY AND PROCEDURE**

Anything requiring immediate attention by the students/preceptors is announced in a mass email from NCM to all current students and preceptors. NCM will also post relevant notification of changes in a regular newsletter or update on the website and online resource via the Handbook.

### **ACCREDITATION, LICENSURE AND AUTHORIZATION POLICY**

NCM is accredited by MEAC, The Midwifery Education Accreditation Council, a small, private accrediting agency recognized by the US Department of Education.

NCM is licensed under the Postsecondary Institution Act (Section 21-23 et seq. NMSA 1978) and has been deemed by the New Mexico Higher Education Department to meet the standards for State Authorization. Our business license is through the Town of Taos.

### **ACCREDITATION, LICENSURE AND AUTHORIZATION PROCEDURE**

Accreditation cycles are every 4 years. MEAC notifies the College when a new re-accreditation cycle begins. NCM completes a SER (Self Evaluation Report) and submits it to MEAC.

Licensure by the New Mexico Higher Education Department is renewed every June. The application is accessed via their website.

The Town of Taos sends the college a renewal application for business registration. Our business license is issued in December.

### **AUTHORIZATION TO OFFER POST-SECONDARY MIDWIFERY EDUCATION**

In order to accept students in a state or country NCM will obtain:

- Appropriate authorization, or
- Notice from the relevant governmental body in that jurisdiction that it is exempt from needing authorization.

When NCM would like to begin accepting students from a state/country, NCM will:

1. Research the laws of the state/country in regards to:
  - a. Physical presence triggers for institutions of higher education
  - b. Appropriate laws and regulations regarding institutions of higher education, foreign institutions of higher education, and the application of these requirements to NCM's specific activities/proposed activities within the state/country.
2. Send a letter to the department of the state/country governing higher education to determine if licensure or other approval is required.
3. Once an answer is received from the state/country:
  - a. NCM will consider the requirements carefully and decide whether to seek approval and comply with requirements of the state/country, or
  - b. If the requirements are too onerous for financial or other reasons:
    - i. NCM will not accept new students in that state/country.
    - ii. NCM will put a notice up on its website that NCM will not accept students within that state/country. Those NCM students who are already enrolled will not be served by NCM if they choose to move to the prohibited state/country during their current enrollment.
4. In the case that NCM already has students working within a state/country, and during that enrollment, NCM is notified by the state/country or becomes aware that the laws or requirements have changed and NCM is now required to obtain licensure/permission/other to have students there:
  - a. NCM will comply with requirements of the state/country, or
  - b. If the requirements are too onerous for financial or other reasons:
    - i. NCM will cease to accept students in that state/country,
    - ii. NCM will put a notice up on its website that NCM will not accept students in that state/country and those NCM students who are already enrolled will not be served by NCM if they choose to move to the prohibited state/country during their current enrollment, and
  - c. NCM will make every attempt to teach-out the students that are currently already enrolled and working on their program within the state/country.

### **TRIMESTER DEFINITION**

NCM divides the academic calendar by trimesters according to the following dates and using the indicated abbreviations on Transcripts.

Spring (SP): January 1 - April 30th

Summer (SU): May 1 - August 31

Fall (FA): September 1 - December 31

### **COURSE NUMBERING**

100-399 Undergraduate courses

400-499 Bachelor-Focus courses

### **COMPLIANCE WITH FERPA POLICY**

NCM follows the Family Educational Rights and Privacy Act (FERPA)

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. Complaints regarding alleged violations of the rights accorded students by the Federal Family Educational Rights and Privacy Act may be filed with the

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, is federal law that provide students with the following rights with respect to their student educational records:

- to inspect and review the student's education records;
- to consent to disclosure of the student's education records to third parties, except to the extent that FERPA authorizes disclosure without consent;
- to request amendment of the student's education records to ensure that they are not inaccurate or misleading;
- to be notified of the student's privacy rights under FERPA;
- to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

It is the policy of the National College of Midwifery to protect the privacy and records access rights that apply to records maintained by or for the College about its current and former students by complying with FERPA at all times.

### **ANNUAL FERPA NOTICE**

NCM provides each Student in attendance at the College at least annually notification of their rights pursuant to FERPA, the procedures for exercising their rights via the redistribution of the updated Handbook.

### **FERPA CONSENT DEFINITION**

Written or electronic consent, signed by the Student or otherwise verified by the Student if electronic, that is dated and specifies the specific records to be disclosed, the party to whom the records are to be disclosed, and the purpose of the disclosure.

### **DE-IDENTIFIED RECORD DEFINITION AND POLICY**

The college reserves the right to submit an Education Record that has been stripped of all identifiers and/or aggregated such that it is not possible to re-identify an individual who is the subject of the record. An Education Record that has been de-identified is no longer an Education Record and is not subject to this policy or FERPA. Organizations conducting studies for, or on behalf of the College for the purpose of developing, validating, or administering predictive tests, administering student services, and improving instruction, may access De-Identified Student or Preceptor Records.

### **EDUCATION RECORDS DEFINITION**

An education record refers to all information collected that directly relates to a Student and are maintained by NCM. NCM Education Records do not include:

- Records of in the sole possession of Preceptors or Supervisors; used only as a personal memory aid,
- Law enforcement records;

- Medical records and mental health records, including counseling records created, maintained, and used only in connection with provision of medical treatment or mental health treatment or counseling to the student,
- Employment records unrelated to the Student's status as a Student, or
- Alumni records.

### **RIGHT TO INSPECT AND REVIEW THE STUDENT'S EDUCATION RECORDS**

FERPA requires NCM to permit a student to inspect most education records maintained about them within 45 days of the day the College receives a request for access.

### **REQUESTS TO AMEND STUDENT RECORDS**

A Student who believes that their Education Record is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA, may request amendment of the record. However, substantive judgment of a faculty member about a student's work, expressed in grades and/or evaluations, is not within the purview of this right.

### **PERSONALLY IDENTIFIABLE INFORMATION DEFINITION, POLICY, AND PROCEDURE**

Information obtained from or contained in an Education Record that can be used to identify a Student to whom the record relates or another Student. It specifically includes information determined by NCM to be:

- Linked or linkable to a specific Student such that it would allow a reasonable person in the College community who does not have personal knowledge of the relevant circumstances, to identify the Student with reasonable certainty.
- Requested by a person who the College reasonably believes knows the identity of the Student to whom the Education Record relates.

Student or preceptor information is not released without written consent of the student, as defined by FERPA. All graduation inquiries for jobs or licensing by a third party must be accompanied by a signed release from the students.

NCM does not provide student or preceptor information or images on any brochures or other marketing materials without written consent of student or preceptor.

### **ACCREDITING AGENCIES AND AUDITS**

Accrediting organizations may access an Education Record required to carry out its their accrediting functions. In order to maintain accreditation it is occasionally necessary to provide the accrediting agency with Personally Identifiable Information on Students and Preceptors. Agency authorized representatives may access these records as required for the audit, evaluation or enforcement purpose.

### **JUDICIAL ORDER OR SUBPOENA**

Information concerning a Student or Preceptor shall be released in response to a judicial order or lawfully issued subpoena. However, the College must make reasonable efforts to notify the Student or Preceptor of a request before complying with it, except when not allowed by law.

### **HEALTH AND SAFETY**

The College may disclose student information deemed by an Executive Staff Member as appropriate to persons in connection with an emergency in order to protect the health and safety of the Student or others individuals.

### **LEGITIMATE EDUCATIONAL INTEREST DEFINITION**

Any NCM Staff, Supervisor, Preceptor, or person or contractor who requires access to an Education Record in order to fulfill an official responsibilities on behalf of the College can be given access at the discretion of Executive Staff in accordance with FERPA.

### **SPECIFICITY WITHIN CONTRACTED DYADS/GROUPS CONFIDENTIALITY**

Confidentiality is maintained within the grouping of a student, all their preceptors, supervisors and necessary office staff in order to finalize a student's paperwork to complete their program. An example of this is that the student record is sent to the student and all of their preceptors via email every trimester. However, it is not sent to the student's *formally* terminated preceptors (see [Termination of Student and Preceptor Policy and Procedure](#)).

Requests for student or preceptor information other than by self (and confirmed) must be accompanied by a formal notarized release of information. Requests for information are not provided over the phone. Requests for student or preceptor information by self will be sent via email to the email listed in their file.

NCM's online learning resource in Canvas is fully compliant with FERPA regulations. Canvas allows access to student information only to those to whom permission is granted. By default, that is the administrator for the Institution's Canvas and faculty who are teaching or supervising courses in which the student is enrolled. All access to Canvas is encrypted. There are no exceptions. When transmitting Student Information System (SIS) data, the information is safe in transit and, when it arrives in the Canvas system, it is protected by the same account and role-based permissions that secure all other data.

### **PRECEPTOR CONFIDENTIALITY POLICY AND PROCEDURE**

NCM does not tell prospective or current students or preceptors if a preceptor is contracted with NCM. Students are encouraged to call the preceptor and ask them directly or check the Preceptor Opt In list available on the NCM website.

Example: Student calls and asks if Nancy Smith is a preceptor at NCM.

Result: NCM cannot answer this question.

### **COMPLIANCE WITH HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

NCM does not require or keep personal health information.

### **ONLINE DISCUSSION POLICY**

The purpose of this online discussion policy is to provide a safe, accessible mode of communication and support amongst students, faculty and staff of NCM. Being a midwifery student or preceptor comes with challenges that are sometimes met in isolation. NCM encourages students and faculty to use online discussion spaces the college provides (Facebook and Canvas) to reach out to one another in order to seek guidance and solace in meeting challenges. Celebrate and expound on successes so that others can take inspiration. Share helpful resources and assist others in being the best students and preceptors they can be! In general NCM online discussion groups are limited to NCM students (including observers), faculty, supervisors, BOD, staff and advisors. Discussions, chats, and messages on NCM forums are for the use of NCM invited participants only and may not be distributed to anyone outside of the group or class. Nevertheless, NCM recognized that there is no way to guarantee that messages will be kept confidential.

Students, staff and faculty are required to affirm and be familiar with the following rules governing behavior on the discussion group.

#### **GUIDELINES FOR DISCUSSION GROUP AND CHATTING**

NCM asks that group members follow these rules as a courtesy to other members and the midwifery community as a whole:

- Maintain confidentiality. As we all know, the world of midwifery is small and intimate. Please refrain from sharing information about others (e.g. your preceptors, your clients or other midwives) that should be kept confidential, even if names are not being used.
- It's okay to share personal stories, but when it comes to others' stories, keep discussions focused on concepts rather than on personal information.
- Consider cultural appropriateness. NCM has students from all walks of life in diverse geographic settings. Please consider whether your words might be offensive to someone of a culture different than your own.
- Practice wise speech. Be kind, honest, respectful, helpful and thoughtful.
- Come to the discussion with openness to varying perspectives and enough humility to listen deeply. Come with trust that everyone in the group is seeking to listen and to be heard.
- Consider that it is extremely difficult to interpret tone through electronic communication so avoid implying tone when reading posts as this can lead to misinterpretation.
- All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited as are hateful, negative or discriminatory comments regarding race, color, national or ethnic origin, ability, religion, marital status, sex, age, sexual orientation, gender identity and expression, economic status, formal education, language, citizenship status, veteran status, genetic and/or ancestry information, political beliefs or other identities.
- Do not post commercial solicitations.
- Consider that comments are subject to libel, slander, and antitrust laws.
- Do not post any material protected by copyright or intellectual property rights without the permission of the owner.
- Remember that while users are prohibited by this policy from reproducing and distributing posts to non-members and, while NCM believes its members will follow this Discussion Group Policy, NCM has no technical means to prevent a user from reproducing or distributing a post.

If you have any questions about the guidelines, please contact Marcy Andrew at [marcya@midwiferycollege.org](mailto:marcya@midwiferycollege.org).

#### **ONLINE DISCUSSION GROUP COMPLIANCE**

Messages will not be screened before they are posted. However, posts that do not comply with the guidelines listed above will be removed and the author of the post will be given direction by the moderator on how to revise the post, if within reason, to meet the guidelines of the discussion group.

Anyone consistently posting out of compliance with the guidelines will be removed from the group and possibly dismissed from the College.

If a you find a post to be inappropriate:

- Take pause. Consider the possibility that you might be taking something personally that is meant to further deeper learning, which can come with a certain level of discomfort. See how others respond before choosing to respond yourself.
- Ask questions and seek clarification without inspiring conflict or confrontation.
- If you just can't shake the viewpoint that the post is inappropriate, remove yourself from the conversation and contact the moderator directly at [marcya@midwiferycollege.edu](mailto:marcya@midwiferycollege.edu).

### **ONLINE DISCUSSION GROUP DISCLAIMER**

Discussion groups are provided as a service of the National College of Midwifery. NCM accepts no responsibility for the opinions and information posted on any NCM site by others. In no event shall NCM be liable for any damages whatsoever in connection with the use of any information posted on this site.

From time to time, posts may include attachments from users, third parties, or hyperlinks to other websites or materials ("non-NCM content"). Because NCM has no control over this non-NCM content, you acknowledge and agree that NCM is not responsible for its availability and that NCM does not endorse or warrant the accuracy of any non-NCM content. Students, staff and faculty further acknowledge and agree that NCM shall in no way be liable or responsible for such non-NCM content.

NCM does not represent or guarantee that its discussion group will be free from loss, corruption, attack, viruses, interference, malware, hacking, or other security intrusions and NCM disclaims any liability relating thereto.

By joining and using a discussion group, Students, staff and faculty acknowledge reading, understanding, and waiving any cause of action you may have against NCM with regards to this disclaimer.

### **LANGUAGE POLICY**

NCM materials are in English at a college level of writing, speaking, and comprehension. Materials, services and classes in other languages are not currently available.

### **COPYRIGHT POLICY**

All NCM materials are copyrighted by NCM unless they display a Creative Commons, or other license.

[Copyright Act of 1976](#)

Students and Faculty are responsible for any contributions they make to an NCM course, including but not limited to any feedback, blogs, discussions, assignments, comments or questions.

Contributions must not:

1. contain any material which is defamatory of any person;
2. contain any material which is obscene, offensive, hateful or inflammatory;
3. promote sexually explicit material;
4. promote violence;
5. promote discrimination including discrimination based on sex, gender identity, race, color, marital status, national or ethnic origin, religion, age, sexual orientation, and/or disability;
6. infringe any copyright, database right or trademark of any other person;



7. be likely to deceive any person;
8. be made in breach of any legal duty owed to a third party, such as a contractual duty
9. or a duty of confidence;
10. promote any illegal activity;
11. be threatening, abusive or invade another's privacy, or cause annoyance, inconvenience or needless anxiety;
12. be likely to harass, upset, embarrass, alarm or annoy any other person;
13. be used to impersonate any person, or to misrepresent your identity or affiliation with any person;
14. Give the impression that they emanate from NCM, if this is not the case; or advocate, promote or assist any unlawful act such as (by way of example only) copyright infringement or computer misuse.
15. By posting your contributions you confirm that all intellectual property rights in any content posted is yours and you grant to NCM a non exclusive worldwide perpetual royalty free license to use, reproduce, modify, publish, translate and distribute the content.
16. Students and Faculty agree to indemnify NCM for any cost, expenses damages or liabilities NCM may incur relating to your contributions. NCM reserves the right to remove or edit any contributions as we deem appropriate without notice.

Prior to publishing and offering an online resources, the CDO must review it to ensure that all materials are public domain, the community preceptor has permission from the owner to use them, the items have a Creative Commons or other usage license, with which the preceptor is abiding, or the item is "Fair Use" (see description below).

If accusations of an infringement of copyright is made, NCM will take immediate action in the form of:

1. Immediately removing the questioned item from the course
2. Investigating the reported infringement.
3. Repeated infringements may lead to the person making the infringements being fired or withdrawn by NCM.

NCM is prepared to stand up for staff or students if false accusations are made.

NCM faculty and students may use the following items for instructional purposes:

- Items in the public domain as part of assignments or for instructional purposes as long as proper credit is given to the work's author, when applicable.
- Items for which they have been given permission to use by the owner.
- Items with a Creative Commons, or other usage license, providing the requirements for the type of license is followed.
- Items which fall under Fair use (*Fair use is a legal doctrine that promotes freedom of expression by permitting the unlicensed use of copyright-protected works in certain circumstances* <https://www.copyright.gov/fair-use/more-info.html>):
  - a single chapter from a book
  - an excerpt from a work that combines language and illustrations, such as a children's book, not exceeding two pages or 10 percent of the work, whichever is less
  - a poem of 250 words or less or up to 250 words of a longer poem
  - an article, short story, or essay of 2,500 words or less, or excerpts of up to 1,000 words or 10 percent of a longer work, whichever is less; or

- a single chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper
- Student and Faculty Multimedia projects that include copyrighted materials must
- For multimedia projects:
- Give credit to the sources, display the copyright notice, and provide copyright ownership information.
- State on the opening screen and on any accompanying print material a notice that certain materials are included under the fair use exemption of the U.S. Copyright Law and have been prepared according to the multimedia fair use guidelines and are restricted from further use.
- A maximum of 2 copies may be made-1 for the creator, one for the school's library.
- Permission from the owners of the copyrighted materials must be obtained before any copies are made or the project is distributed.

### **PROMOTIONAL MATERIALS AND WEB CONTENT USE BY OUTSIDE PARTIES POLICY**

NCM limits the use of all college materials, including but not limited to all content of the NCM website, brochures, and pamphlets as they are, without changes. NCM web content and promotional materials are not to be replicated, copied/pasted, paraphrased or re-published on any other agency, organization or individuals website or promotional materials. Preceptors for NCM are permitted to reference this content and our program by hyperlink to our website, or to mention our school by name only. Any use of our name and content that extends beyond the use of a hyperlink is in violation of this policy and thus our policy and procedures. Preceptors or students in violation of NCM policy and procedures are subject to disciplinary action.

### **TIMEFRAME FOR COMPLETION POLICY**

The ASM program is a 3 year equivalent; the minimum time for the ASM program is 2 years, the maximum time is 5 years. The BSM program is a 2 year program; the minimum time for the BSM program is 1 years, the maximum time is 5 years.

Students who have not completed their programs after 2 years of enrollment are required to submit a plan of completion signed by both student and preceptor demonstrating how the student will complete the program in the remaining time. After 2 years the student will also be responsible for paying a yearly extension rate.

**Example** (Substitute enrollment date as appropriate.) if enrolled before September 1, 2017.

August 31, 2017 enroll.

August 31, 2018 end of year one.

August 31, 2019 end of year two. Submit plan of completion signed by both student and preceptor.

August 31, 2020 end of year three. September 1, 2020 \$450 yearly extension rate is due.

August 31, 2021 end of year four. September 1, 2021 \$450 yearly extension rate is due.

Must have graduated by August 31, 2022, end of year five (or request an extension per policy with President).

**Example** (Substitute enrollment date as appropriate.) if enrolled on or after September 1, 2017.

January 11, 2019 enroll.

January 11, 2020 end of year one.

January 11, 2021 end of year two. Submit plan of completion signed by both student and preceptor.  
January 12, 2021 \$1500 yearly extension rate is due.

January 11, 2022 end of year three. January 12, 2022 \$1500 yearly extension rate is due.

January 11, 2023 end of year four. January 12, 2022 \$1500 yearly extension rate is due.

Must have graduated by January 11, 2024, end of year five (or request an extension per policy with President).

### **NARM EXAMINATION TRACKING NUMBER OF ATTEMPTS POLICY AND PROCEDURE**

NCM tracks number of attempts for the purpose of the education committee evaluating trends of pass rates by demographics and other characteristics of students.

Scores are sent to NCM by NARM via email. When a email is received by the office please post the date of the exam, the score, and the number of attempts in the NARM Skills Workbook.

DropBox>NCM>EnrollmentandGraduation>Graduation>NARMSkillsWorkbook

### **NARM SCORES RECEIVED IN OFFICE POLICY**

This policy is to help the College understand what steps are useful in studying for the NARM exam in order to provide better counseling to students who are struggling to pass the exam. The survey includes the following questions:

- How many times have you attempted the NARM exam?
- Demographic questions (same as other surveys)
- Can you please detail what steps you took to prepare for the exam?
- Approximately, how many weeks did you prepare for the exam?
- Approximately, how many hours per day did you prepare for the exam?
- What do you feel was the most helpful step you took to prepare for the exam?
- After you first took the exam, how did you feel you had done on the exam?
- Which book(s) and other resource(s) did you find most useful?
- Approximately, how many births did you attended in any capacity prior to taking the exam?

### **NARM SCORES RECEIVED IN OFFICE PROCEDURE**

Send NARM score survey. Refer to Graduation Procedure if student passed the exam.

### **TEACH-OUT PLAN**

In the event of program elimination or significant change in requirements, students will be provided a way to complete the program in a reasonable period compatible with accreditation standards. This may require enrollment of students at other institutions of higher education or in courses taught through NCM for a

maximum of two years after discontinuation of the program with no additional cost to the students beyond that originally agreed to by the students. Remuneration is contracted individually between students and preceptors while two years of administration and operations of school activities are paid upfront by the student. Therefore NCM always has a two year fund reserve to be used in the case of closure.

### **BACKUP DATA SYSTEMS POLICY**

Registrar's computer has an automatic system backup on an external hard drive. All shared files on all computers have an automatic system backup on an offsite Cloud server. Student, staff and faculty paper file backups are kept in the locked fireproof filing cabinet.

### **RECORD RETENTION AND DOCUMENT DESTRUCTION POLICY**

The National College of Midwifery prioritizes effective record maintenance in order to meet student and staff needs, follow legal standards, protect its history, optimize efficiency, and minimize costs. The policies for records retention are outlined in this document.

Maintenance, retention, and disposal procedures must be followed by all administrative and executive staff under the guidance of the appointed custodian of records in order to ensure consistent and systematic treatment of records.

### **RECORD RETENTION AND DOCUMENT DESTRUCTION PROCEDURE**

The Chief Operations Officer or her designee will be the appointed custodian of records. This person will take responsibility for:

- Maintaining consistent records management practices according to this policy
- Informing all administrative staff about record management practices
- Ensuring that the office's record management practices are being followed according to the Records Maintenance and Disposal Schedule
- Ensuring good practices of confidentiality by restricting access to records when appropriate
- Ensuring that records with no archival value are properly destroyed in accordance with the Records Maintenance and Disposal Schedule.
- Determining whether documents have historic value and how to archive them

### **RECORDS MAINTENANCE**

While still under the retention period, all student transcripts will be protected from damage or loss by being backed up and securely stored on an external hard drive stored in a fire proof locked filing cabinet and also off site in a secured "cloud" site.

When the retention period for documents has passed, the Chief Operations Officer or her designee will decide if materials are identified as archival materials with historic value to be preserved or whether they are determined to be non-archival materials to be destroyed.

#### **Archival Records to be Preserved**

If it has been determined by the COO or her designee that the records are archival, they will be preserved for historic purposes. The method of preservation will also be determined by the COO or her designee.

### **NON-ARCHIVAL RECORDS TO BE DESTROYED**

If it has been determined by the COO or her designee that it is appropriate to dispose of the records, they will be destroyed in one of the following ways:

- Non-confidential paper records will be recycled
- Confidential records will be shredded onsite
- Electronically stored data will be erased or destroyed
- Any hosted locations maintaining records for NCM will be contacted and instructed to destroy documents.

#### **RECORD RETENTION: LOCATION AND DURATION**

All paper files are kept in fireproof locking cabinets. Each computer has an automatic system backup on an external hard drive. All files are backed up on a weekly basis to an external hard drive and to an offsite Cloud server. File backups are kept in the locked fire proof filing cabinet.

The Records Maintenance and Disposal Schedule shown at the end of this document lists how long records must be retained. Record retention periods may be increased by government regulation, judicial or administrative consent order, private or governmental contract, pending litigation or audit requirements. Such modifications supersede the requirements listed in this policy.

Note: No document list can be exhaustive so the Records Maintenance and Disposal list may not include all documents stored by the National College of Midwifery.

#### **IN THE EVENT OF CLOSURE**

In the event that The National College of Midwifery should have to close, the student transcripts will be uploaded onto an online transcript service. (See [Teach Out Plan](#) for more information.)

#### **DIGITIZATION**

The National College of Midwifery gives authority to staff to digitize records, so long as:

- the electronic record is an accurate representation of the original
- the digital record is available in a usable format
- the digital document cannot be altered once converted, and
- the records process for digitization can be authenticated by employees, including the procedures used during the digital process to prevent tampering or degradation of the records.

If the digital image meets this criteria, then the paper copy should be disposed of after digitization.

#### **RECORDS MAINTENANCE AND DISPOSAL SCHEDULE**

The National College of Midwifery shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy include paper, electronic files (including email) of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities.

A National College of Midwifery employee shall not knowingly destroy a document with the intent to obstruct or influence an "investigation or proper administration of any matter within the jurisdiction of any department agency of the United States ... or in relation to or contemplation of such matter or case." If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction.

In order to eliminate accidental or innocent destruction, The National College of Midwifery has the following document retention requirements:

| Type of Document  | Minimum Best Practice Requirement                             |
|---|---|
| Accounts receivable & payable ledgers & schedules   | 7 years   |
| Articles of Incorporation, charter, bylaws, Minutes and other incorporation records   | Permanently   |
| Audit reports, Financial Statements (year end): general/private ledgers, trial balance, journals  | Permanently   |
| Bank Reconciliation   | 3 years   |
| Bank Statements, deposit records, electronic fund transfer documents, & cancelled checks  | 3 years   |
| Chart of accounts   | Permanently   |
| Checks (for important payments & purchases)   | Permanently   |
| Contracts, mortgages, notes and leases (expired)  | 7 years   |
| Contracts (still in effect)   | Permanently   |
| Correspondence (general)  | 3 years   |
| Correspondence (legal and important matters)  | Permanently   |
| Correspondence (with students and preceptors)   | 2 years   |
| Deeds, mortgages, and bills of sale   | Permanently   |
| Depreciation schedules  | Permanently   |
| Donations   | 7 years   |
| EEOC reports  | Permanently   |
| Employment Applications* (depending the # of employees, employers must remain applications & other personnel records relating to hires, rehires, tests, promotions, transfers, demotions, selection for training, layoff, recall, termination or discharge)(Civil Rights Act of 1964, Title VII, ADA, ADEA) | 3 years from making the record or taking the personnel action |
| Expense Analysis/ expense distribution schedules  | 7 years   |
| Garnishments  | 7 years   |
| Grants (un-funded)  | 1 year  |
| Grants (funded)   | 7 years after closure   |
| I-9's*  | 3 years after date of hire or 1 year after termination        |
| Insurance records, current accident reports, claims, policies, etc.   | Permanently   |
| Internal audit reports  | 7 years   |
| Inventory records   | 7 years   |
| Loan documents and notes  | Permanently   |
| Patents and related papers  | Permanently   |
| Payroll records & summaries including records related to employee's leave* (Equal Pay Act, FLSA)  | 7 years   |
| Personnel files (terminated employees) (Title VII, ADA, ADEA)   | 7 years after termination                                     |
| Polygraph test results and records* (Employees Polygraph Protection Act)  | 3 years   |
| Purchase orders   | 7 years   |
| Retirement and pension records including Summary Plan Descriptions* (ERISA)   | Permanently   |
| Tax returns and worksheets including W-2's  | Permanently   |
| Timesheets  | 7 years   |

|  |                            |
|--|----------------------------|
| Trademark registrations and copyrights                   | Permanently                |
| Student Academic Transcripts                             | Permanently                |
| Student Financial Aid Transcripts                        | 5 years                    |
| Withholding tax statements* (FICA, FUTA, Federal Income) | 7 years                    |
| Workers compensation documentation                       | 10 years after 1st closure |

\* Federal requirements for organization with government contracts or subcontracts.

### **CENTRALIZED SUPPORT SYSTEM FOR MAINTENANCE OF THE ONLINE INFRASTRUCTURE**

(Canvas by Instructure) is focused in two areas, which are both managed by NCM's current office and administrative staff

1. NCM's SIS (student information system/database) and
2. NCM's Root-Level Administrative capability within NCM's Canvas instance ([ncm.instructure.com](http://ncm.instructure.com)).

NCM's SIS system within the NCM office is matched to the Canvas system. This allows NCM to control and assign:

- student enrollment / withdrawal in courses,
- assign login for secure authentication of all students, instructors, and other users of the online system,
- assignment of usernames and passwords,
- download of all student activity and grades,
- upload courses,
- download outcome/competency information.

Authentication protocols: Single Sign-On (SSO) is configured at the account level. SSO gives the institution full control over which users are authenticated and how that authentication is performed. Role information is communicated with enrollment data via integration with the institution's SIS.

1. NCM assigns each student and online instructor a Login\_id (username) and password to access their courses in Canvas
  - a. Users cannot change their login\_id.
  - b. Passwords are automatically generated numbers by NCM's SIS. Users may change these once they log in.
2. When a user provides a username and password via the secure login page:
  - a. Instructure Canvas authenticates to the specified LDAP server with the configured query account credentials.
  - b. The provided username is substituted into the configured filter field and is combined with the configured base value to search for the user account in an LDAP query.

- c. Instructure Canvas re-binds using the found user record above and the user provided password to authenticate the user.
  - d. If authentication is successful, Instructure Canvas look up the associated user in Canvas by matching the canvas user's login\_id to the username provided when logging in.
  - e. If the user is found, Instructure Canvas logs them in. Roles and permissions policies are dictated by enrollments within Canvas.
3. NCM enrolls students in specific courses through NCM's SIS system.

## **EXAMINATION OF AUTHENTICATION AND PROTECTION POLICY**

NCM assigns an exam code for any exams given via Canvas, the special code is only provided to the community preceptor who provides it to the student at the appropriate time for administration of a course exam.

## **INTEGRITY AND VALIDATION POLICIES AND PROCEDURES**

For more information refer to NCM's IT Plan documentation.

## **DATA MAINTAINED IN MAILCHIMP**

The data maintained in Mailchimp includes name, email address and assignment into an appropriate category of ASM/BSM student, active/inactive preceptor, BOD, other. The data is inputted via two methods, direct cvs upload from previous proven data base or manual with a side by side comparison of direct data provided by the person being added.

## **ASANA MAINTAINED DATA ON POTENTIAL STUDENTS AND PRECEPTORS**

The data maintained in Asana for the purposes of following up with potential students and preceptors includes name, email and phone numbers. The data is inputted from direct contact and validated via correspondence.

## **EMAIL ARCHIVAL VIA THUNDERBIRD**

The data maintained in Thunderbird includes a complete set of archived emails older than 1 month. The data is a direct copy and validated by side by side comparison.

## **CANVAS MAINTAINED DATA**

The data maintained in Canvas includes name, email address and SIS number. The data is uploaded from a previously proven data base or manually inputted with a side by side comparison of direct data provided by the person being added.

## **PRECEPTOR OPT IN LIST**

The preceptor opt in list a list of available preceptors to serve as mentors, academic and/or clinical preceptors. The list also contains demographic information as well as midwifery interests so that students may approach preceptors they feel would make the best match.

Preceptors contact the CDO to become part of the list with their name and gmail linked email account. This information is inputted on the next row of the google sheet. The entire row is then highlighted and protections are added linking the preceptor email to the row allowing them to edit all information in their row



only. A comment linked to their email is added on their name reminding the preceptor to update the row as often as they wish.

#### **STAFF BIOS ON WEBSITE**

Integrity of data is verified by staff emailing updates to CDO who in turn uploads to website and sends website link to staff to validate the accuracy of the data. CDO checks for Staff Updates 1 time per year.

#### **BOARD OF DIRECTORS INFORMATION ON WEBSITE**

Integrity of data is verified by updating BOD accuracy within three months of a BOD change. CDO makes appropriate changes to website and sends website link to President to validate the accuracy of the data.

#### **DISASTERS AFFECTING NCM'S PHYSICAL OFFICE LOCATION POLICY**

Most of NCM's business activities can be completed online and via a virtual office. If the physical office became immediately unavailable staff is prepared to provide their personal access points until NCM can replace needed technology. If staff is at the office when the disaster strikes and it is safe and feasible the Office Shutdown Procedures (conditions permitting) will be followed. Any staff member may make the determination that office shutdown procedures should immediately be enacted. Office Shutdown Procedures (Conditions permitting) can be found in the NCM Policy and Procedure Manual.

#### **OFFICE SHUTDOWN PROCEDURES (CONDITIONS PERMITTING)**

- A. Facility/Office staff should exit the building and get to a safe place.
  - a. Most important is the life and well-being of staff and office personnel.
  - b. The most important information and files are on our Dropbox, which can be accessed remotely.
  - c. The workings of NCM and service to its students will not stop, even if there is not access to any of its facilities.
- B. B. Additional shutdown procedures should only be followed if it does not endanger human life or health:
  - a. Unplug all electronics, close all internal doors, lock outside doors, set alarms, leave and get to a safe place. Or if conditions allow:

Pack the following items to move to our backup offsite facility (Items In order of importance):

- i. Business files and accounting data in filing cabinet #1,4(especially in #4),5,6
- ii. Current Student and Preceptor files in filing cabinet #2,3
- iii. PC's and all attached electronics
- iv. Backup external hard drives attached to PC's and one locked in fireproof filing cabinet #1
- v. Telephone and Vonage boxes
- vi. Internet servers/boxes

- vii. Printers and copiers
- viii. Library books (These can be easily replaced)
- ix. Office supplies such as paper, envelopes, clips, staplers, etc. (easily replaced)
- x. Archived Retired Preceptor, Graduated students, Withdrawn student files are not necessary to carry on current business and the information contained within them is in our database, which is backed up to Dropbox.

#### **CONDITIONS THAT COULD NECESSITATE A SHUTDOWN**

Damage to the office or building making work within unsafe or impossible. Damage or conditions within 1500 feet of the facility (or farther away depending on the individual type of danger or conditions) that is hazardous or potentially hazardous to employees.

#### **NOTIFICATION OF IMPENDING CONDITIONS THAT IS HAZARDOUS OR POTENTIALLY HAZARDOUS TO EMPLOYEES**

A shutdown can be ordered and overseen by: the CEO, COO, and Board of Directors President. However in the case of an emergency, when none of the above are available, office staff are directed to leave the office and get to a safe place. Three-Pronged notification consists of mass email, messaging and phone call to all employees.

#### **LENGTH OF TIME REQUIRED FOR SHUTDOWN AND RESTARTING**

| Order of Importance: | Item   | Estimated time required for Shutdown/or Restart |
|----------------------|--|---|
| 1                    | Staff and any customers evacuate office/facility and go to a safe place  | <1 minute                                       |
| 2                    | Unplug all electronics, close all internal doors, set alarms, lock outside doors, leave and get to a safe place. Or if conditions allow: | <3 minutes                                      |
|                      | <b>Pack the following items to move to our backup offsite facility or storage (Items In order of importance):</b>                        |   |
| 3                    | Business files and accounting data in filing cabinet #1,4(especially in #4),5,6  | 10-30 minutes (boxes required)                  |
| 4                    | Current Student and Preceptor files in filing cabinet #2,3   | 10-15 minutes (boxes required)                  |
| 5                    | PC's and all attached electronics  | 25-30 minutes                                   |
| 6                    | Backup external hard drives attached to PC's and one locked in fireproof filing cabinet #1   | 3 minutes                                       |
| 7                    | Telephone and Vonage boxes   | 3 minutes                                       |

|    |   |   |
|----|---|---|
| 8  | Internet servers/boxes  | 1 minute                                |
| 9  | Printers and copiers  | 5-10 minutes                            |
| 10 | Library books (These can be easily replaced)  | 30-45 minutes                           |
| 11 | Office supplies such as paper, envelopes, clips, staplers, etc. (These can be easily replaced)  | 30-45 minutes                           |
| 12 | Archived Retired Preceptor, Graduated students, Withdrawn student files are not necessary to carry on current business and the information contained within them is in our database, which is backed up to Dropbox. | 60-120 minutes (boxes required)         |
| 13 | Office Furniture  | 3-5 hours                               |
|    | <b>Other Shutdowns:</b>   |   |
|    | Kit Carson Electric Cooperative Acct #'s 385925-001,002 Tel: (575)758-2258 or 118 Cruz Alta St, Taos, NM 87571  | 10-15 minutes                           |
|    | Fire and alarm by Security Systems of New Mexico, 310 Gusdorf Rd, Taos, NM 87571 Phone: (575) 758-1171  | shutdown/startup of service 24-48 hours |
|    | Taosnet Internet: Address: 201 Camino de la Merced, Taos, NM 87571 Phone:(575) 758-7598   | shutdown/startup of service 24-72 hours |

### **DISASTERS AFFECTING ONLINE ACCESS POLICY**

NCM utilizes both physical and virtual office models, which provides redundant access to all online systems in multiple locations around the country.

### **PROPERTY PROTECTION POLICY**

Preventative protection of facilities, equipment and vital records is essential to maintaining NCM's operations. Fire safety information is distributed to employees: how to prevent fires in the workplace, how to contain a fire, how to evacuate the facility, and where to report a fire. Contact information for emergency and medical services is posted within the break room. Maps of evaluation routes are posted in prominent places, the fire extinguisher is checked yearly, smoke and fire detectors are checked monthly for proper operation and batteries are replaced every six months. NCM does not store any hazardous materials and none are located within 1500 feet of our facility. Insurance is maintained on the office and all office equipment.

### **LAWSUITS POLICY AND PROCEDURE**

In the event of a lawsuit contact Commercial Liability Insurance and engage appropriate lawyer.

### **LOSS OF ACCREDITATION POLICY**

In the case of loss of accreditation the institution will consider legal recourse or a teach-out plan with another institution, which most closely matches the learning model NCM has at the time.

### **LOSS OF RECOGNITION BY NEW MEXICO HIGHER EDUCATION DEPARTMENT POLICY**

In the case of loss of recognition by NMHED the institution will consider legal recourse or a teach-out plan with another institution, which most closely matches the learning model NCM has at the time.

### **LOSS OF ACCESS TO SARA RECOGNITION POLICY**

In the case of loss of recognition by SARA the institution NCM executive staff and BOD will determine for each state a student is no longer authorized to student in whether to pursue state authorization or to teach-out the current students. The determination shall be based on current and anticipated revenue compared to the cost of the application and anticipated staff hours to complete the application process.

### **LOSS OF KEY CLINICAL SITES OR ACADEMIC PRECEPTORS POLICY**

NCM recognizes that there are clinical sites and preceptors who disproportional bring more students to enroll at NCM with the loss of some or all of these key clinical sites the school could face financial hardship. NCM is financial prepared to withstand this possibility and continues to work on diversifying income and increasing enrollment from multiple preceptors.

### **STRATEGIC PLANNING ACTIVITIES**

Strategic Planning Activities are any activity that does not fall in another area and which involves a policy or procedure meant to plan for the future of NCM.

### **YEARLY STRATEGIC PLANNING MEETING POLICY AND PROCEDURE**

The college staff will complete a yearly strategic planning meeting each summer. The purpose of the yearly strategic planning meeting is to improve staff communication, increase shared awareness of program goals, challenges, threats and opportunities. Ideally the staff meets in person for one full day and discusses policy changes, sets the next twelve months of institutional priorities, reviews and updates student resources and services, and discusses student retention mitigation and accomplishments.

1. Location and timing
  - a. In person at college location, if possible, given budget and staff availability.
    - i. If online, facilitated and active document sharing will be used.
  - b. 8 hours of facilitated planning
2. Attendance
  - a. All executive staff are required to attend unless an emergency or midwifery related situation occurs.
3. Items to be discussed
  - a. Strategic Priorities over the next 12 months

- b. Student resources and service updates
- c. Student retention mitigation and accomplishments
- d. Program Goals
- e. Review the 3-5 year budget

### **3-5 YEAR BUDGET DEVELOPMENT PROCESS**

It is the job of the COO to head the 3-5 year budget development process. This budget is reviewed at the annual Strategic Planning Meeting. (see [3-5 year Budget Policy and Procedure](#))

### **PROCESS FOR EVALUATING AND UPDATING PROGRAM GOALS**

Ongoing program assessment occurs with tracking of each program indicator of success.

#### **For the Associates program, this means confirming that:**

At least 50% of students remain in their communities while completing at least 50% of their studies. This outcome will be tracked through yearly review of analytics in SurveyMonkey of graduate surveys.

At least 50% of graduates from the ASM program plan to stay and practice in their communities once licensed. This outcome will be tracked through yearly review of analytics in SurveyMonkey of graduate surveys. □

NCM provides scholarships for a minimum of four enrolled recipients yearly who meet qualifications. This outcome will be tracked through yearly review of the recipient list in the Scholarship/Donations folder kept in Google Drive. □

100% of graduates who complete the NCM Community Health Course will attend at least one midwifery or health-related organization meeting and/or become a member of a midwifery or health-related organization during their academic studies as required in the course Community Health. This outcome is tracked on student transcripts when they complete the Community Health course.

100% of graduates take NCM's Out of Hospital Birth course and thus are required to interview professionals from all aspects of the maternal healthcare system in their community and research the unique strengths and challenges of their community's system. This outcome is tracked on student transcripts when they complete the Community Health course.

All ASM graduates have passed all courses with a grade of 80% or higher.

Students get credit for NCM courses only when they have achieved a grade of 80% or higher and graduate only when they have passed all ASM courses. This outcome is tracked on student transcripts. □

75% of students who take the NARM exam pass on their first attempt. This outcome is tracked in an Excel spreadsheet using NARM's notification of student exam results. □

100% of graduates have created a full set of practice guidelines, an emergency transport/transfer plan and an informed consent form. This outcome is tracked on student transcripts.

100% of students, upon enrolling in the ASM program, are required to take an orientation course which includes training in implicit bias, cultural awareness and humility, power and privilege dynamics, nonviolent

communication, and accessing articles and library resources. This is tracked through email communications with students when they enroll.□

NCM newsletter is sent out each trimester and opened by at least 25% of recipients. This outcome will be tracked in the Mailchimp program analytics.□

A minimum of 90% of NCM's total social media posts in any given year will pertain to NCMs pillars of knowledge. This outcome will be tracked in an excel spreadsheet.

The digital library is updated every trimester with requested peer reviewed journal articles added. This outcome is tracked within Canvas.

100% of preceptors take a required preceptor course that is updated on a yearly basis. This outcome is tracked by confirming within surveymonkey that preceptors have completed the course evaluation, which is the last requirement of the course and which preceptors cannot access until they have completed all of the other requirements.□

**For the BSM program, this means confirming that:**

At least 50% of students remain in their communities while completing at least 50% of their studies. This outcome will be tracked through yearly review of analytics in SurveyMonkey of graduate surveys. □

At least 50% of graduates remain in their community to engage in midwifery or midwifery related work. This outcome will be tracked through yearly review of analytics in SurveyMonkey of graduate surveys. □

100% of graduates who complete the NCM Community Health Course attend at least one midwifery or health-related organization meeting or become a member of a midwifery or health-related organization during their academic studies. This outcome is tracked on student transcripts when they complete the Community Health course.

All BSM graduates have passed all BSM courses with a grade of 80% or higher. This outcome is tracked on student transcripts.

Graduates of the BSM program have participated in researching, analyzing and distilling clinical information relevant to their practice, applying their understanding of research directly to every day practice, writing and presenting about midwifery topics and development of Policies and Procedures specific to their practice. This outcome is tracked on student transcripts.

100% of graduates complete the following courses with a grade of at least 80%:

- Applied Topics in Midwifery Practice: Development of Policies and Procedures
- Introduction to Writing and Presenting on Midwifery Topics
- Midwifery Research Methods
- Introduction to Evidence Based Practice in Midwifery Care

This outcome is tracked on student transcripts.□

100% of graduates will complete a course containing mentorship of ten births reviewing and evaluating risks in comparison with a current and thorough literature review with a grade of 80% or higher. This outcome is tracked on student transcripts.□

NCM newsletter is sent out each trimester and opened by at least 25% of recipients. This outcome will be tracked in the Mailchimp program analytics.

The digital library is updated every trimester with requested peer reviewed journal articles added. This outcome is tracked within Canvas.

### **CRITERIA FOR *EVALUATING AND UPDATING PROGRAM GOALS***

NCM executive staff will meet yearly during the fall trimester to evaluate and, as necessary, update the program goals. While analyzing the outcomes for each program indicator of success, executive staff will use the following criteria for evaluating and, as necessary, updating goals. If updates are deemed appropriate, a plan will be established and implemented. New program goals will implemented by January 1st.

1. Is the college successfully meeting the goals based on the program indicators of success? Are the indicators of success accurately reflecting the outcomes?□
2. If NCM is successfully meeting the goals, can we update the goals to reflect increased capacity? Can we update our indicators of success to reflect higher standards? □
3. If NCM is not successfully meeting the goals, what changes do we need to make in order to meet those goals? Do we need to adjust the goals or indicators of success while making those changes?□
4. Do the program goals still accurately reflect the current priorities of the college? □
5. If program goals still accurately reflect the current priorities of the college, are there new ones that could be added to further augment the vision, mission and values of NCM?□
6. If program goals no longer accurately reflect the current priorities of the college, how do they need to change in order to do so?□

## **PART 2: COLLEGE GOVERNANCE**



## **STUDENT AND PRECEPTOR PARTICIPATION IN COLLEGE GOVERNANCE**

Students and their preceptors are invited to attend the College's board meetings, which takes place in New Mexico with phone and online services utilized for those outside of New Mexico, to provide feedback to the College and directly participate in directing the program. The agenda for the next meeting is maintained and updated by the President. For the current proposed agenda and/or next meeting date and time please contact the President. Those unable to attend are encouraged to call, write, or email the College with their thoughts and opinions on agenda items or any other topics relating to the College. In addition, feedback is solicited of graduates on surveys sent out by the Office. Suggestions are further solicited from students and faculty on trimesterly Evaluation Forms.

## **FACULTY ADVISORY BOARD**

The Faculty Advisory Board which is composed of current and former NCM academic and clinical preceptors. The purpose of this board is to:

- Provide NCM with consultation and support in the development of policies and programs;
- Lend stature to NCM by the individual's association with the school;
- Serve as reminders to NCM and the community of the worldwide support enjoyed by midwives;
- Provide NCM students, staff and Board with models and inspiration through the individual's work and publications.

## **TRIMESTER PROCEDURE**

All preceptors participate in the Faculty Advisory Board at the end of each trimester when they submit an evaluation and during the annual Faculty Advisory Board survey. The evaluation gives the preceptor the opportunity to participate in development, implementation and evaluation of the curriculum, evaluation and advancement of students, specifically the supervision and evaluation of student learning in the clinical setting, including any specific responsibilities linked to NARM requirements for student supervision and evaluation while the survey provides the opportunity to participate in the periodic evaluation of student admissions criteria, program resources, facilities, and services.

NCM reviews all the comments and suggestions and appreciates all feedback to improve our program. Preceptors are thanked when their suggestions are incorporated into NCM's programs.

## **ANNUAL PROCEDURE**

NCM will send out an annual electronic survey to the Faculty Advisory Board during the winter trimester. This survey must include:

- Request for faculty recommendations for specific library resources that address and build competency in diversity and cultural versatility
- Request for faculty recommendations for specific library resources that address and build competency in direct entry midwifery would you recommend NCM integrate into the curriculum and/or have available as a reference for students?"
- Review and evaluate student admissions criteria
- Review and evaluate the requirements of program resources, facilities, and services

## **BOARD OF DIRECTORS**

The Board of Directors is made up of a minimum of 3 members. The number of board members has historically been 5-7.

### **Current members**

Ezra Depperman - President

Carolina Nkouaga – Vice President/Treasurer

Jonathan Hill- Secretary

Marcy Andrew- Member

currently recruiting - Member(s)

The Board of Directors meets annually in person, to elect officers, approve the previous meeting's minutes, approve the budget, set policy, engage in strategic planning, and address issues of concern, especially concerns or complaints raised by students, faculty and graduates. Quarterly meetings can be held via phone or video conference calls if needed.

During the year, a file is kept of all the suggestions and complaints from the Trimesterly Student Preceptor Evaluations, email and phone communications, and Graduate Surveys. The Board will address each of these at the meeting.

Draft agendas and materials are distributed to Board members prior to the meeting. Minutes are kept by the Secretary of the Board. A copy of the minutes are distributed to Board members and filed in the binder.

The NCM Board of Directors reviews the enrollment and graduation numbers at the Annual Meeting that is held in a physical location. During this meeting, recruitment and marketing is discussed in conjunction with enrollment projections and if necessary a separate committee is convened.

Each staff member gives a report about his/her individual administrative functions, including any proposed changes or issues. These reports include Student Admissions, Financial Aid, Personnel/human resource management, Financial Management, Regulatory Compliance Oversight, facilities and equipment needs, Learning Resources, and etc. If necessary, a separate committee is convened.

### **FINANCIAL RESPONSIBILITIES**

A copy of the month end reports are forwarded by email to the President of the College and the Treasurer of the Board of Directors, and the President of the College.

These reports are reviewed and compared to the operational budget and expenses. If there are any discrepancies or problems, the President will call a Board meeting to discuss this. The Board will decide if any action is needed. In the event of a cash flow problem, the Office Administrator will call the Treasurer immediately so that the Board can decide on spending priorities.

### **EMERGENCY PLAN**

In the event, the President is not able to work at the College; the Board would conduct a search to locate a midwifery educator and administrator of equivalent caliber to replace them. This search would likely take

several months. In the meantime, the staff would conduct the essential business of the College with the advice and supervision of the Board of Directors. Any revision of the curriculum and education materials, as well as any other changes and improvements to the College administration and/or its institutional relationships, would be put on hold until a new President was hired.

In the unlikely event that the entire staff of the National College of Midwifery were incapable of working, due to illness or death, the Board of Directors would temporarily take over running the College.

Staff positions would be advertised in the local newspaper and applicants would be interviewed. The current external bookkeeper for the College could be contracted to fill in until an Office Administrator could be hired. All new staff members should be cross trained and willing to cover while training replacements.

### **REVIEWS OF NCM CURRICULUM, SERVICES, POLICY, AND PROCEDURES**

Every five years the Education Committee reviews the NCM Curriculum and staff reviews all services, policies and procedures and the NCM Handbook/Catalogue. Curriculum Review includes Student Admissions, Learning Objectives, Learning Resources, Learning Activities, Evaluation Methods, and Course Content. The BOD reviews and updates as necessary the Board By Laws every five years.

### **DETERMINING ADEQUATE FACILITIES, FACILITIES SAFETY, TEACHING AIDS, EQUIPMENT, TECHNOLOGY, AND SUPPLIES POLICY AND PROCEDURE**

Annually midwifery staff and as requested members of the Faculty Advisory Board via the Education Committee will determine the standards with which to determine if a faculty member has adequate facilities, facility safety, teaching aids, equipment, technology and supplies.

NCM does not provide or maintain classroom facilities, teaching aids, equipment, technology or supplies; preceptors provide it within apprenticeship settings. Students are required to affirm that they have access to needed technological supplies and skills when they apply to the program. Preceptors, upon applying, must affirm the number of students their site/practice can accommodate simultaneously, the estimated number of births per month per student, and the types of experience available. They also must present an equipment/restocking list, explain how often equipment is inspected and/or replaced, explain how federal and state standards for infection control and hazardous waste management/disposal are met. Preceptors also must affirm that the areas where they offer instruction to their students provide adequate lighting, seating, furniture, air quality and temperature maintenance and that facilities, teaching aids, equipment, technology, and supplies are adequate to meet the needs of all currently enrolled students.

The trimesterly evaluations done by students and preceptors also act as affirmation that students have access to adequate facilities, facilities safety, teaching aids, equipment, technology and supplies.

The education committee once a year (and more often as deemed necessary) reviews the criteria set for all clinical learning sites to ensure their suitability for student learning/experience in relation to expected learning outcomes.

### **EDUCATION COMMITTEE POLICY**

The Education Committee is a committee which invites the participation of all faculty and students. Students are restricted from participating in the writing of test questions and answers unless they have completed the course being discussed. The Education Committee will include at least one NCM Board member. The Education Committee meets three times a year approximately six weeks before the start of a new semester. The Education Committee is responsible for reviewing all suggestions, comments and complaints with regards to the curriculum each trimester which have been received since the previous meeting; this includes the Credit Value Assessment Form. Any updates to curriculum or resources are considered by the Education Committee for inclusion in the digital library and suggested to the librarian within 1 week of the Education Committee meeting. The Education Committee is responsible for performing the annual curriculum review and will do a systematic and comprehensive evaluation of the curriculum every 5 years. The Education Committee will ensure that the learning resources are current within the last 5 years, or the latest editions listed on the NARM recommended reading list. Additional responsibilities as outlined throughout the policy and procedures manual include: evaluation of learning site criteria, evaluation and permission/denial of exception to trimester maximum credit hours to student submitted requests, evaluation and decision to any exceptions to the academic block system not outlined in the policy and procedures, evaluation and decision with regards to a petition for Qualified General Education Faculty by a preceptor, and ensure that preceptor / instructor evaluation and supervision policy is being followed and supports the president in any course development required as a result of poor preceptor evaluations. The Education Committee is responsible for the development of the preceptor guidelines course, specifically the materials to update preceptors in in Adult teaching and learning, plagiarism, HIPAA, or other relevant topics, Cultural sensitivity and versatility, and Competency-based education. Specifics of these and any other identified learning areas and/or activities will be determined in the last Educational Committee Meeting of each year. The Education Committee will determine if outside expertise is required to adequately teach any of the identified subject areas in the Preceptor Guidelines Course. Annually midwifery staff and the midwifery members of the education committee will determine if current NCM requirements for facilities, facility safety, teaching aids, equipment, technology and supplies are adequate.

## **EDUCATION COMMITTEE RESPONSIBILITIES**

### **EDUCATION COMMITTEE REVIEW OF END OF TRIMESTER COURSES AND INSTRUCTORS**

1. Review learning objectives submitted by course instructors for evaluation.
2. Review summaries of survey feedback as submitted by NCM staff.
3. Ensure that Preceptor / Instructor Evaluation & Supervision Policy is being followed.
4. Review any other suggestions made by staff, students, instructors and/or board members.

### **EDUCATION COMMITTEE ANNUAL REVIEW**

In order to maintain the integrity of the recommended resources for each course, a yearly review of sources will be conducted to insure that the most recent editions and publications are cited for student reference. The preceptor or student who suggested a change is notified of their part in the development of the curriculum. The Annual review happens in November so that the Annual FAB surveys can be taken into account and used in the development of the next year's Preceptor Guidelines Course. Our annual review will include the following components:

1. Review of sources cited in each course and updating of any sources that have released a new edition.
2. Update Book list to include world cat and internal learning materials listed in courses.
  - a. Publish new syllabi available to public.

3. Review comments, questions and suggestions submitted by students and preceptors, via evaluation forms, emails or phone calls.
4. Review Adjustment reports of credit value / time incongruence from students and preceptors of credit value based on 5 (4%) or more.
5. Adjustment of minor changes i.e. spelling or grammar errors
6. Adjustment of tools or methods section in accordance with Policy and Procedure updates
7. Review the Annual Faculty Advisory Board survey
8. Develop outline of Preceptor Guidelines Course
9. Evaluate and determine if adequate NCM's Clinical site requirements, facilities, facility safety, teaching aids, equipment, technology and supplies

#### **NOTIFICATION OF CHANGE OF CURRICULUM**

When curriculum is updated it will be available on Canvas. Anything requiring immediate attention by the students/preceptors is also announced in a mass email. NCM will distribute the new information to all current students and preceptors. Major curriculum changes are provided in the NCM newsletter (see Newsletter Policy) and website (see NCM Website Policies and Procedures).

#### **FIVE-YEAR CURRICULUM EVALUATION POLICY**

NCM curriculum, Services, Policies, Procedures, & etc are reviewed in a continuous and ongoing manner. NCM has rolling enrollment and graduation, so at any time, each student is at a different point in their studies within the NCM curriculum. This ensures that most, if not all NCM components are being utilized and reviewed at any one time. All students' suggestions are also taken into account.

#### **FIVE-YEAR CURRICULUM EVALUATION PROCEDURE**

NCM collects suggestions for changes and reviews of curriculum in the following way:

1. All students and preceptors who are active during a trimester complete a survey (included on the Student-Preceptor Evaluation Form) of the parts of the curriculum that they have completed during the trimester.
2. All students and preceptors are welcome at any time to submit suggestions through phone, email or mail to NCM.
3. Students/preceptors are asked to evaluate if the time listed on the syllabus matched the time it took them to complete the course.

Committee meets as many times as necessary to review repeating themes identified in the previous 5 years making revisions to curriculum as necessary.

In addition to an annual review, the NCM Education Committee will perform a comprehensive review of the entire curriculum every five years to determine if new sources should replace existing ones as they become available and what changes should take place in the structure of each course, if any, to insure that our courses are reflective of current standards of midwifery practice and new developments in midwifery. Our 5-year curriculum review will include the following components:

1. Review of each course for currency in resources and course content based on new developments in midwifery care

2. Adjustment of NARM Skills, MEAC Essential Competencies, ICM Core Competencies, Lumina degree-level competencies, state and or federal requirements addressed in each course in accordance with changes made to the course content.
3. Review of evaluation tools and methods based on SER requirements and student/preceptor feedback regarding clarity and ability to facilitate student learning reported on trimester evaluations.
4. Review of NCM student handbook to reflect any change in curriculum content and learning methods.

### **STUDENTS & PRECEPTOR COMMENTS/SUGGESTIONS BY EMAIL OR MAIL OR PHONE POLICY**

The student's or preceptor's suggestions are acknowledged. Curriculum suggestions are forwarded to the CDO for inclusion in the Education Committee's trimester meeting. Policy and Procedure, Handbook/Catalogue suggestions are forwarded to the Executive Staff weekly meeting agenda. Executive staff will engage the Board of Directors' in reviewing a suggestion should it require substantive changes to programs, policy, or student services. Complaints are resolved per policy.

### **STUDENTS & PRECEPTOR COMMENTS/SUGGESTIONS BY EMAIL OR MAIL OR PHONE PROCEDURE**

All student comments to any staff member which concerns the curriculum are forwarded to the CDO who saves them in a folder for the following Education Committee meeting. Prior to the meeting the CDO copies and pastes these comments into the Education Committee Agenda making a title under style heading 1 that sums up the comment and a conclusion under style heading 2. The styles are used as a way to track which if any issues are consistently emerging as the table of contents uses the style definitions for compiling a concise list. The use of conclusion style heading two allows the Education Committee to quickly access decisions under given topics.

## **PART 3: PERSONEL**

### **NON-DISCRIMINATION POSITION STATEMENT**

See this position statement under Part I: Institutional Policies and Procedures.

### **AMERICANS WITH DISABILITIES ACT POSITION STATEMENT**

See this position statement under Part I: Institutional Policies and Procedures.

### **INCIVILITY, BULLYING AND WORKPLACE VIOLENCE POSITION STATEMENT**

See this position statement under Part I: Institutional Policies and Procedures.

### **STAFF HIRING**

All staff members are given the opportunity to meet and interview all job applicants. All new employees are hired on a consensus basis.

All new hires receive a three-month probationary period to make sure a good match exists. There is a review at the end of each month.

After 3 months the new employee will be given a final evaluation by the president. they will also ask for feedback from the other staff members. If the review is below expectations, the National College of Midwifery or the employee can decide to part ways at this time.

### **STAFF FIRING**

Employees who are fired will be issued a final paycheck to reflect time worked. An employee will be fired for, but not limited to the following reasons:

**Unethical Conduct:** Unethical conduct covers a wide range of specific behaviors, including dishonesty, theft, fraud, industrial espionage and slander.

In cases of criminal misconduct, the College reserves the right to fire an employee without prior warning or severance pay.

**Job Duties:** Employee fails to perform job duties to satisfactory standards.

Missing too many days of work causes individual employees' output levels to fall behind other employees

Unsatisfactory employee evaluations

**Non-Compliance:** Employee fails to follow all company policies and procedures,. Common areas of non-compliance include workplace harassment, workplace conduct, dress code and the performance of duties not specifically listed in job descriptions.

**Personality Issues:** The employee has difficulty getting along with others in the College or with students and preceptors. The College requires working in collaboration, and if the employee is causing multiple



confrontations or dampening productivity with a lack of communication or conflict-management skills, the College may have no choice but to ask the employee to leave.

## **EMPLOYEE EVALUATIONS**

All employees are given a performance evaluation annually. Employee evaluations are not designed to be punishing, but rather as tools for self improvement. Evaluations will include a review of personnel files to see if there are any commendations or complaints.

Each Employee/Staff member completes a self-evaluation, and then is evaluated by their direct supervisor. The Chief Development Officer (CDO) and Chief Operating Officer (COO) and Chief Birth Justice Officer (CBO) are evaluated by the President (CEO). The Registrar/Admissions Officer is evaluated by the COO, in close consult with the CEO and CDO. Part of the self evaluation process is to identify technology training objectives that staff identify as personal development needs.

The President is evaluated by each staff member, with the final evaluation completed by the Board of Directors.

NCM Staff Evaluations are done through Survey Monkey Design. The COO creates and sends out to each staff member in August.

As normal staff evaluates each other and sends these evaluations out. The president then has a mentoring session with each staff member identifying one area of improvement the staff person wishes to work on. Together they identify the activity(ies) they will complete to help improve their skills in this area. Six months after the original evaluation the president will again have a mentoring session with the staff person and discuss how the chosen activities are progressing and help the staff person make an on-going plan to ensure that they are on a path toward success. The president will follow the same procedure under the guidance of the President of the Board.

If the employee has an outstanding evaluation, and if the budget allows, it will be recommended that the employee receive a raise or receive a bonus.

Job descriptions will be reviewed and updated during the evaluation process. If the job description needs to be adjusted, it is dated and put in the employee's file along with the performance evaluation.

## **VACATION, SICK LEAVE AND FAMILY LEAVE**

The College believes that our families and our health are of paramount importance. Employees are encouraged to take care of themselves and their families.

The College offers 2 weeks paid vacation after completion of the first year of employment.

After 2 years of employment, the employee will receive 3 weeks paid vacation to a maximum of 4 weeks of paid vacation leave after the completion of 3 years employment. Vacation time does not accrue.

Additional unpaid vacation leave can be negotiated on a case-by-case basis.

The College does not measure sick leave. If the employee is sick, they should stay home and take care of themselves.

In cases of extended illness, the College will assess its budgetary constraints, and will offer to hold the employee's position on an unpaid basis for a set period. NCM abides by the Family and Medical Leave Act (FMLA) <https://www.dol.gov/whd/fmla/>

The College does not offer paid maternity leave. The employee's position will be held for her for a 2 month period, and temporary staff will be hired in the interim.

## **SALARY**

Employees are paid an annual salary. Pay checks are issued on the 15<sup>th</sup> and 30<sup>th</sup> of each month. When the budget allows, employees will be eligible for a raise or a bonus based on their annual evaluation.

## **BENEFITS**

The College provides a Simple IRA retirement plan for all employees who have completed one year of employment. The College annually matches salary deductions, up to 3% of the employee's annual gross salary.

## **EMPLOYEE PROTECTION (WHISTLEBLOWER) POLICY**

If any employee reasonably believes that some policy, practice, or activity of The National College of Midwifery is in violation of law, a written complaint must be filed by that employee with the Executive Director or the Board President.

It is the intent of The National College of Midwifery to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of The National College of Midwifery and provides the National College of Midwifery with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

The National College of Midwifery will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of the National College of Midwifery, or of another individual or entity with whom the National College of Midwifery has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

The National College of Midwifery will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of the National College of Midwifery that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

## **LOSS OF KEY PERSONNEL POLICY AND PROCEDURE**

Reorganization to meet new challenges is important whether the NCM is dealing with negative events, the abrupt discontinuation of employment of any staff or the unexpected pressure of having to rapidly expand.

The need for re-establishment of normal operations and reorganization to limit any future contingencies will be determined by the President and approved by the Board of Directors of NCM. In the event of loss of key personnel, the President considers vacancy and assigns personnel most suited to filling the need.

In the event, the President is not able to work at the College; the Board would conduct a search to locate a midwifery educator and administrator of equivalent caliber to replace her. This search would likely take several months[CJ1] . The Board would choose the CDO or another appropriately qualified staff member to appoint as interim president. In the meantime, the staff would conduct the essential business of the College with the advice and supervision of the Board of Directors. Substantive changes and improvements to the College administration and/or its institutional relationships, would be put on hold until a new President was hired.

In the unlikely event that the entire staff of the National College of Midwifery was incapable of working, due to illness or death, the Board of Directors would temporarily take over running the College until new staff could be hired.

#### **NEED FOR OUTSIDE ASSISTANCE / HIRING OF SPECIALISTS AND/OR CONSULTANTS POLICY**

There is a wide range of possibilities that a business must prepare for, not all can be foreseen. In some cases there may be a need for the hiring of specialists and/or consultants. This need will be determined by the President and approved by the Board of Directors of NCM.

## **PART 4: INSTITUTIONAL FINANCIAL POLICIES AND PROCEDURES**

## **FINANCIAL POLICY AND PROCEDURE**

The National College of Midwifery follows these financial accounting policies and procedures in its commitment to make the College's finances as stable, secure and transparent as possible.

### **ACCOUNTS RECEIVABLE PROCEDURE**

The office administrator logs in checks and payments coming into the College by mail. Copies of checks are attached to applications or transcript requests and checks are filed in the deposit envelope. A receipt is included in the enrollment letter sent to the student. A copy of the check and receipt is placed in the student file.

The office administrator then deposits these checks.

Payments from other sources are copied and placed in appropriate files.

Paypal payments are entered into the check registry.

### **DEPOSITS PROCEDURE**

All checks are stamped for deposit.

Checks and payments are logged onto the excel DEPOSIT spreadsheet for the appropriate year found under "Accounting" by the Office Administrator. This spreadsheet also notes the appropriate category for the income.

A copy is made of the deposit slip and checks along with the receipt. These are filed under "Deposits" in the filing cabinet.

### **ACCOUNTS PAYABLE PROCEDURE**

Payroll and payables are done on the 15<sup>th</sup> and 30<sup>th</sup> day of each month by the Office Administrator.

Invoices and Bills are logged in, date stamped and filed in the payables folder by the Office Administrator. Payments are logged into the "Check register" excel spreadsheet and payment is marked on the invoice and then filed in the filing cabinet.

### **MONTHLY ACCOUNTING**

At the end of each month the Office Administrator makes a copy of the check register, copy of Master Card Statement for reconciliation of account categories, and deposit spreadsheets and gives them to our Accounting firm, currently Swinehart CPA. Swinehart CPA assigns a bookkeeper to do the month end reports.

When the Centinel Bank statement comes in, it is NOT opened. It must be given to the Swinehart CPA bookkeeper unopened. This will prevent anyone from changing the check register and/or deposit log to match the bank statement and cover up potential embezzlement. Any tax forms are also given to the CPA Southwest bookkeeper. The Swinehart CPA bookkeeper reviews the month end numbers and checks for any discrepancies.

Once the month end reporting is complete, the Swinehart CPA bookkeeper emails a copy of the report to NCM. The Swinehart CPA bookkeeper also notifies the Office Administrator of the payroll tax amount for the

upcoming month and any adjustments needed. This amount is logged onto the Check Register Spreadsheet.

A copy of the month end reports are forwarded by email to the President of the College, Chief Development Officer, President and the Treasurer of the Board of Directors for review.

#### **QUARTERLY REPORTS POLICY**

Quarterly reports are prepared by the Swinehart CPA bookkeeper. NCM is notified when the tax reports are completed. The Office Administrator is responsible for filing these reports in a timely manner.

#### **YEAR END REPORTS POLICY**

Year end reports are prepared by a professional accounting firm.

#### **FINANCIAL AUDIT AND/OR REVIEW POLICY**

NCM pays a CPA firm to conduct an annual fiscal audit or review as required by MEAC.

#### **SCHOLARSHIP POLICY AND PROCEDURE**

Financial policy and procedures concerning the scholarship program can be found in the Scholarship Policy and Procedure section of this manual.

#### **FEES AND EXPENSES PROCEDURE**

Students will not be enrolled until NCM receives the full administrative fee or the initial payment of half of the administrative fee with a signed payment plan. Students with signed payment plans on file must sign up for Automatic Billing through PayPal prior to start date of payment plan. Every 60 days students on payment plans are reviewed for compliance. A \$25 late fee will be applied after two missed payments. It is at the COOs discretion to waive late fees. Students who do not pay 3 consecutive payments per their signed payment plan will be locked out of the Canvas online platform until balance is paid.

Administrative fee checks or money orders are copied. The copy is attached to the student enrollment paperwork and the check or money order is stamped and filed in the deposit envelope.

Students on payment plans usually sign up for Paypal Automatic Payment option. When they do that they create a PayPal profile that can be accessed by staff by clicking on 'Recurring Payments' under the Tools tab in the NCM PayPal dashboard. To charge a student on the day they are due, staff clicks on their profile by clicking on their name in Recurring Payments page and once the student's profile page loads, click on "Bill now". A pop-up will appear in which you will type the monthly amount depending on their payment plan and confirm by clicking on "Bill now" button. This will automatically bill the student and NCM will receive an email confirming the transaction which is printed and added to student file under the tab titled 'Payment Plan'. Proceed as usual to record the payment in Access database and write in student file.

If a student on a payment plan prefers to pay via check or money order for one or more payments administration will remove the associated automatic payment from PayPal when the check is received. The signed payment plan will act as the invoice in this case. Payment is recorded in Access database in the same way.

Once the student pays, PayPal sends a notification to the college. This notification is printed and placed with the student file on the left side under correspondence. The COO must then go into PayPal and transfer the funds twice monthly. PayPal transfers are recorded in the monthly Check Register and Deposits with a notation of the student's name. Payments are additionally recorded in Access and the student's record.

All yearly extension fees are processed as explained above and entered into Access. An email acknowledgement is sent to the student, and a copy of the email is placed in the student file.

### **BUDGET OVERSIGHT**

The College's budget is checked on a monthly basis comparing projected income estimates to actual income, and projected expenses to actual expenses. A copy of the month end report is emailed to the President of the Board, the Treasurer of the Board, and the President of the College. For smaller disparities, adjustments in the budget are made by administrative decision. For larger disparities, a decision is brought before the Board, to bring the budget back into balance.

Budget projections for the upcoming year are prepared at least one month prior to the end of the fiscal year (October 1 to September 30) and submitted to the Board of Directors for approval. Budget projections are made conservatively, based on the experience of prior years' enrollments.

### **ANNUAL BUDGET POLICY AND PROCEDURE**

The annual budget is the responsibility of the COO. Throughout the year the COO keeps a list of anticipated budget increases/decreases and uses this to develop the budget. The Executive Staff reviews the drafted annual budget approximately one month before submitting it to the board of directors, in a consensus process the suggested budget is finalized for board review and submitted by the COO with a detailed explanation at the board meeting. Whenever possible the COO uses historical data from three years prior to average a line item. The entire Executive staff reaches consensus on the average number of students anticipated to be enrolled in the next fiscal year. The budget is created and maintained as an Excel document and saved in dropbox in XXX. Once the Executive staff has reached consensus on the overall budget it is sent to the BOD at least one week prior to the fall (typically September) Board meeting for review prior. The Annual Budget must be approved by the Board. The official approved budget is maintained and referred to throughout the year by the COO and the Treasurer of the Board.

### **3-5 YEAR BUDGET POLICY AND PROCEDURE**

The 3-5 year budget is the responsibility of the COO with development help from all of the Executive staff. Throughout the year the COO keeps a list of anticipated budget increases/decreases per strategic planning efforts and uses this to develop the 3-5 year budget. The COOs proposed budget is reviewed at the annual strategic planning meeting. Whenever possible the COO uses historical data from three years prior to average a line item. The entire Executive staff reaches consensus on the average number of students anticipated to be enrolled in the next 3-5 fiscal years. The budget is created and maintained as an Excel document and saved in dropbox in XXX.

### **STAFF TRAINING BUDGET LINE ITEM POLICY AND PROCEDURE**

During the annual development of the budget, executive staff will evaluate projected income and discern an appropriate amount of money to be allotted for staff training. This budget line item is to be used by any staff members seeking to improve their skills and broaden their knowledge base in areas that will add efficiency, effectiveness and inspiration to NCM's operations. As needs for training and specific opportunities are identified by staff members, they will put their proposal in writing and send it to the President for review. In the case that the President is submitting a proposal, it will be sent to the other executive staff members. The proposal should contain:

- description of the training sought including location, dates and times,
- cost of training broken down in as much detail as possible including any travel expenses associated with attending,

- reason the training is appropriate to the needs of the college including specific skills/knowledge that will be acquired and how it will be applied to the operations of the college.

The President will consult with the other executive staff to decide whether distribution of funds for the purpose of the specific training is appropriate. In the case that the president is submitting the proposal, the other executive staff will work together to review the proposal. Proposal review will take into account:

- the total amount of funds allotted to this line item for the fiscal year,
- the total number of staff members,
- potential for other current and future training needs and proposals,
- the type of funding already distributed from this line item to date during the current and recent fiscal years,
- the value of the training to the college based on its potential to add efficiency, effectiveness and inspiration.

The President will then provide a response to the proposal either accepting it, denying it or accepting it with changes. For example, it may be decided that NCM will cover the cost of the training but that employee will be responsible for travel costs.

## **GIFT POLICY AND DISCLOSURE**

As part of its conflict of interest policy, The National College of Midwifery requires that directors, officers and employees decline to accept certain gifts, consideration or remuneration from individuals or companies that seek to do business with the National College of Midwifery or are a competitor of it.

This policy and disclosure is intended to implement that prohibition on gifts.

**Section 1.** "Responsible Person" is any person serving as an officer, employee or a member of the board of directors of the National College of Midwifery.

**Section 2.** "Family Member" is a spouse, domestic partner, parent, child or spouse of a child, or a brother, sister, or spouse of a brother or sister, of a Responsible Person.

**Section 3.** "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services or rights of any kind, receipt of a loan or grant, or the establishment of any other pecuniary relationship. The making of a gift to the National College of Midwifery is not a "contract" or "transaction."

**Section 4.** Prohibited gifts, gratuities and entertainment. Except as approved by the President of the Board or his designee or for gifts of a value less than \$25 which could not be refused without discourtesy, no Responsible Person or Family Member shall accept gifts, entertainment or other favors from any person or entity which:

1. Does or seeks to do business with the National College of Midwifery or,
2. Does or seeks to compete with the National College of Midwifery or,
3. Has received, is receiving, or is seeking to receive a Contract or Transaction with the National College of Midwifery.



## **Reimbursement Policy and Procedure**

Staff members are allowed to purchase authorized office supplies and other goods and services using personal funds. Reimbursement requests are submitted to the Office Administrator using the reimbursement form with receipts attached. Payments are made at the end of each calendar month.

Board of Director Members can be reimbursed for expenses relating to the annual meeting. The National College of Midwifery will pay the current Federal non-profit rate for mileage. The National College of Midwifery will reimburse the cost of the hotel bill, if accommodations are necessary, however, all efforts must be made to secure an economical option. Reimbursement for mileage and accommodations are submitted to the Office Administrator using the reimbursement form with receipts attached. Payments are made at the end of each calendar month.

Staff members may apply to have the cost of continuing education or training reimbursed by the College. NCM considers continuing education to be especially important for its staff as it fills gaps in training, gains new knowledge or skills, and can provide benefit to the College. Applications for reimbursement are made using the reimbursement form with receipts attached. Payments are made at the end of each calendar month. Limit of \$1000 per staff member per year.

All Reimbursement forms and receipts must be kept on file for review on-demand by NCM Board or outside financial auditor/reviewer

## **FRAUD POLICY AND PROCEDURE**

NCM endeavors to achieve openness, transparency and accountability by establishing best practice by carrying out reviews and regular monitoring of activities and functions thus creating an environment that deters fraud. Suspected fraud and/or corruption will be investigated and appropriate action taken. Recovery of losses arising from fraud and/or corruption will be pursued. Disciplinary action will be taken against employees involved in fraud and action may also be taken against employees whose negligence through lack of supervision and control may have facilitated the event. Prosecutions will be pursued, as appropriate. It is imperative that all members and staff are aware of the threat of fraud and corruption in their daily duties and aware of their personal obligations as laid down in this policy document.

In case of the suspicion of fraud, the CEO/President, or next highest Officer, in cooperation with the president and treasurer of the board will convene a workgroup to investigate. If the incident cannot be resolved and there is evidence of fraud, the case will be turned over to the Atty. General of the state of NM.

### **FRAUD DEFINITION**

Fraud is defined as “the intentional distortion of financial statements or other records by persons internal or external to the organization which is carried out to conceal the misappropriation of assets or otherwise for gain”. Internal fraud could include the following:

- False accounting
- Falsification of expenses
- Theft of cash and alteration of records to conceal deficiency
- Payment of false invoices
- Failure to account for monies collected
- Dealing inappropriately with claims Examples of external fraud include:
- Fraudulent compensation claims

- False statements in grant applications

### **CORRUPTION DEFINITION**

Corruption may be defined as a payment, favors or gift given to an employee or member of the NCM board or staff as reward, or incentive for actions, or inactions, contrary to the proper conduct of one's duties. Corruption happens when public office is used for private gain. Examples of corrupt practices include:

- Acceptance of a bribe e.g. cash payment, inducement, job offer, holiday, political favors etc. to circumvent the policies of NCM
- Collusion to steal school resources
- Performing duties in a partial manner

Some of the more common activities prone to corruption are:

- Disposal of assets
- Grant of planning permission
- Administration of contracts and consultancies
- Procurement of goods and services
- Staff appointments and staff promotions

### **FRAUD & CORRUPTION PREVENTION PLAN**

The most efficient method of preventing the threat of fraud and corruption is to have a culture of awareness and responsibility within the organization. This begins with the Board of Directors and continues with every staff member individually and collectively.

### **RISK ASSESSMENT AND MANAGEMENT**

Risk is the threat that an event, action or failure to act will adversely affect the College's ability to achieve its objectives or successfully execute its strategies. Risk Management is the process by which risks are identified, evaluated and controlled. Systematic risk assessment and management is becoming an increasingly important part of internal control as its identification and management is seen as necessary to maximize the likelihood of achieving desired outcomes. The risks to be addressed as part of a risk management program are wide ranging and include strategic, operational, financial and reputational risk. A risk strategy does not mean that sensible risks should not be taken but that they should be properly assessed and managed. There are three broad categories of risk which need to be examined in developing a fraud and corruption prevention strategy:

Personnel In common: staff is selected based on merit and candidates are assessed by interview boards. However, once staff is part of the organization the traits and behavior of personnel that lead to or indicate the possibility of fraud and/or corruption are the same:

- Employees who do not take holidays
- Employees who have extravagant lifestyles
- Employees who have a grievance against their employer
- Employees who keep responsibility for functions they could easily delegate
- Employees who obtain full control of an area of work.

It is important to remember that a staff member to whom all or any of the above applies should not be considered a suspect on that account. Nevertheless these are all aspects of staff behavior that should be regularly reviewed by line and senior managers. It is the responsibility of staff, no matter what part of the College they work in to be aware of the possibilities of fraud and corruption and to implement the controls designed to prevent it. As part of fraud and corruption prevention and awareness, physical access controls must be reviewed regularly. Restricting access to cash, goods, stores, computers, documents including official certificates and stamps and premises are a critical element in reducing the risk of fraud and corruption.

#### **OPERATIONAL/FINANCIAL RISK CONSIDERATIONS**

The scale of risk to any of NCM's operations is likely to be related to:

- The amount of money involved
- The complexity of the operation
- The frequency and effectiveness of the NCM's controls

Risks can be reduced by:

- Assessing the quality of certification issued by other bodies e.g. invoices, delivery dockets etc.
- Good file maintenance and clear audit trails
- Ensuring segregation of duties between authorization, payment and reporting functions and within these functions
- Rotation of staff
- Supervisory checks

#### **INTERNAL FRAUD CONTROLS**

Internal Controls are embedded within the management systems in NCM. Their purpose is to provide a secure framework and reduce the risk of fraud occurring. The methods of control, common to all areas that should be reviewed regularly by management are: NCM has a clear plan of the organization that defines and allocates roles, responsibilities, reporting lines and delegation of authority.

#### **SEGREGATION OF DUTIES POLICY**

No one person should have responsibility for the recording and processing of a complete transaction; several people involved reduces the risk and increases the element of checking. Key areas of segregation include authorization, execution, custody and recording. Bank statements are sent unopened to the outside accountant. Where segregation is not feasible it will be managed by close supervision. Physical Controls Procedures and security measures concerning access to facilities and physical and intellectual assets of the College must be adhered to and reviewed regularly.

Breaches must be reported to the President and Treasurer of the Board immediately.

#### **AUTHORIZATION AND APPROVAL POLICY**

All transactions require authorization and approval by a specified person within approved limits. Authorizations can be physical or electronic. Arithmetic and Accounting All transactions must be checked for accuracy and authorization, completeness of documentation and must be correctly processed and recorded.

#### **PERSONNEL CONTROLS**

Controls are in place relating to the selection of staff, training and evaluation of competencies for roles.

### **SUPERVISION**

All staff have a supervisor. All areas are subject to checking by supervisory personnel. The level of supervision is determined by the level of residual risk in the activity. All executive staff are required to ensure that all internal controls for their area of responsibility are documented, communicated and adhered to. Executive staff are also required to adhere to controls in relation to management accounts, budgets, internal audit and any other documented special review procedures.

Staff is committed to the highest standards of openness and accountability in all processes. The role of Executive Staff in developing and monitoring a risk managed framework in the organization which would reduce the likelihood of fraud is crucial to the effectiveness of the framework that will be put in place. The potential for fraud and corruption can be reduced and curtailed where the President cultivates within the authority a climate where:

- The Board of Directors and the President provide leadership and good example
- A strong operational control environment has been developed and is maintained
- A high level of transparency and accountability exists
- Probity and propriety are manifest in procedures
- Physical security and visitor control are constantly reviewed
- Systems security to prevent improper usage of computer systems and monitoring of their use.

In addition, the President should:

- Ensure there is a pervasive awareness within the authority of the procedures in relation to the control and prevention of fraud and corruption
- Make it clear that there is a clear commitment to the prevention of fraud and corruption and that it will be dealt with thoroughly, if uncovered
- Guarantee that reporting employees or members will be supported and that reprisals will be treated seriously and could be subject to disciplinary measures

### **RESPONSIBILITY OF THE HUMAN RESOURCES FUNCTION**

A key preventative measure to deter fraud and corruption is to take effective steps at the recruitment stage to establish, as far as possible, the previous record of potential employees in terms of their propriety and integrity.

The responsibilities of the Human Resources Function in relation to fraud and corruption prevention are as follows:

- Security vetting of staff
- Ensuring detailed appraisal of staff during probationary periods are submitted by line managers
- Issuing of rules of conduct on appointment and following up with induction training
- Maintaining documented disciplinary procedures.
- Ensuring fraud and corruption awareness training is included in training programs for staff at all levels
- Monitoring areas of high turnover of staff and areas of high levels of sick leave and monitoring annual leave patterns

### **RESPONSIBILITY OF THE FINANCE SECTION**

The COO has a responsibility to ensure the financial resources of the organization are used correctly and to ensure systems and processes are in place to minimize the possibility of fraud.

To help with this aim the Finance Section should:

- Working with Internal and External Audit to demonstrate NCM used resources appropriately
- Ensure the Financial Management System has security measures in place
- Work with the rest of the organization so that there are clear separation of duties in regard to cash collection and the purchasing of goods
- Issue guidelines and ensure compliance to Accounting Standards and national guidelines
- Work with Budget Managers, so that budgets are adhered to and value for money is obtained at all times
- Ensure that financial controls and procedures are understood by their staff
- Check on the application of these controls regularly
- Regularly review control procedures and update them where necessary
- Ensure the rotation of staff, within departments, where possible.

### **STAFF RESPONSIBILITY**

Every member of staff has a responsibility to:

- Ensure that funds/assets that are entrusted to them are safeguarded
- Comply fully with the Code of Conduct
- Inform line manager/supervisor of any gifts/hospitality offered
- Inform line manager of any outside interests that may conflict with their official duties
- Alert line manager to any weaknesses in the control system
- Alert line manager and/or the Internal Auditor to any case of fraud or corruption or suspected fraud or corruption
- Assist in any investigation which may arise in respect of fraud or corruption or suspected fraud or corruption.
- Be aware of NCM's policy on fraud and corruption

### **EXECUTIVE STAFF RESPONSIBILITY**

The general conduct and behavior of Executive Staff of NCM in carrying out their role is an important yardstick by which the honesty, integrity, impartiality and performance of NCM is judged and public trust maintained. To help ensure that risks are minimized, Executive Staff should:

- Avoid conflicts of interest and never seek to use improper influence
- Make decisions based solely on the consideration of the business and student interest and common good
- Serve NCM and its students conscientiously
- Promote equality and avoid bias
- Perform their functions in a responsible and diligent manner
- Have regard for NCM resources

### **EXTERNAL AUDITOR'S RESPONSIBILITY**

External Audit is governed by standard, which set out the terms of reference under which it operates. It is a function designed to provide reasonable assurance to management that the organization's significant risks are being appropriately managed with an emphasis on internal controls and governance processes by:

- Promoting procedure manuals which identify risks and controls in place
- Evaluating risk identification and risk managed processes
- Providing clear recommendations where control weaknesses have been identified
- Providing a consultancy and quality assurance role in relation to internal controls and procedures
- Ensuring risk management and systems of controls are being monitored in response to the changing environment
- Undertaking a planned program of work, prioritized in accordance with the relative risk level.
- Ensuring audit work takes account of the possibility of fraud and corruption

## **PART 5: SCHOLARSHIP**

## **SCHOLARSHIP FUNDS POLICIES AND PROCEDURES**

### **SCHOLARSHIP PURPOSE**

The National College of Midwifery is taking steps towards reducing health disparities within our maternity care systems by maintaining a scholarship fund for aspiring midwives intending to practice in underserved communities with which they personally identify. The purpose of this scholarship fund is to increase access to NCM's accredited degree programs for these aspiring midwives. This will prepare them to offer culturally sensitive, client centered, individualized midwifery care to the communities they understand best.

Elizabeth Gilmore founded NCM in 1989 as a larger expression of her conviction, "We must remove barriers to midwifery education in order to improve outcomes for mothers and babies." Now we are aware that black women and babies die around childbirth three times as often as white women and that birth outcomes in other minority groups are similarly affected by poverty, lack of services, cultural isolation and institutional racism. The value of providing accessible midwifery education to students from underserved populations is clearer than ever; these are the students who identify with their own communities, who understand the nuances of their own people's unique needs and who hold the insight and the passion to effectively meet those needs.

### **SCOPE AND INTENT OF THE POLICY**

The National College of Midwifery holds and administers funds that provide scholarships to individuals. These scholarships enable the recipients to complete an undergraduate education in the field of midwifery.

NCM has established the following procedures for awarding scholarships. These procedures ensure NCM's compliance with all applicable requirements of the Internal Revenue Code, including situations where donor/advisors have participation in the selection of recipients.

These procedures may be amended.

### **APPLICATION AND SELECTION PROCESS**

Applicants for scholarships will be required to submit their application form, letters of recommendation and a Pre-Enrollment Interview/Assessment before consideration. Applications will be accepted on a rolling basis. The scholarship selection committee will meet at least 3 times per year to review applications and select recipients.

Recipients are to be selected on an objective and following NCM's nondiscriminatory policy. The group from which recipients are selected must be sufficiently broad so that giving scholarships to one or more members of the group benefits the community as a whole rather than benefits particular people.

NCM staff and/or members of the selection committee will contact various midwifery organizations and midwifery student discussion groups to advertise the availability of NCM's scholarships and to encourage potential recipients to submit applications for scholarship aid.

The criteria to be used in selecting scholarship recipients are designed to meet the purpose of the scholarship as described in the first paragraph of this document.



## Selection Criteria

Applicants must originate from and/or must identify culturally with a population affected by institutional racism/discrimination as it relates to maternity care and hold the intention to serve this population as a midwife.

Applicants must possess a comprehensive and extensive understanding of birth justice issues within the practice and profession of midwifery through a proportionally balanced combination of personal experience, theoretical study, and community engagement.

Selection will be based on:

- Personal experience with midwifery care and/or ambitions for midwifery work
- Understanding of how midwifery care can help to bridge health disparities as they relate to race and socioeconomic status
- Need of the population in which applicant hopes to practice after graduation
- Personal connection with and ambition for serving this population
- Ability to offer culturally sensitive care in this particular demographic
- Solidity of plan of completion, including relationship with willing and capable preceptors
- Willingness to train future midwives after graduation
- Strength of pre-enrollment interview/assessment
- Financial need based on applicant's description of her financial plan and comparison of applicant's family income to federal poverty guidelines <https://aspe.hhs.gov/poverty-guidelines>
- Strength of additional biographical information regarding applicant's career, community involvement, academic and other relevant experiences

Scholarships will be used for NCM tuition and fees. In some cases at the discretion of the scholarship selection committee, scholarships or portions of scholarship funds may be used for the following qualified educational expenses:

- Course-related expenses – fees, books, supplies, and equipment required of all students for courses of instruction.
- Room and board, travel, research, clerical assistance. Payments for expenses in this group are not exempt from income tax.

NCM reserves the right to impose additional, minor reasonable restrictions and/or requirements upon the awarding of scholarships and the administration of such grants. Any substantial or material changes will be made only with approval of NCM's Board of Directors.

The selection committee will communicate by email as needed and will meet by phone conference call at least three times per year to discuss applications and to make final selection of recipients. Leading up to the conference calls, selection committee members will review all current scholarship applications, letters of recommendation and corresponding Pre-Enrollment Interview/Assessment forms. They will then complete a Scholarship Applicant Criteria Review form for each applicant. Members of the Scholarship Selection Committee may contact applicants directly as necessary to obtain any clarifying information but must inform all members of the committee of these communications so as to avoid duplicating efforts. The selection committee will inform NCM staff of it's decisions regarding selection of recipients.

The selection committee will take into account federal law regarding affirmative action (summarized below) when selecting recipients. Race may be considered as part of a holistic and flexible individual review process, but not as part of an automated mechanical process based on points or quotas. Race needs to be considered for more than just simple ethnic diversity. The focus must be on the educational benefits that derive from a diverse student body, and diversity must consider not only race but also other characteristics that contribute to diversity. Educational benefits can include cross-racial understanding, the different perspectives of students who have experienced discrimination and related disadvantages, the breakdown of racial stereotypes, and the promotion of effective participation by all racial and ethnic groups.

#### **SCHOLARSHIP SELECTION COMMITTEE**

NCM staff will appoint all members of the selection committee who will be responsible for the evaluation of candidates for scholarships covered by this policy. Members of the selection committee must disclose any personal knowledge of and relationship with any potential recipient. In a circumstance where a member would derive, directly or indirectly, a private benefit if any potential recipient were selected, the member must refrain from participation in the selection process.

The fund's donors may not control the selection committee. This means that no combination of donors, persons appointed or designated by donors, and persons (a term that includes partnerships, corporations and trusts as well as individuals) related to them may constitute a majority of the committee, be given a veto power, be allowed to chair the committee or otherwise be permitted to control the committee's decisions. If a donor/advisor recommends a person for appointment to a selection committee based on objective criteria related to the expertise of that person, that person will not be deemed to be appointed or designated by the donor/advisor.

Donor/advisors and related persons may provide advice with respect to the selection of scholarship recipients solely as members of a selection committee. This means that donors may not pre-screen applications and choose those to be referred to the committee. It also means that donors may not make a final selection from among candidates approved by the committee.

Every member of the selection committee must adhere to the relevant policies of NCM as they may be adopted and amended from time to time, including without limitation NCM's conflict of interest and confidentiality policy.

Scholarships covered by this policy may not be awarded to any member NCM's Board of Directors, any substantial contributor to NCM or the fund, any employee of NCM, any member of the selection committee, or to any members of their families. Scholarships covered by this policy may not be made for a purpose that is not charitable.

#### **SCHOLARSHIP RENEWALS**

Scholarships will ordinarily be awarded on a one time basis. The Scholarship Selection Committee may consider renewing a scholarship on a case-by-case basis according to the status of the applicant's course of study and the purposes of the grant.

#### **SUPERVISION OF GRANTS**

#### **SCHOLARSHIPS PAID DIRECTLY TO NCM**

Unless otherwise provided in the fund agreement, money from the scholarship fund will be deposited directly into NCM's operating account for the use of the scholarship recipient's tuition and fees. NCM must use these funds to defray the scholarship recipient's tuition and fee expenses.

#### **SCHOLARSHIP GRANTS PAID DIRECTLY TO THE RECIPIENT**

If for any reason, the funds (or a portion thereof) are paid directly to the recipient to cover qualified educational expenses (defined below) other than NCM tuition and fees, the recipient must be enrolled at NCM and their standing at NCM must be consistent with the purposes and conditions of the grant.

Unless otherwise provided in the fund agreement establishing a scholarship, a condition of each scholarship is that it will be used only for qualified educational expenses. An additional condition is that no part of the scholarship shall be used as payment for teaching, research, or other services by the scholarship recipient required as a condition for receiving the scholarship.

If the funds (or a portion thereof) are paid directly to the recipient or anyone other than NCM, NCM must receive a report on the progress of each recipient of such an agreement at least once each year. This report must include a summary of the use of the funds awarded, and the recipient's courses taken (if any) and grades received (if any) in each academic period. This report must be verified by the educational institution. A final report is also required.

NCM has a duty to investigate possible diversions of scholarship funds paid directly to the recipient.

Where the reports submitted or other information (including the failure to submit reports), indicate that such funds are not being used for their intended purpose, NCM is under a duty to investigate. While conducting its investigation, NCM will withhold further payments to the extent possible until any delinquent reports required under these procedures have been submitted. NCM also will take reasonable and appropriate steps to recover the funds and/or ensure restoration of the diverted funds to the purposes of the grant.

The phrase "all reasonable and appropriate steps," includes legal action where appropriate, but may not include legal action if such action would in all probability not result in the satisfaction of execution on a judgment.

#### **DISBURSEMENT OF FUNDS**

Once a scholarship recipient and her preceptors have completed all required enrollment materials and the recipients' portion of the tuition payment has been received, funds may be transferred from NCM's scholarship account directly into its operating account.

#### **RECORDKEEPING REQUIREMENTS**

NCM will retain the following records in connection with all scholarships covered by this policy:

- All information obtained by NCM to evaluate the qualifications of potential recipients,
- The identification of recipients (including any relationship of any recipient to donors, NCM staff or Scholarship Selection Committee),
- The purpose and amount of each scholarship, and any additional information NCM obtains in complying with its scholarship administration procedures.

Information pertaining to unsuccessful applicants for scholarships shall be kept along with information on successful applicants. Records pertaining to any scholarship made pursuant to this policy shall be kept for

no less than three years after the filing of NCM's annual tax return for the period in which the last installment of such scholarship was paid.

#### **ADVISOR DEFINITION**

A person appointed by a donor to have advisory privileges with respect to a Fund. The term also includes members of the advisor's family and businesses controlled by the advisor and family members.

#### **DONOR DEFINITION**

An individual or organization, including a corporation, partnership or trust, that makes a contribution to a Fund where such Fund is separately identified by reference to contributions of the donor and with respect to which the donor (or any person appointed or designated by such donor) has, or reasonably expects to have, advisory privileges with respect to the distribution or investment of amounts held in such Fund by reason of the donor/advisor's status as a donor. The term also includes members of the donor's family and businesses controlled by the donor and family members.

#### **QUALIFIED EXPENSE DEFINITION**

Certain expenses incurred in attending an educational institution. They are:

- Tuition and fees for enrollment and attendance.
- Course-related expenses – fees, books, supplies, and equipment required of all students for courses of instruction.
- Room and board, travel, research, clerical assistance. Payments for expenses in this group are not exempt from income tax.

#### **RELATED PERSONS**

The term includes both a donor or advisor's family members and businesses they control:

- Family Members – An individual's parents, grandparents, great grandparents, spouse, siblings, children, grandchildren, great grandchildren and the spouses of all of the above.
- Controlled Businesses – Corporations, partnerships, and trusts or estates if the donor or advisor and family members own more than 35 percent of the total combined voting power (corporations), 35 percent of the profits interest (partnerships), or 35 percent of the beneficial interest (trusts or estates).

#### **DONATIONS**

The National College of Midwifery does not actively solicit donations. Monetary donations are deposited into general operating expenses.

Gifts of office furniture or supplies or real estate will be kept if NCM can use them or they will be sold. All other donations and gifts, including vacations, airplanes, cars, etc. will be sold. At no time will the members of the Board of Directors benefit from these gifts.

We can accept monetary donations for our scholarship program, we have a set scholarship account and guidelines for awarding it, the qualifications of the candidates, application procedures, award deadlines, etc.

## **PART 6: ENROLLMENT AND TRANSFER POLICIES AND PROCEDURES**

## **TYPES OF ENROLLMENT AND ASSOCIATED FEES**

### **ASM**

Students are working toward their Associates of Science in Midwifery as a direct entry midwife.

Application Fee: \$100 (non-refundable)

Administrative Fee: \$9,000

Yearly Extension Rate: \$1,500 due end of year two and each subsequent year until graduation. (see example in Timeframe for Completion Policy)

### **BSM BRIDGE**

Students are licensed/certified midwives working toward their Bachelors of Science in Midwifery.

BSM Bridge for CPM/LM non-NCM ASM graduate

Application Fee: \$100 (non-refundable)

Administrative Fee: \$4,900

Yearly Extension Rate: \$1,500 due end of year two and each subsequent year until graduation. (see example in Timeframe for Completion Policy)

BSM Bridge for NCM ASM Graduates

Application Fee: \$100 (non-refundable)

Administrative Fee: \$2,500

Yearly Extension Rate: \$1,500 due end of year two and each subsequent year until graduation. (see example in Timeframe for Completion Policy)

### **ASM-BSM BRILLIANCE PATH ENROLLMENT**

Now retired, ran September 1, 2017 through December 31, 2018. Details: Students have 2-5 years to complete ASM program. BSM requirements must be completed no more than 24 months following ASM graduation.

Application Fee: \$100 (non-refundable)

Administrative Fee: \$9000

Yearly Extension Rate: \$1,500 due end of year two and each subsequent year until graduation. (see example in Timeframe for Completion Policy)

### **NON-DEGREE STAND-ALONE COURSE ENROLLMENT**

Students are not officially enrolled as students at NCM and academics to do not culminate in a degree or certificate. An official transcript is provide and midwifery credits can be used to satisfy NCM Program requirements for up to 5 years from the date of course completion on transcript. If non-degree students enroll in NCM for academics and later decide to enroll in a degree program, they must pay the full

application fee for the degree program, the administrative fees they have paid as a non-degree student will be applied toward the current cost of the degree program if their application is accepted.

Application Fee: \$25 (non-refundable)

Administrative Fee: \$75 per credit

### **OBSERVER ACCESS TO NCM ONLINE PLATFORM ENROLLMENT**

This grants access to curriculum and digital library only. No credit will be awarded to observers.

Administrative Fee: \$50 per year

### **VISA ENROLLMENT**

NCM has SEVIS approval. Student must have US preceptors who are active preceptors with NCM.

Contracts to begin study must be approved before applying for SEVIS. Office staff must follow-up with any email requests from SEVIS. Directions for staff to send to students can be found in dropbox.

### **ADMISSIONS POLICY**

The National College of Midwifery has open enrollment all year. Our policy is to accept all students with the appropriate prerequisites and with the ability to benefit from their chosen NCM program. This includes demonstrating readiness for the program by completing a pre-enrollment interview/assessment. Before entering our program, students are responsible for researching the laws regarding the practice of midwifery in their state, province, or country. Please note: We are currently unable to accept applications from students or preceptors in some states. Please see list online:

<https://www.midwiferycollege.edu/dem-by-state>

Each individual program has distinctive application forms, prerequisites and requirements. There is a checklist of all the documents needed on the Application Forms. Application forms can be found at <https://www.midwiferycollege.edu/apply-today-national-college-of-mid> or can be emailed by request.

The NCM contract is between the College, the Preceptor and the Student as individuals. NCM does not enter into contracts with institutions. The student-preceptor contract lasts:

1. for the length of time that the student and preceptor indicate on the contract,
2. so long as the student and preceptor continue working together,
3. until the contract ends upon graduation or upon completion of a Termination of Contract form.

Student and preceptor applicants apply as a team to the College. Preceptors must satisfy NCM's requirement for preceptors and the faculty requirements set forth by the accrediting agency (MEAC). Each preceptor application is reviewed to ensure it satisfies these requirements (See Preceptor Requirements in this Manual).

Students are required to find their own academic / clinical preceptors. The National College of Midwifery does not supply academic / clinical placements for students.

ASM Students must have at least two preceptors accounting for all ASM academic and clinical requirements in order to enroll and to complete the program. Preceptors can teach both academic and clinical portions of the program. Please note that although only one preceptor is required for the academics, at least two

preceptors are required to complete the clinical portion of the program, as several of the NARM skills require the evaluation of two different preceptors.

BSM students each require at least one preceptor.

NCM does not have a campus and does not pay course instructors. Preceptors are hired directly by their students.

### **ENROLLMENT CRITERIA POLICY AND PROCEDURE**

The following objective and subjective assessments are completed with a required score threshold for each program in order for the student to be admitted.

### **ASM ENROLLMENT CRITERIA**

ASM Admission requires a minimum of 18 points total

#### **Objective**

- NCM has State or foreign legal authorization to teach in student's location.
  - No (No admissions)
  - Yes (2)
- Age Requirement Met (16)?
  - No (No admissions)
  - Yes (2)
- HS Diploma/GED
  - No (No admissions)
  - Yes (2)
- Student Orientation Completed
  - No (No admissions)
  - Yes (0)
- Admission Package Complete
  - No (No admissions)
  - Office staff had to call with request for follow up two or more times (1)
  - Yes with 1 or less follow up by staff (2)
- Preceptor 1 complete application package
  - No (No admissions)
  - Office staff had to call with request for follow up two or more times (1)
  - Yes with 1 or less follow up by staff (2)
- Preceptor 2 completed application package
  - No (No admissions)
  - Office staff had to call with request for follow up two or more times (1)
  - Yes with 1 or less follow up by staff (2)
- What is your level of proficiency with software such as various email, document, spreadsheet, and powerpoint programs?
  - Not Proficient (No admissions)
  - Somewhat Proficient (1)
  - Very Proficient (2)
- Do you have access to a computer and internet connection?
  - No (No admissions)



- Regular (1)
- Continuous and Regular (2)
- If foreign, is the student able to obtain a Student F1 Visa?
  - No (No admissions)
  - Yes (0)

### **Subjective**

- Is the student more interested in nurse midwifery or direct-entry midwifery?
  - Wants to be a certified nurse midwife. (No admissions)
  - Indicates some level of indecision around earning CPM (1)
  - Wants to be a certified professional midwife. (2)
- Does the student have a plan/vision for their midwifery career?
  - No or yes but it is totally unrealistic. (No admissions)
  - Yes, but it is somewhat undefined. (1)
  - Yes, and it is realistic. (2)
- Has the student ever done on-call work?
  - No (0)
  - Yes, but less than 6 months. (1)
  - Yes, for 6 months or greater. (2)
- Does the student know the licensing and legality in the state they plan to practice in?
  - No (No Admissions)
  - Yes, but is making assumptions about political climate changing or moving after graduation. (1)
  - Yes (2)
- Has the student researched other midwifery pathways and/or institutions?
  - No (No admissions)
  - Yes, they have researched 1-2 other paths or schools. (1)
  - Yes, they have researched 3 or more other paths or schools. (2)
- Student self assessment of learning style
  - Limited or no self-motivation or organizational skills. (No admissions)
  - Somewhat self-motivated and organized. (1)
  - Very self-motivated and organized. (2)
- Student has shadowed a midwife who is practicing in the environment she wishes to work in.
  - No (1)
  - Yes (2)
- Does the student have a plan to complete the 10 births as primary in the US or Canada?
  - No (No admissions)
  - Yes (0)

### **BSM ENROLLMENT CRITERIA**

BSM Admission requires a minimum of 20 points total

### **Objective**

- NCM has State or foreign legal authorization to teach in student's location.
  - No (No admissions)
  - Yes (2)

- Age Requirement Met (18)?
  - No (No admissions)
  - Yes (2)
- HS Diploma/GED
  - No (No admissions)
  - Yes (2)
- Midwifery License or Certification
  - No (No admissions)
  - Yes (2)
- Student Orientation Completed
  - No (No admissions)
  - Yes (0)
- Admission Package Complete
  - No (No admissions)
  - Office staff had to call with request for follow up two or more times (1)
  - Yes with 1 or less follow up by staff (2)
- Preceptor 1 complete application package
  - No (No admissions)
  - Office staff had to call with request for follow up two or more times (1)
  - Yes with 1 or less follow up by staff (2)
- Preceptor availability
  - No regularly planned mentoring (No admissions)
  - No regularly planned mentoring, but preceptor is available as needed (1)
  - Regularly scheduled mentoring (2)
- What is your level of proficiency with software such as various email, document, spreadsheet, and powerpoint programs?
  - Not Proficient (No admissions)
  - Somewhat Proficient (1)
  - Very Proficient (2)
- Do you have access to a computer and internet connection?
  - No (No admissions)
  - Regular (1)
  - Continuous and Regular (2)
- If foreign, is the student able to obtain a Student F1 Visa?
  - No (No admissions)
  - Yes (0)

### **Subjective**

- Is the student more interested in nurse midwifery or direct-entry midwifery?
  - Wants to be a certified nurse midwife. (No admissions)
  - Indicates some level of indecision around earning direct entry BSM (1)
  - Wants to be a CPM with an BSM degree (2)
- Does the student have a plan/vision for their midwifery career?
  - No or yes but it is totally unrealistic. (No admissions)
  - Yes, but it is somewhat undefined. (1)
  - Yes, and it is realistic. (2)

- Does the student know the licensing and legality in the state they plan to practice in?
  - No (No Admissions)
  - Yes, but is making assumptions about political climate changing or moving after graduation. (1)
  - Yes (2)
- Has the student researched other midwifery pathways and/or institutions?
  - No (No admissions)
  - Yes, they have researched 1-2 other paths or schools. (1)
  - Yes, they have researched 3 or more other paths or schools. (2)
- Student self assessment of learning style
  - Limited or no self-motivation or organizational skills. (No admissions)
  - Somewhat self-motivated and organized. (1)
  - Very self-motivated and organized. (2)
- Has the student completed the 10 primary continuity of care births or does the student have a plan to complete 10 primary continuity of care births? These births must be completed after receiving their midwifery certification or license?
  - No (No admissions)
  - Yes (2)

## **ENROLLMENT PROCESS OVERVIEW**

Applications must be submitted online. NCM discards incomplete applications after 60 days.

Student and preceptor(s) complete application forms and contracts, and submit these to the College along with required supporting documents and non-refundable application fee. Please note that a college transcript does not replace the requirement of a copy of the high school transcript or diploma, or GED certification. Students are required to complete the student orientation course offered online through Canvas prior to enrolling. Preceptors are required to complete the preceptor orientation course offered online through Canvas prior to being an active preceptor.

Once the application materials are complete and the application fee is in the NCM office, NCM reviews the materials and notifies the student of the decision regarding acceptance. The Student Enrollment Checklist/Assessment is completed to assess readiness to enroll and succeed in the appropriate program. The Student Enrollment Checklist/Assessment is distinct for each Program (ASM or BSM), and includes both objective measures (i.e. requirements and completed paperwork) and subjective measures (i.e. does the student possess the attributes necessary to be successful in the program they has chosen).

Once accepted, the student must pay the administrative fee in order to become enrolled, or half as an initial payment along with a completed 12 month payment plan with automatic payment set up via PayPal. Special circumstances may allow for 24 month payment plans under the discretion of the COO.

The student and their preceptor(s) are notified of official enrollment by email and letter from the College. Work done prior to enrollment is not accepted towards program completion, except through NCM's transfer credits mechanism (see policy on [Transfer of Academic Credit](#)). Dropbox>NCM>Forms

## **ASM APPLICATION REQUIRED DOCUMENTATION CHECKLIST**

### **STUDENT ENROLLMENT CHECKLIST**

- ✓ Student Orientation Course Completed
- ✓ ASM Student Application Form
  - ASM Contract between Student, Preceptor and NCM (one required for each preceptor)
  - Non-Refundable Application Fee
  - 1 Student Photo
  - Proof of Graduation from High School. Acceptable items: Diploma/High School Transcript/GED/graduation verification letter from the registrar's office of the school from which the student graduated, or another equivalent form of official proof of graduation.
  - Statement of Understanding
- ✓ ASM Student Enrollment Checklist/Pre-enrollment assessment (office completes this)
- ✓ Transcripts for transferring college-level courses (if desired)
- ✓ Administrative Fee

#### **CLINICAL AND ACADEMIC PRECEPTOR CHECKLIST**

- ✓ Preceptor Orientation Course Completed
- ✓ ASM Preceptor Application Form
  - Copy of preceptor's current certification/license with Date of Expiry
  - CV/Resume
  - Oversight Form
  - Statement of Understanding
- ✓ 3 Reference Forms for preceptor
- ✓ Instructor Enrollment Rubric (office completes this)

#### **CLINICAL PRECEPTOR'S PRACTICE CHECKLIST**

- ✓ Clinical Site/Practice Application
  - Diagram/ floor plan of academic and clinical space(s) to be used (only if space is not homebirth)
  - Equipment and restocking checklist for clinical facility/clinical practice
  - Safety standards form for clinical facility/clinical practice
  - Fire inspection certification (if applicable)

#### **BSM APPLICATION REQUIRED DOCUMENTATION CHECKLIST**

##### **STUDENT ENROLLMENT CHECKLIST**

- ✓ Student Orientation Course Completed
- ✓ BSM Student Application Form
  - BSM Contract between Student, Preceptor and NCM (one required for each preceptor)
  - Non-Refundable Application Fee
  - 1 Student Photo
  - Proof of Graduation from High School. Acceptable items: Diploma/High School Transcript/GED/graduation verification letter from the registrar's office of the school from which the student graduated, or another equivalent form of official proof of graduation.
  - Midwifery License or Certification
  - Statement of Understanding
- ✓ BSM Student Enrollment Checklist/Pre-enrollment assessment (office completes this)
- ✓ Administrative Fee
- ✓ Transcripts for transferring college-level courses (if desired)

##### **PRECEPTOR ENROLLMENT CHECKLIST**

- ✓ BSM Preceptor Application Form
- ✓ 3 Reference Forms for preceptor
- ✓ Copy of preceptor's current certification/license with Date of Expiry

- ✓ Preceptor's CV/Resume
- ✓ Oversight Form
- ✓ Copy of highest academic degree (must be Bachelor-level or above) Official transcripts of prior education sent directly from the institution at which it was taken
- ✓ Statement of Understanding

## **ASM/BSM ENROLLMENT PROCEDURE**

All student/preceptor application materials are received in formstack and printed when received by the office. The NCM office usually processes applications and new contracts once a week. A copy of any form of payment is printed for the file. The check/money order is stamped for deposit and placed in the deposit envelope, and the copy is added to the student file.

Student and/or preceptors are contacted by phone and/or email when the office receives an incomplete application. An email is generated with needed items on the appropriate checklist highlighted and this list is sent to the student/preceptor. Incomplete applications are held for 60 days and then discarded.

Applications are processed only when all the documentation is complete. Before enrolling a student, NCM office staff must verify the complete application checklist documentation is accurate and complete. Assessment is used to determine student likelihood to succeed in NCM program. See [Enrollment Criteria](#) before enrolling a student, NCM office staff must complete the assessment on page 2 of the Student Enrollment Checklist totaling up to at least 18 points and without any questions answered "NO".

Student/Preceptor information is entered into the Access database.

- Open a new file to enter student or preceptor
- Check to see if preceptor is already in Access to eliminate the possibility of a duplicate file
  - Either enter in new preceptor or check existing preceptor information, and update if necessary
- Enter information for student/preceptor in Access
- Print out student and/or Preceptor Access information sheet

Set up file folder

- Red for ASM student
- Green for Preceptor
- Yellow for BSM

Set up a new student record

Send an enrollment packet to student/preceptor

- Welcome letter
- NCM sticker

Log out in mail log.

Send a notification email to both student and preceptor to notify them of the enrollment date. Send email to student with student record and welcome notification. Add student to Canvas, enroll them into 'Registration' and 'Digital Library' courses using Access SIS number. Add Preceptor to Canvas, enroll them into 'Registration', 'Digital Library' courses using Access SIS number with 'P' before the number.

## **NON-DEGREE STAND ALONE COURSE ENROLLMENT PROCEDURE**

After student makes contact they complete the non-degree stand alone course contract and submits \$25 application fee. Student must have enrolled preceptor who qualifies to teach the course desired. Non-degree file is started (manilla folder instead of colored fastener folders). Student is notified of their acceptance. The student is inputted into Access and the student is assign an SIS (assigned as other). Student pays \$75 per credit and office staff enrolls the student in the appropriate course in Canvas, student orientation and the digital library.

## **OBSERVER ENROLLMENT PROCEDURE**

After Observer makes contact they pay \$50/year initial payment, the student is inputted into Access and the student is assigned an SIS (assigned as other) and in Canvas an 'O' is put before their SIS number. Staff enrolls the student in the registration course, student orientation and the digital library.

## **TRANSFER OF ACADEMIC CREDIT POLICIES AND PROCEDURES**

### **NCM CREDIT TRANSFER TO OTHER INSTITUTIONS POLICY**

NCM does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.

### **ACCEPTING TRANSFER CREDITS FROM OTHER INSTITUTIONS POLICY AND PROCEDURE**

NCM is happy to review courses completed at other accredited colleges or universities. In order to review a credit, NCM requires an official sealed transcript from an accredited university or college, showing the course name, grade, and number of credits. In the case that the name of the course does not adequately match an NCM course title, the student can provide NCM with a syllabus or course description for the course(s) which demonstrates that the learning objectives have been satisfied.

Credits acceptable for transfer must be college level and from an accredited institution. General Education Credits must be at least C- or higher. Midwifery Modules must be 80% or higher.

Please note that only NCM office can award transfer credit. A preceptor cannot award transfer credit for an entire course. However they can evaluate prior work towards the completion of a course (towards didactic assessments of a course). Once the student has satisfied all of the course requirements, the preceptor can record the grade the student earned.

### **ACCEPTING CREDIT FOR PRIOR NCM STAND ALONE COURSES POLICY AND PROCEDURE**

An official transcript is provided for stand alone courses taken at NCM and midwifery credits can be used to satisfy NCM Program requirements for up to 5 years from the date of course completion on transcript. If non-degree students enroll in NCM for academics and later decide to enroll in a degree program, the amount paid will be applied toward the current cost of the degree program. Stand alone courses only require the student to have one academic preceptor who is qualified to teach the course(s) the student is signing up for.

## **CERTIFICATES POLICY**

Academic credit cannot be transferred from certificates (hypnobirthing, Lamaze, breastfeeding, etc.). Transfer credits must come from an accredited university or college or institution. Students can convey the skills they learned from these certificate courses by completing the didactic assessments stated in the syllabus. If, after reviewing the NCM curriculum, the preceptor sees that **all** the didactic assessments have been met, a grade can be assigned.

#### **ACCREDITATION REQUIREMENT POLICY**

Transferred courses must have been completed with an accredited institution. The registrar verifies the school's accreditation.

#### **EVALUATION OF COURSE CONTENT POLICY**

If the catalog and course description does not clarify the content of the course, NCM requires the student to complete the [NCM Transfer Credit Request Form](#) which includes the submission of the course syllabus. Upon receipt of this form, the Registrar or Chief Development Officer reviews the course syllabus to ensure that the content of the course matches NCM's course content significantly.

#### **ACADEMIC CREDIT VALUATION POLICY**

NCM credits are semester credits (not quarter credits): 1 of NCM's academic credits = approximately 15 "contact hours." The course credits must meet or exceed NCM's matching course requirements. This can be fulfilled from a single course or combined from several courses.

#### **MINIMUM GRADE REQUIREMENT POLICY**

NCM accepts transfer credits for General Education requirements with a grade of C- or higher. For the Midwifery Modules a 80% or higher is required.

#### **MAXIMUM TIME FRAME REQUIREMENT POLICY**

There is no time limit for the following courses: BIO155G Anatomy and Physiology, HON205G Applied Microbiology, SCI122G Chemistry, ENG200G College Composition, HON211G Statistic, MATH112G College-Level Math, PSY224 Communication and Counseling, HON225G Midwifery Ethics, HON393G Community Health, ENG202G Business and Professional Communication,, HON220G Midwifery Literature and Art, HON222GHistory of Midwifery.

There is a five year time limit for transferring in midwifery credits from other MEAC accredited institutions as well as a five year limit for the following courses: HON248G Cultural Issues, BIO120 Fetal Development, SOC102 Genetic Screening, HON390G Laws and Regulations.

#### **PRIOR LEARNING ASSESSMENT/ADVANCED PLACEMENT POLICY**

NCM accepts the following to satisfy credit requirements: AP, CLEP, DSST, and ACE recommendations. NCM accepts the score recommended for credit by the granting organization. The student provides an official transcript or results to NCM. The NCM Registrar verifies the current guidelines from the granting organization.

#### **COLLEGE PLACEMENT EXAMS POLICY**

A college placement exam determines what level course a student is ready to enter. As it does not confer credits for a course. NCM does not accept this type of exam as a "transfer credit."

#### **MAXIMUM NUMBER OF TRANSFERRED GENERAL EDUCATION CREDITS POLICY**

There is no maximum number of credits allowed to be transferred into NCMs programs for General Education courses provided they satisfy the requirements of transfer credits.

### **MAXIMUM NUMBER OF TRANSFERRED MIDWIFERY MODULE CREDITS POLICY**

NCM will accept up to 15 transfer credits for midwifery modules 3-7 provided they satisfy the requirements of transfer credits.

### **TRANSFER OF ACADEMIC CREDITS PROCEDURE**

Credits are evaluated by the Registrar using the policies outlined above. The Registrar reviews this transcript for applicable credits. Any credits that are accepted as transferable are updated on the student record. A copy of the updated student record is emailed to the student and one is placed in the file. The official transcript is retained in the student file.

The student fills out a [NCM Transfer Credit Request](#). The prospective credits are reviewed by the Registrar for the following items using the Granting Institution's Course Catalog and any other appropriate resources. The Registrar uses a [Credit Transfer Summary Form](#) to document the completion of the review for each student and to document the acceptability of each requirement for each course evaluated.

### **TRANSFER OF CLINICAL CREDIT POLICY**

Clinical Credits are only accepted from other MEAC Accredited schools and NARM PEP on a case by case basis at the discretion of NCM. The student must submit both the official transcript and copies of their clinical record forms (not client charts) showing client code, date completed, and preceptor name and signature.

NCM will accept the following maximum clinicals as transfer credits:

10 of 10 Births as Observer  
20 of 25 Prenatals as Assistant  
18 of 20 Births as Assistant  
18 of 20 Newborn Exams as Assistant  
8 of 10 Postpartum Exams as Assistant  
25 of 30 Well Woman Exams as Primary under Supervision  
15 of 20 Initial Prenatals as Primary under Supervision  
20 of 55 Prenatals as Primary under Supervision  
15 of 25 Births as Primary under Supervision  
10 of 20 Newborn Exams as Primary under Supervision  
20 of 40 Postpartum exams as Primary under Supervision  
2 of 5 NARM Continuities of Care  
10 of 10 Out of Hospital Births

- The student must complete the entire NARM Skills Form while enrolled in NCM's ASM program.
- All clinicals must meet NCM and NARM requirements.
- Student must be enrolled with NCM for a minimum of 1 year.
- The date of the first clinical to the date of the last recorded academic or clinical experience must be at least 2 years and no more than 10 years.
- Further clinical requirements may be necessary in order to ensure the student meets current NCM and NARM clinical requirements.
- Ten out of hospital births must occur within 3 years of taking the NARM Exam.

### **Additional Requirements for NARM PEP Transfers**

NCM will accept clinical work completed as part of NARM's PEP program towards ASM clinical requirements, provided the student has submitted *all* of the following to NCM:



- ✓ Verification that preceptor(s) who facilitated PEP work are registered NARM preceptors
  - preceptor certificate from NARM or letter from NARM with confirmation of registration.Documentation must show that preceptor(s) were certified before clinicals were recorded.

### **TRANSFER OF CLINICAL CREDIT PROCEDURE**

Credits are evaluated by the Registrar using the policies outlined above. A copy of the updated student record is emailed to the student and one is placed in the file. The official transcript is retained in the student file.

When NARM PEP forms are received, the Registrar will attach them to corresponding NCM clinical forms and record the number of maximum clinical transfer credits allowed on NCM form. For NARM PEP transfers, add "PEP" on the student record next to title of clinical then add date of last recorded clinical.

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## **PART 7: FEES AND EXPENSES**

## **FEES AND EXPENSES POLICIES**

### **FEES PAID DIRECTLY TO THE COLLEGE**

Students must pay the application and administrative fee upon enrollment. Administrative fees are accepted from individuals i.e. the student who is enrolling or a parent/other individual on behalf of the enrolling student and institutions or organizations providing a loan or scholarship funds. NCM does not accept third party payments i.e. the enrolling student pays another midwifery institution/site and the institution/site pays the tuition of the enrolling student.

The National College of Midwifery offers 12 or 24 month payment plans for ASM students. Students will not be enrolled without full Administrative Fee paid or initial payment of \$4,500 paid and [Payment Plan](#) signed and on file.

The National College of Midwifery accepts partial payments toward yearly extensions. With full payment due within 12 months of extension invoice.

All fees paid to the college are due prior to graduation and receipt of their diploma.

### **ASM NCM ASSOCIATED FEES**

Application Fee: \$100 (non-refundable)

Administrative Fee: \$9,000

Yearly Extension Rate: \$1,500 due end of year two and each subsequent year until graduation.

### **BSM BRIDGE NCM ASSOCIATED FEES**

BSM Bridge for CPM/LM non-NCM ASM graduate

Application Fee: \$100 (non-refundable)

Administrative Fee: \$4,900

Yearly Extension Rate: \$1,500 due end of year two and each subsequent year until graduation.

BSM Bridge for NCM ASM Graduates

Application Fee: \$100 (non-refundable)

Administrative Fee: \$2,500

Yearly Extension Rate: \$1,500 due end of year two and each subsequent year until graduation.

### **ASM-BSM BRILLIANCE PATH ENROLLMENT NCM ASSOCIATED FEES**

Now retired, ran September 1, 2017 through December 31, 2018. BSM requirements must be completed no more than 24 months following ASM graduation.

Application Fee: \$100 (non-refundable)

Administrative Fee: \$9000

Yearly Extension Rate: \$1,500 due end of year two and each subsequent year until graduation.

### **NON-DEGREE STAND-ALONE COURSE ENROLLMENT NCM ASSOCIATED FEES**

If non-degree students enroll in NCM for academics and later decide to enroll in a degree program, they must pay the full application fee for the degree program, the administrative fees they have paid as a non-degree student will be applied toward the current cost of the degree program. (see Academic Transfer Credit Policy for more information.)

Application Fee: \$25 (non-refundable)

Administrative Fee: \$75 per credit

### **OBSERVER ACCESS TO NCM ONLINE PLATFORM ENROLLMENT**

Administrative Fee: \$50 per year

### **ADDITIONAL EXPENSES NOT PAID TO NCM**

#### **REMUNERATION**

Students and their preceptor(s) make whatever financial agreements they wish, provided evidence of an agreement is filed with NCM. These agreements are fulfilled directly between the student and preceptor(s). Refer to Example Remuneration Agreements between student and preceptor in Contract between Student & the National College of Midwifery.

#### **TEXTBOOKS**

Students are not required to own the books required for the courses, but must find access to them. NCM does not sell books and the books required for courses are not included in NCM's administrative fee. Many students are able to find the books used at a discounted price, or can borrow from their preceptors. Estimated Cost: \$2000 (used) \$2600 (new).

#### **MIDWIFERY EQUIPMENT**

Students are not required to own midwifery equipment, but must have access to it through their preceptors. Some preceptors may require that students possess some or all of their own midwifery equipment. Costs of equipment vary. Students should understand that they will learn to use the equipment their preceptors use and this could vary from preceptor to preceptor.

#### **GENERAL EDUCATION REQUIREMENTS**

NCM highly recommends that students complete their general education courses prior to enrollment but it is not required. General education courses for 3 credits of Math and 4 credits of English are not offered through NCM. Students may take the courses at an accredited college or university, or online source. California ASM students must complete an additional 3 credits of Chemistry and 1 credit of Early Childhood Development. Students are required to be certified in CPR & NRP. NRP certification will only be accepted from official American Academy of Pediatrics or Canadian Paediatric Society as of 1/1/2019. The costs for these are the responsibility of the student, and are variable.

#### **REQUIRED OUTSIDE EXAMINATION FOR ASM DEGREE**

Most of our ASM students sit for the NARM exam at the end of their program. Exam and certification fees are paid by the student. Please check directly with these organizations for their current costs.

### **FINANCIAL AID AND STUDENT LOAN POLICIES**

The National College of Midwifery does not have any financial aid or student loans available at this time. NCM does have a scholarship program. See [Scholarship Policy and Procedures](#) for details. NCM also provides a realistic [Direct Entry Midwifery Apprenticeship Financial Calculator](#) so that all midwifery students can do a cost analysis for various DEM pathways. NCM is not a Title IV school. It does not qualify for this because it does not have a campus. This means that students are not eligible for federal financial aid or deferments of student loans. Payments made to the National College of Midwifery are usually *not* tax deductible and NCM does *not* issue 1098-T forms.

## **REFUND POLICIES**

### **TUITION REFUNDS**

When a student withdraws prior to commencing instruction with the preceptor, the student will be refunded all administrative fees paid to the College except for \$200: \$100 non-refundable application fee and \$100 non-refundable registration charge for students who withdraw prior to commencing instruction with the preceptor.

The full administration fee and preceptor remuneration is refunded per New Mexico State law. <http://www.nmcpr.state.nm.us/uploads/nmac/05/05.100.0002.pdf>

### **ADMINISTRATIVE AND PRECEPTOR FEE REFUNDS**

When calculating refunds of the Administrative Fee, NCM considers the start date to be the date that the student is notified by NCM that they are officially enrolled in their program. Refunds are calculated based on 352 day year and based on a 2 year program cycle. Tuition/fee refunds must be made within 30 calendar days of the institution receiving written notice of a student's withdrawal or of the institution terminating enrollment of the student, whichever is earlier. Upon request by a student or the department, the institution shall provide an accounting for such amounts retained under this standard within five workdays.

- Application Fee (prior to enrollment): \$100 is non-refundable
- Cost of 2 year ASM Program: \$9000
- Cost of BSM Program non-alum: \$4900
- Cost of BSM Program alum: \$2500
- Yearly Extension Rate beyond 2 years: \$1500 (up to 3 extensions max)

### **ASM 2 Year Program Refund Policy**

Refund 100% of student payments up to \$9,000 day 0 - 3 (business days)

Refund 90% of student payments up to \$8,100 days 4 - 71

Refund 50% of student payments up to \$4,500 days 72 - 176

Refund 25% of student payments up to \$2,250 days 177 - 1 year anniversary date of enrollment

Refund 0% after 1 year anniversary date of enrollment.

### **BSM 2 Year Program Refund Policy**

Refund 100% of student payments up to (BSM: \$4,900/BSM alum: \$2,500) day 0 - 3 (business days)

Refund 90% of student payments up to (BSM: \$4,410/BSM alum: \$2,250) days 4 - 71

Refund 50% of student payments up to (BSM: \$2,450/BSM alum: \$1,250) days 72 - 176

Refund 25% of student payments up to (BSM: \$1,225/BSM alum: \$625) days 177 - 1 year anniversary date of enrollment

Refund 0% after 1 year anniversary date of enrollment

### **Yearly Extension Rate Refund Policy**

Refund 100% of student payments up to (\$1,500) day 0 - 3 (business days)

Refund 90% of student payments up to (\$1,350) days 4 - 36

Refund 50% of student payments up to (\$750) days 37 - 88

Refund 25% of student payments up to (\$375) days 89 - 176

Refund 0% after 176 days of 1 year extension

### **A-La-Carte Stand-Alone Courses at \$75/credit/trimester Refund Policy (based on one 120 day trimester)**

Refund 100% \$75/credit/trimester day 0 - 3 (business days)

Refund 90% days 4-12 Refund amount: \$67.50/credit/trimester

Refund 50% days 12-30 Refund amount: \$37.50/credit/trimester

Refund 25% Days 30-60 Refund amount: \$18.75/credit/trimester

Refund 0% after 60 days no refund

### **Observer Access to NCM Online Platform**

No refund, these individuals are not considered students under New Mexico higher education law and therefore no refund is required.

## **STUDENT-PRECEPTOR REMUNERATION AGREEMENT POLICY**

Students and preceptors enter into their own financial agreements.

### **Discretionary Units**

Discretionary Units refer to a length of time (weeks, months, trimester) or activity (such as births, classes, correction of modules, defined tasks, etc.) Please note that NCM does not accept any time unit longer than a trimester. The Discretionary Unit and Remuneration associated with it is recurring through the contract length. A new Preceptor Fee Agreement can be submitted at the end of any Discretionary Unit.

**Remuneration is exchanged between student and preceptor only.** Remuneration can be delineated in a myriad of ways, including but not limited to an exchange of personal and professional services, office work, payment by student to preceptor, or even preceptor remuneration to the advanced student for birth assistant services when appropriate.

*Remuneration is defined by Discretionary Units and includes specifics, such as type of work, dollar amounts, and acknowledgement of completion (for example a time sheet, receipt, etc.). If the remuneration is not a monetary amount there still must be a monetary amount associated with the remuneration. (e.g. 5 hours of office work @ \$15/hr).*

Preceptor agrees to note the student's name or initials on all client charts for supervised clinical experiences, and to make these charts available for review, in case of audit, and as required for student certification and licensure.

Preceptors are required to file (as appropriate) on all income earned from students in NCM programs with the IRS and State Taxation Department.

## **STUDENT/PRECEPTOR REMUNERATION AGREEMENT CANCELLATION AND REFUND POLICY**

Either party may terminate this arrangement if a working relationship fails to develop or if remuneration agreements are not met according to this contract. Should the agreement be terminated prior to completion of the Remuneration Agreement timeframe, the monetary amount of the remuneration will be exchanged.

The preceptors will notify NCM of any changes in writing within 30 days.

Students and preceptors enter into their own financial agreements. Remunerations are exchanged and if a refund ever becomes necessary is directly between preceptor and student.

The student must submit a written termination of contract and request for refund to the preceptor in writing in person or by mail.

Refunds must be made within 30 calendar days after receiving written notice of a student's withdrawal or termination of enrollment of the student.

The student and preceptor agree to the following refund schedule:

**Preceptor Remuneration Refund Policy:**

| Date of student withdrawal as a % of the enrollment period (Discretionary Unit) for which the student was obligated | Portion of tuition and fees obligated and paid eligible to be retained by the Preceptor                                      |
|---|--|
| Cooling off period of at least three work days from the date of agreement or payment                                | All payments shall be refunded   |
| Prior to commencing instruction of the Discretionary Unit   | No more than \$100 or 5% in tuition or fees, whichever is less, may be retained by the Learning Site as registration charges |
| On 1 <sup>st</sup> class day of the Discretionary Unit  | 0%   |
| After 1 <sup>st</sup> day; within 10% of the Discretionary Unit   | 10%  |
| After 10%; within 25% of the Discretionary Unit   | 50%  |
| After 25%; within 50% of the Discretionary Unit   | 75%  |
| 50% or thereafter the Discretionary Unit  | 100%   |

Updated 12/14/15 to satisfy U.S. department of education and NM POST-SECONDARY EDUCATIONAL INSTITUTION ACT 5.100.2.20

**REFUND PROCEDURE**

Student must send in a letter stating their intention to withdraw, this letter is printed if sent electronically and added to student file. The office will calculate the refund based on the refund policy. A refund check, if appropriate, is sent out certified mail with return receipt. The student record is updated in Access to reflect the withdrawal. The amount of the check is entered into the payments section. Once the mail receipt is returned to the office, it is stapled into the student file. "WITHDRAWN" is written with the withdrawal date on the front cover of the student file, and filed in the withdrawn filing cabinet.

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## **PART 8: COMMON PROGRAMMATIC POLICIES AND PROCEDURES**



## **TECHNOLOGICAL SKILLS AND EQUIPMENT POLICY**

In order to complete all NCM programs, the student must have the following technological skills and equipment:

- Access to the internet, a computer and printer/scanner
- Email account that the student checks frequently
- Basic computer skills
- Basic internet navigation skills

## **KEEPING IN CONTACT WITH NCM POLICY**

The College sends out regular updates via email. It is the student's responsibility to keep updated contact information with the college. This includes a working email address as well as current contact information on file with the College.

## **CREDIT HOURS POLICY**

Academic Credit Hours: One academic credit equals approximately 15 hours of formal\* time plus 30 hours of additional study or homework. \*Formal time is defined as the amount of time it takes to answer the didactic assessments to the level of 80% and to complete any learning activities to the preceptor's satisfaction. This will include any time spent actively reading the textbook/s and answering didactic assessments as well as any time spent face to face with the preceptor.

Clinical Credit Hours: One clinical credit equals approximately 45 clinical contact hours. The transcript lists all clinical hours, though credit is only awarded for required clinicals.

Full time is considered 12 credits or more per trimester. The National College of Midwifery will accept a maximum of 20 academic credits per trimester.

Students who want to take more than the maximum credit hours would need to request permission from the education committee with their proposal.

## **SATISFACTORY ACADEMIC AND/OR CLINICAL PROGRESS DEFINITION AND POLICY**

Students have up to 5 years to complete their program. Student must demonstrate that they will be able to complete their programs within the allotted time frame. A student who has not completed their program within 2 years must submit a plan for completion to NCM signed by both the student and the preceptors demonstrating how they will complete the remaining program requirements within the remaining time.

NCM requires that students send copies of completed coursework at the end of each trimester (refer to Trimester Reporting pg. 20) Students who have not submitted any work for nine consecutive months may be withdrawn from the program.

## **ATTENDANCE REQUIREMENTS POLICY AND PROCEDURE**

Students determine along with the preceptors how often to meet for academic and clinical instruction; attendance requirements are determined by the preceptors.

NCM requires that students make academic and/or clinical progress each trimester. If a student does not submit progress two trimesters in a row office staff contacts the student to discuss the issue and provide program advisement which may include the requirement of a new plan of completion and/or the recommendation that the student take a leave of absence if applicable. (Please see [Dismissal Policy](#) in the case of no communication from student.)

## **STUDENT LEAVE OF ABSENCE POLICY AND PROCEDURE**

The purpose of a leave of absence is to provide time for a student to put their studies on hold but still retain the right to complete the program under their original contract. The student's intention is to come back to the program.

Student must request in writing a leave of absence. Student must complete a complete a Plan of Completion form with anticipated return dates. This does not have to be signed by the preceptor. During a leave of absence the student's clock with regards to yearly extension rates is stopped. Yearly extension fees count for a total of 12 months extension.

Internal to NCM staff will use the Access wording of "inactive" the student to accommodate and make accurate MEAC annual report requirements and added to the Leave of Absence folder in DropBox. Students on a leave of absence are not subject to the reinstatement fee.

Staff will use the new Plan of Completion to create Asana tasks to contact the student 50% into their leave of absence stating how much time until they return and our joy at their return and again following up 75% into their leave of absence and review any items which need to be completed prior to return.

Students may take up to nine trimesters off, consecutively or in multiple absences. (See [Timeframe Requirements](#), [Maximum Time Frame Requirements](#).)

## **VERIFICATION OF STUDENT TECHNICAL SKILLS AND ACCESS PROCEDURE**

The Registrar verifies that technological skills and equipment requirements are met by students by reviewing the ASM/BSM Student Enrollment Checklist before enrolling them. In the case that the student answers no the staff contacts the student to do a personal evaluation of the situation and if it is believed the student can successfully progress through the program.

## **TRACKING AND COUNSELING STUDENT ACADEMIC AND CLINICAL PROGRESS PROCEDURE**

NCM reviews all student records for academic and/or clinical progress at the end of each trimester when student records are updated. At least once a year, each student is contacted to discuss their progress.

Each student's file is reviewed to assure consistent submission of completed coursework. Students who have failed to submit coursework in two trimesters are counseled. NCM works closely with students to encourage them to succeed.

Students who have been enrolled for 2 years are required to submit a plan of completion. This plan is signed by both student and preceptor.

The Student trimester log includes every student name. Student submissions at the end of each trimester are reviewed and the student's official record is updated. A record of staff completion for recording submissions for the trimester is recorded in the student trimester log.

At the end of the trimester every student who have not submitted clinical or academic progress is noted.

Once a student has not submitted progress for two trimesters staff contacts the student. Additionally, every September staff reviews all student files to evaluate students and identify students at risk for disenrollment due to making no progress for 9 months in their program.

Staff gives the student a date the student must reply by else the disenrollment policy is utilized and the student is withdrawn from the program. If a student is at risk of disenrollment staff discusses the student's plan possibly requiring a signed and updated Plan of completion and talk through any issues they may be experiencing.

Every ASM student record has a automated Coureload Projection Calculator and staff and students refer to this calculator to monitor their progress.

### **TRACKING COMMUNICATION WITH STUDENTS AND PRECEPTORS**

Follow up phone calls and emails are tracked in the Student's or Preceptor's File. When we receive a phone call from a student that is outside of a basic question about the program, we note it in their file or send a follow up email outlining what was spoken about on the phone call and the solution we came to.

## **PART 9: CERTIFYING EXAMS, GRADUATION, CERTIFICATION AND LICENSURE**

## **STUDENT LICENSING AND CERTIFICATION POST GRADUATION POLICY**

Graduation does not guarantee midwifery licensure. It is each student's responsibility to keep current with the laws of the state or country in which they are studying and to fulfill the licensure requirements in the jurisdiction in which they plan to apply for licensure and practice. NCM cannot confirm whether the course or program meets requirements for professional licensure in the student's state. Prior to enrollment, NCM provides the student with current contact information for any applicable licensing boards, and advise the student to determine whether the program meets requirements for licensure in the state where the student lives.

NCM is required to provide information on state certification and licensure requirements and provide prospective students with contact information for every state. NCM does not guarantee that our program fulfills each state's requirements, due diligence regarding this research is the responsibility of the student. NCM's ASM program satisfies NARM's clinical requirements for CPM certification and MEAC's Essential Competencies for Midwives. However, all states have state-specific licensure requirements that NCM may not satisfy. Many states conform to NARM and MEAC requirements, but some have additional clinical, academic, and/or other requirements beyond the basic ASM or BSM requirements. NCM does not know the exact and changing requirements for licensure of each state. For this reason, prior to enrolling in NCM's program, students must contact the state/jurisdiction regulatory agency directly for licensure requirements and keep abreast of any changes that may occur during their apprenticeship. Contact information is listed in this table on NCM's website.

## **LICENSING AND CERTIFICATION POST GRADUATION PROCEDURE**

NCM staff ensures that all prospective students have taken the necessary steps to inform themselves about the licensure requirements in their state(s). NCM keeps a [current list on its website](#) of contact information for all state/jurisdiction regulatory agencies that govern licensure requirements.

## **NARM EXAMINATION**

### **ELIGIBILITY TO TAKE THE NARM EXAM**

ASM students must have completed all ASM program requirements and all ASM academic and clinical coursework must be on file with NCM before requesting permission to take the NARM exam. NCM highly recommends that the student requests an evaluation of their file and an updated student record in advance of requesting permission to take the NARM exam to ensure all completed coursework is correct and has been received by the office. Form #12 will be used to process this evaluation request.

### **APPLYING TO TAKE THE NARM EXAM**

ASM Students must apply directly to NARM to take the Exam, but they must first obtain permission to test from the College.

1. NARM Exam Application:

NARM no longer has three set test dates; dates vary depending on testing location.

NARM Applications must be sent directly to NARM, not NCM. It is the student's responsibility to meet NARM deadlines. Contact NARM for updated application forms and testing sites/dates:

<http://narm.org/narm/equivalency-applicants/graduate-of-a-meac-accredited-program/>

2. Obtaining Permission from NCM to take the NARM Exam:

- In order to take the exam, you must obtain permission from National College of Midwifery. In order to apply for permission you must complete and submit the [NARM Exam Permission Packet to NCM](#). The permission packet is available for download from the NCM website and Canvas. The office will be happy to email one to the student at their request.
- Submission of the permission packet does not guarantee permission to take the exam.
- If the student is not given permission to take the NARM exam, they must submit another permission packet or send missing documentation as soon as possible.
- NCM does not allow students to take the NARM exam prior to completion of the ASM course and clinical requirements.

4. Students may take the NARM exam multiple times. Please refer to the NARM website for more information about this.

## **GRADUATION POLICY AND PROCEDURES**

NCM processes graduations year round. Students should expect to receive their graduation packets approximately 1 month following the release of their NARM exam results to NCM. It is the student's responsibility to ensure that the NCM office has received the official NARM or other approved test results. After completion and verification of the graduation requirements the office staff mails a graduation packet to the student which includes includes:

- The student's diploma
- Official Letter
- Final Transcript
- An official sealed transcript
- NCM Stickers

## **GRADUATION REQUIREMENTS**

Associate of Science in Midwifery Degree will be awarded when:

1. prerequisites are met,
2. all skills, clinical and academic course requirements are successfully completed,
3. an outside certifying examination is successfully completed,
4. all outstanding fees to The National College of Midwifery are paid,
5. the graduate /exit survey is completed,
6. the College has documentation of the above.

Certificate in Midwifery Awarded when the student completes all requirements listed above but does not take or fails the outside examination.

Bachelor of Science in Midwifery Degree will be awarded when:

1. prerequisites are met,
2. all clinical and academic course requirements are successfully completed,
3. the student's portfolio is reviewed by the College,
4. all outstanding fees to The National College of Midwifery are paid,
5. the graduate /exit survey is completed,
6. the College has documentation of the above.

### **GRADUATE SURVEY FORMS**

Graduate Survey Forms are sent to all graduates and asks for suggestions and comments regarding all aspects of NCM including program curriculum, planning and evaluation, policy-making, preceptor evaluation, and student services. These are saved in a file for the board of directors. At the Board of Directors meeting, these are reviewed and any necessary changes are made to the programs, policy, or student service. Suggestions and comments regarding curriculum are forwarded to the Education Committee for review, evaluation and integration as appropriate. Policy and Procedure, Handbook/Catalogue suggestions are forwarded to the Executive Staff weekly meeting agenda.

In the case that a suggested change would represent a "Substantive Change," the issue is saved for the Board of Directors and presented at their annual meeting for a final decision. The revisions made prior to 12/12018 were maintained in the NCM Corrections List in dropbox. All versions of the handbook/catalogue and NCM Policy and Procedure manual are maintained in the Digital Library. The preceptor or student who suggested a change is notified of their part in the development of the curriculum.

### **GRADUATE FOLLOW-UP POLICY**

Graduates are invited to participate in a survey for 3 years following graduation. This survey asks if they are currently working as a midwife, if they remained in their communities practicing midwifery or in a related field. Whether they received their CPM, and what states they are licensed in. Graduate surveys are completed by students online via Survey Monkey.

### **GRADUATE FOLLOW-UP PROCEDURE**

Additional questions will be added to the survey as required by accrediting and licensing agencies require. COO reviews this survey and makes corrections the last week of January each year.

### **ADDITIONAL DOCUMENTATION FOR SPECIFIC LICENSURE REQUIREMENTS**

It is the student's responsibility to find out the licensure requirements for the state(s) where they are seeking licensure. Students may request that NCM send items to a state so that the student can apply for licensure

or certification in that state. The student is responsible for officially requesting these materials from NCM, which may include, depending on the state:

- Student Final Transcript in “Official Sealed Transcript” envelope
- Certified copies of diploma,
- NCM-applicable portions of state licensure applications
- Further information on NCM programs

### **CERTIFICATION**

The student applies directly to NARM for their Certified Professional Midwife credential. The College will send a copy of the student’s final transcript to NARM upon graduation upon the student’s request.

### **STATE LICENSURE**

Students apply directly to their state(s) for licensure. It is the student’s responsibility to notify NCM, provide instructions and necessary forms for any special requirements that the student would like NCM to provide to their chosen exam, certification, or licensing organization. It is recommended that the student provide the College with the requirements prior to graduation so that the College can complete them during the graduation process.

Students seeking California licensure should send in Form L12 from their licensure packet to the College. NCM will complete and send it directly to the California Medical Board.

Students seeking Washington licensure are required to show acceptable AIDS education and training. NCM is happy to provide this documentation upon student request and which must include the following per Statutory Authority: RCW [43.70.280](#). WSR 98-05-060, § 246-12-270, filed 2/13/98, effective 3/16/98.

1. The regulatory entity will accept education and training that is consistent with the model curriculum available from the office on AIDS.
2. AIDS education and training must include, but is not limited to, the following: Etiology and epidemiology; testing and counseling; infection control guidelines; clinical manifestations and treatment; legal and ethical issues to include confidentiality; and psychosocial issues to include special population considerations.



**PART 10: FACULTY AND STUDENT INTERACTIONS, INCLUDING END OF  
TRIMESTER POLICIES AND PROCEDURES**

## **INCIVILITY, BULLYING AND WORKPLACE VIOLENCE POSITION STATEMENT**

See this position statement under Part I: Institutional Policies and Procedures.

## **NON-DISCRIMINATION POSITION STATEMENT**

See this position statement under Part I: Institutional Policies and Procedures.

## **AMERICANS WITH DISABILITIES ACT POSITION STATEMENT**

See this position statement under Part I: Institutional Policies and Procedures.

## **PRECEPTOR AND STUDENT INTERACTIONS**

Students and Preceptors are encouraged to meet at regular intervals to sign off any skills or clinical forms, to review progress, troubleshoot problem areas and to make plans.

## **ACADEMIC EVALUATION**

Preceptors evaluate academic progress according to the evaluation mechanism detailed on the syllabus for each subject. These mechanisms may include: quizzes, tests, skill evaluations, discussion, project completion, etc. for more information see the Academic [Grading Policy](#).

## **CLINICAL EVALUATION**

Simply being present at or participating in an activity does not guarantee that a student will be given credit for it. The student must demonstrate mastery\* of each required clinical encounter and NARM Skill.

## **STUDENT AND PRECEPTOR EVALUATION POLICY**

The completion of evaluations by the student & preceptor provides the opportunity to:

- Articulate accomplishments and problems in teaching or learning
- Voice satisfactions and challenges between student and preceptor
- Review goals and develop a plan for the coming trimester
- Participate in development, implementation and evaluation of the curriculum, evaluation and advancement of students, periodic evaluation of student admissions criteria, program resources, facilities, and services
- Participate in comprehensive curriculum review including development, implementation, and evaluation of curriculum
- Give other suggestions and comments
- Notify the College of changes in contact information

The Student and Preceptor Evaluation Forms are REQUIRED after each trimester in which the student completed program requirements.

- The Student-Preceptor Evaluation Form must be completed online and must accompany all End of Trimester Paperwork for all program requirements completed within this trimester: (Academic Grade Sheet, Clinical Record Sheets, Updated NARM Skills Form, etc)

- Student must submit an evaluation form for every preceptor they worked with during the trimester.
- Preceptor must submit an evaluation form for every student they worked with during the trimester.
- Preceptor must affirm that all federal and state safety standards, universal precautions, hazardous materials and waste management are maintained after initial enrollment each trimester via the trimester evaluations.
- These forms are to be completed by the student & preceptor separately
- Student-Preceptor evaluations are kept confidential so that students and preceptors can feel comfortable reporting honestly.

**Student and preceptor evaluation forms must be received within 45 days of the end of the previous trimester. Evaluations submitted after 45 days will be reviewed with the following trimester evaluations so will not receive timely responses.**

#### **PRECEPTOR EVALUATION OF STUDENTS PROCEDURE**

Preceptor Evaluation of Students are found in NCM's Survey Monkey account. Office staff compiles the results of the evaluations, puts them in dropbox and sends them to the president. The president or her designee will review the data within six weeks of the end of the trimester. The President will create a word document that explains the findings and tracks all follow up actions that were taken. Once all follow up actions have been taken, the document is uploaded into Dropbox.

Communications with students and preceptors that relate to follow up will be kept in the Student Evaluation Follow Up folder within the president's Brownrice account. Any phone calls will be documented and stored appropriately. Any follow up tasks will be added to the Student Evaluation project within Asana until issues have been resolved.

#### **PRECEPTOR EVALUATION OF STUDENT POLICY**

When preceptors sign on with the College, they agree to meet with their student(s) "weekly or at a regularly scheduled time to review clinical and academic progress, troubleshoot problem areas, build on areas of strength and debrief any adverse clinical outcomes." These regularly scheduled meetings are at the heart of NCM's student evaluation process. Preceptors are encouraged to call on NCM staff for extra support when students run into challenges that cannot be successfully addressed in these meetings.

The assessment of students based on these regular meetings is summarized in an evaluation that preceptors are required to submit at the end of each trimester for each of their students in which they rate the following:

- Student's academic and clinical work reflects appropriate degree level work.
- Student has achieved the learning outcomes & progress expected for this trimester.
- Student takes action based on feedback during regularly scheduled meetings and based on Student-Preceptor Evaluations.

These indicators are measured by the following rating system: Poor, Fair, Satisfactory, Good or Excellent. Office staff will compile the results of the evaluations and send them to the president. The president or her designee will review the data within six weeks of the end of the trimester. In the case that a preceptor measures the student's achievement in any of the indicators as fair or poor, NCM president or her designee will contact the preceptor who filled out the evaluation to seek clarification for what challenges are being faced by the student. The president or her designee will engage in problem solving with the preceptor and

seek resources, teaching methods, and/or accommodations that might remedy the situation. The president or her designee, at the preceptor's discretion, will contact the student directly to offer counseling and follow up.

Preceptor Evaluation of Students are found in NCM's Survey Monkey account. Office staff compiles the results of the evaluations, puts them in dropbox and sends them to the president. The president or her designee will review the data within six weeks of the end of the trimester. They will create a word document that explains the findings and tracks all follow up actions that were taken. Once all follow up actions have been taken, the document is uploaded into Dropbox.

## **STUDENT AND PRECEPTOR EVALUATION PROCEDURE**

Evaluations are completed through survey monkey forms at the end of every trimester submission. Evaluations allow NCM to evaluate any feedback to see if there are any comments that need immediate response. NCM does not count any completed coursework or clinicals without an evaluation; they are recorded but considered incomplete.

Evaluation submissions are updated on the student record. Missing evaluations and associated grades and/or clinicals are highlighted and noted on the student record.

The NCM president will immediately be notified by the office staff of any:

- incident reports,
- termination forms,
- complaints,
- public comments, or
- reports of abusive communications between preceptor and student and/or NCM.

Approximately six weeks after the end of the trimester, NCM office staff will create a spreadsheet in SurveyMonkey compiling the results of the student/preceptor evaluation for that trimester and will highlight any of the following scores on NCM's Student Evaluation of Preceptor survey:

- A score of 1 or more questions answered as "Poor",
- A score of 3 or more questions answered as below "Satisfactory".

This will be sent to the NCM president no later than eight weeks after the end of the trimester. NCM president will follow up with students and preceptors as needed according to the policies outlined in the Preceptor/Instructor Qualifications and Requirements Policy. The president or designee will review the data within eight weeks of the end of the trimester. In the case that a preceptor measures the student's achievement in any of the indicators as fair or poor, NCM president or her designee will contact the preceptor who filled out the evaluation to seek clarification for what challenges are being faced by the student. The president or designee will engage in problem solving with the preceptor and seek resources, teaching methods, and/or accommodations that might remedy the situation. The president or designee, at the preceptor's discretion, will contact the student directly to offer counseling and follow up. The president or designee will work with the student and preceptor, helping them to implement a plan and following their progress until the issues are resolved.

In the case that preceptors do not respond to requests for clarification and problem solving, the president or their designee will make a second attempt at contacting the preceptor. If there is still no response, the student will be placed in a group which includes other randomly selected students to be contacted directly by the president or their designee with an offer for individual guidance and support.

## **POLICIES AND PROCEDURES FOR SUPPLEMENTAL FORMS TO STUDENT AND PRECEPTOR EVALUATIONS**

The following forms which are filed in dropbox, the website and in the orientation courses are reviewed by the office staff as part of the review of student preceptor evaluations:

### **CREDIT VALUE ASSESSMENT FORM**

The Credit Value Assessment Form is required for each course that the student and/or preceptor found did NOT conform to time requirement stated on the syllabus for the course (1 Academic Credit = 15 hours Formal Study + 30 Hours Informal Study).

**Procedure:** This form is available to preceptors and students via the canvas orientation courses. The Credit Value Assessment Form is forwarded to the Education Committee for their review.

### **SERVICES & POLICIES EVALUATION FORM**

The Services and Policies Evaluation Form provides another opportunity for students and preceptors to participate in development, implementation and evaluation of the curriculum, periodic evaluation of student admissions criteria, program resources, facilities, and services.

**Procedure:** This form is available to preceptors and students via the canvas orientation courses. This form is reviewed trimesterly by the appropriate people: BOD, Executive Staff, or Education Committee as determined by the COO and/or CBJO.

### **CURRICULUM EVALUATION FORM**

Curriculum Review and Update - Preceptors are able to participate in the curriculum review process by completing the Curriculum Evaluation form. This form includes recommendations for any changes, updates, additions or subtractions.

**Procedure:** This form is available to preceptors and students via the canvas orientation courses. All completed forms are forwarded to the Education Committee for review.

### **INFORMATION CHANGE FORM**

It is each student's and preceptor's responsibility to keep current contact information updated with NCM by filling out the Information Change Form.

**Procedure:** This form is available to students via the canvas orientation courses. Changes are updated in the student file, in Access and on the student record.

### **COMMENTS FORM**

Additional Comments / suggestions / other, which are not covered by any of the other forms are submitted on the Comments Form.

**Procedure:** This form is available to preceptors and students via the canvas orientation courses. The information on the comments form is forwarded to the appropriate person or committee. Each comment receives a response. NCM gives a personal acknowledgement for a suggestion that we implement.

### **END OF TRIMESTER SUBMISSIONS POLICY**

All students are required to send an End-of-Trimester Submission to NCM at the end of each trimester the student was active. This submission must include the appropriate Student-Preceptor Evaluation Form(s) for the student's program (as described above) as well as reports of academic and clinical course requirements completed within the trimester. **End-of-Trimester Submissions must be received within 45 days of the end of the previous trimester. This should allow ample time for students to get signatures from their preceptors and send in documentation.**

- Submissions should be made **in one packet by regular mail** (faxes and emails are not accepted) to: National College of Midwifery, 1041 Reed St, Suite C, Taos, NM 87571.
- Student should submit one sided photocopies, and keep the originals for their files and to continue to update as they proceeds through the program.
- Student Name should appear on every page submitted.
- Preceptor Verification signatures with current date must appear on all official forms.
- Work done prior to enrollment, or with someone who is not the student's official NCM preceptor at the time the work was done will not be eligible to satisfy program requirements.
- The most updated versions of all program materials are available for download on Canvas.
- Students are encouraged to check the website periodically. NCM will send out emails to notify students and preceptors when there are significant changes.

Work done prior to enrollment or with someone who is not the student's official NCM preceptor at the time the work was done will not be eligible to satisfy program requirements. Work done with a preceptor who has failed to maintain their licensure/certification as required by the state, unencumbered by holds/investigations/disciplinary action of any kind will not be accepted towards program completion.

In order for NCM to accept work done towards completion of any NCM program, all of the following must be true when the work was done:

1. The student must be a current, Active Student with NCM.
2. The preceptor must be a current, Active Preceptor with NCM.
3. The student and preceptor must have a current, approved, and complete Contract between Student, Preceptor and the National College of Midwifery on file with NCM.
4. The student and preceptor must each have received notification from NCM acknowledging their relationship.

### **TRIMESTER EVALUATIONS POLICY**

Student must have an evaluation form that covers work performed with each preceptor for the trimester period. This is filled in on the student record. Surveys are completed on [surveymonkey.com](https://www.surveymonkey.com) for both students and preceptors.

### **END OF TRIMESTER SUBMISSIONS PROCEDURE**

All documents received in the office are date stamped and listed in the Mail Log. Student submissions are reviewed and information is entered onto the student record. Files are updated by NCM staff in the order they are received.

Open Student Record/Transcript. Fill in the current date at the top right hand corner of the form. After all grades, clinical experiences, and/or NARM skills are recorded a copy of the updated student record is emailed to both the student and preceptor. A copy of the updated student record is printed, dated and initialed by the reviewer and filed in the Student file.

#### **RECORDING GRADES IN STUDENT RECORD POLICY AND PROCEDURE**

A copy of the student record is submitted by student and preceptor with the date of completion. Grades must be submitted in numerical form with preceptor signature and date on the bottom left corner. The date and grade is filled in on the student record with the preceptor's name and date of submission. All grades must be an 80% or higher.

Grades that do not have a corresponding evaluation are highlighted and a notation is placed on the student record. The grades will not be accepted until the evaluation is received in the office.

#### **RECORDING CLINICAL EXPERIENCES POLICY AND PROCEDURE**

Copies of the clinical forms are submitted at the end of the trimester. NCM checks each clinical form for approved preceptor signatures and dates. Signatures that are not from approved preceptors are not valid. The accepted clinicals are totaled on the page with the initials of the reviewer. The clinical numbers and the date of the most recent completed clinical are entered into the Student Record. Clinicals that do not have a corresponding trimester evaluations are highlighted and a notation is placed on the student record. The clinical numbers will not be accepted until the evaluation is received in the office.

#### **RECORDING NARM SKILLS POLICY AND PROCEDURE**

NARM Skills forms are checked for dates of completion and preceptor signatures. Signatures that are not from approved preceptors are not valid. The date of the most recent NARM skill is entered on the student record. When all NARM skills are completed, it is also filled in on the Student Record.

Any work submitted by a student that is signed off by someone who is not the student's approved preceptor is not accepted. The signature or grades are highlighted, and a notation is made on the paperwork. The student is informed that the work is not accepted and encouraged to send in the student/preceptor contract and any paperwork needed to approve the preceptor. The work is not retroactively accepted.

## **PART 11: LEARNING SITES**



## **LEARNING SITE POLICY**

The National College of Midwifery does not have a campus. Preceptors must complete the facility diagrams, safety standards and equipment restocking forms as part of the preceptor application process. Site safety procedures must meet federal and state standards.

Learning sites will vary depending on the location of the preceptorship. It is the student's responsibility to ascertain whether the preceptor(s) can provide the variety and number of clinical experiences required. The preceptor(s) will directly provide the student with the required clinical experiences.

Preceptor sites may have requirements and policies regarding students in their training program that are different from NCM's (e.g., the time frame within which a student must complete training, state registration for students, etc). It is the student's responsibility to know the preceptor and state requirements for direct-entry midwives and students in the state they are apprenticing in or planning to practice in.

## **LEARNING SITES PROCEDURE**

Preceptors must complete the facility diagrams, safety standards and restocking forms as part of the preceptor application process. Safety procedures must meet federal and state standards. The forms must be submitted prior to preceptor approval.

## **CULTURALLY APPROPRIATE APPRENTICESHIPS FOR OUT OF COUNTRY CLINICALS POLICY**

### **FOR OFFICE**

This requirement is made know on all student contracts regardless of anticipated location.

### **FOR PRECEPTORS**

All out of country preceptors, if not originating from the country in which they are practicing, must designate cultural advisors from that country who are available to answer questions, guide students through various ethical considerations and act as cultural translators as needed in the clinical setting.

Preceptors working in out of country clinical sites are required to administer Cultural Preparedness Training to all students before the start of any clinical contact between students and clients in the out of country site. Preceptors must submit to NCM an outline of their Cultural Preparedness Training program which includes:

- Required reading and/or participation in online courses and methods of comprehension assessment
- Specifics of required language acquisition and methods of language skills assessment
- Required cultural exposure (i.e. home stays, contact with local communities, on the ground cultural orientation experiences)
- Syllabus for cultural orientation course that includes all of the following Competencies, Attitudes and Behaviors, and Knowledge Acquisition:

### **COMPETENCIES**

At the completion of the course, students will be able to:

- Discuss social determinants of health, health equity, social justice, and governmental policy and their impact on the distribution of health services in the area of practice.
- Discuss unique healthcare needs of the communities being served and distinctive strategies for meeting those needs, taking into consideration local socio economics, politics, health disparities, and cultural influences
- Demonstrate knowledge of effective advocacy strategies for health systems improvement including Interpersonal and Communication Skills, Cultural Competency and Humility, and Collaborative Care
- Demonstrate an understanding of Systems Based Practices and how the practice in which students are working interacts respectfully and effectively within the its larger unique health care system
- Demonstrate sufficient language skills, cultural awareness and ability to work with cultural advisors/translators to deliver collaborative, informed consent driven care with sensitivity to sociocultural and health literacy issues
- Recognize practice limitations and an understanding of system resources

### **ATTITUDES AND BEHAVIORS**

The student will demonstrate attitudes and behaviors that encompass:

- Commitment to lifelong learning about cultural competency and humility
- Commitment to recognizing personal biases and stereotypes related to health care delivery
- Understanding the need to balance compassion, humanism, realism, and practicality in the consideration of health care delivery

### **KNOWLEDGE**

Students will be prepared to apply in a clinical setting their knowledge of:

- Specific socioeconomic, environmental, and political factors as determinants of health and disease in the specific area of practice
- Health and human rights issues and determinants of health specific to population being served (e.g., psychological impact of trauma, limited monetary resources, limited access to services, etc)
- Social, environmental, geographic, and telecommunication factors influencing the ability of the health system to provide adequate services
- Specific needs of the medically underserved
- Sociocultural and psychological factors influencing health literacy and interaction with the local health system
- Cultural approaches to health with emphasis on maternal infant health
- Disease specific consequences due to regional and genetic influences of health
- Availability and safety (or lack thereof) of medication and medical backup services
- Unique health care delivery methodology and outcomes data where available for specific clinical setting in which students are working
- Epidemiology where available of infectious and chronic disease
- Resources and issues pertinent to travel medicine, health risk prevention, health maintenance, and variations in health care services for students.
- Non-medical issues (e.g., political, safety, environmental, and climate factors) unique to international travel
- Specific safety factors, legal considerations, and personal freedoms that might be handled differently when working in specific area

- How to adapt evidence-based resources and tools for use in limited-resource health care settings

## **FOR STUDENTS**

In the case that a student is traveling out of their country of origin to train overseas, NCM requires that the student complete the following free online course on Ethics and Global Health:

<http://ethicsandglobalhealth.org/index.shtml>.

At the completion of the Cultural Preparedness Training administered by the student's clinical preceptor(s), the student will take the Cultural Preparedness Survey and submit it to NCM through SurveyMonkey.

<https://www.surveymonkey.com/r/H8GYGNW>

## **CULTURALLY APPROPRIATE APPRENTICESHIPS FOR OUT OF COUNTRY CLINICALS PROCEDURE**

The student/preceptor contract asks the question "Is the student is traveling out of their country of origin to train overseas?" If the contract indicates yes, staff emails the student and preceptor with this policy and informs the dyad that until the student completes the Ethics and Global Health course and the NCM Cultural Preparedness Survey the contract will not be approved and no academic or clinical work will be accepted.

NCM registrar will provide instruction to all preceptors who will be offering out of country clinical experiences to NCM students that they must submit an outline of their Cultural Preparedness Training program as part of their application. This outline will be forwarded to the NCM president who will review the outline to ensure that it includes:

- Required reading and/or participation in online courses and methods of comprehension assessment
- Specifics of required language acquisition and methods of language skills assessment
- Required cultural exposure (i.e. home stays, contact with local communities, on the ground cultural orientation experiences)
- Syllabus for cultural orientation course that includes all of the Competencies, Attitudes and Behaviors, and Knowledge Acquisition as outlined in the policy.

NCM president will review on a yearly basis all Cultural Preparedness Surveys that have submit it to NCM through SurveyMonkey. <https://www.surveymonkey.com/r/H8GYGNW>. If concerns regarding the efficacy of the training arise during the review of the surveys, NCM president will be in communication with the appropriate out of country preceptors to offer support in improving Cultural Preparedness Training.

NCM requires that the student complete the following free online course on Ethics and Global Health:

<http://ethicsandglobalhealth.org/index.shtml>.

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**PART 12: ASSOCIATES OF SCIENCE IN MIDWIFERY GENERAL DEGREE,**  
**ACADEMIC AND CLINICAL REQUIREMENTS**

## **ASSOCIATE OF SCIENCE IN MIDWIFERY DEGREE REQUIREMENTS POLICY**

The ASM is a three-year equivalent program, which can be completed from 2 to 5 years.

### **SEMESTER CREDIT HOURS**

112.88 (116.88 for California Students)

### **PREREQUISITES**

High School Diploma or GE

### **BLOCK SYSTEM**

Students in the ASM program follow the Academic Block System provided in the next table.

In the case of a student enrolled prior to May 30, 2018 who has completed HON248G Cultural Issues and 20 credits the student may apply for an exception in writing with the CDO who will grant the exemption.

In the case of a student enrolled prior to May 30, 2018 who has completed 20 credits but who has not completed HON248G Cultural Issues the student may apply for an exception in writing with the CDO who will grant a limited exemption with a requirement that the student complete HON248G within two semesters.

In the case that a preceptor and/or student would like to petition for a exception to the academic block system outside of the two aforementioned situations, they must put their request in writing and submit it to the president for review. The proposal must include the proposed order in which the courses will be completed and must specify the reasoning behind that order. The president will then bring the proposal to the education committee who will make a decision about whether or not to accept the proposal as is, accept it with conditions or deny it. The decision of the education committee will be communicated by the president to the preceptor and/or student who submitted the proposal.

Notes on course  
order by block:

|  |                                 | <b>Academic Courses</b>           |     | Credits |
|--|---------------------------------|-----------------------------------|-----|---------|
|  |                                 | <b>FOUNDATION COURSES:</b>        |     |         |
|  |                                 |                                   |     | 29.0    |
| <b>FOUNDATION COURSES</b><br>Foundation Courses must be taken in<br>Foundation Block order | <b>1</b>                        | BIO155G Anatomy and Physiology    | 4.0 |         |
|  |                                 | HON248G Cultural Issues           | 3.0 |         |
|  |                                 | PSY224 Com. & Counseling          | 1.0 |         |
|  | <b>2</b>                        | BIO120 Fetal Development          | 1.0 |         |
|  |                                 | SOC102 Genetic Screening          | 1.0 |         |
|  |                                 | MW330 Perinatal Ed Incl Lactation | 3.0 |         |
|  |                                 | HON225G Midwifery Ethics          | 2.0 |         |
|  | <b>3</b>                        | HON205G Applied Microbiology      | 3.0 |         |
|  |                                 | HON393G Community Health          | 3.0 |         |
|  |                                 | SCI122G Chemistry *CA             | 3.0 |         |
|  |                                 | SOC104 Child Growth & Dev.*CA     | 1.0 |         |
|  | <b>4</b>                        | ENG202G Bus. & Prof. Com.         | 3.0 |         |
|  |                                 | MW250 Midwifery Protocols         | 1.0 |         |
|  |                                 | <b>CORE COURSES:</b>              |     |         |
|  |                                 |                                   |     | 30.0    |
| <b>CORE COURSES</b><br>Core Courses must be taken in Core Block order                      | <b>1</b>                        | MW300 AP Basic Skills             | 1.0 |         |
|  |                                 | MW301 AP Risk Screening           | 0.5 |         |
|  |                                 | MW302 AP Physical Assessment      | 0.5 |         |
|  |                                 | MW303 AP Provision of Care        | 1.0 |         |
|  |                                 | MW304 AP Complications            | 0.5 |         |
|  |                                 | MW308 AP Nutrition                | 0.5 |         |
|  |                                 | MW305 AP Pharmacology             | 1.0 |         |
|  |                                 | MW306 AP Diag LabTests&Proc.      | 0.5 |         |
|  | <b>2</b>                        | MW307 AP Observation & Chart.     | 0.5 |         |
|  |                                 | MW320 IP Basic Skills             | 1.0 |         |
|  |                                 | MW321 IP Risk Screening           | 1.0 |         |
|  |                                 | MW322 IP Physical Assessment      | 0.5 |         |
|  |                                 | MW323 IP Provision of Care        | 1.0 |         |
|  |                                 | MW324 IP Complications            | 1.0 |         |
|  |                                 | MW329 IV THERAPY                  | 0.0 |         |
|  |                                 | MW325 IP Pharmacology             | 0.5 |         |
|  | <b>3</b>                        | MW326 IP Diag LabTests&Proc.      | 0.5 |         |
|  |                                 | MW327 IP Observation & Chart.     | 0.5 |         |
|  |                                 | MW340 PP Basic Skills             | 1.0 |         |
|  |                                 | MW341 PP Risk Screening           | 1.0 |         |
|  |                                 | MW342 PP Physical Assessment      | 0.5 |         |
|  |                                 | MW343 PP Provision of Care        | 1.0 |         |
|  |                                 | MW344 PP Complications            | 1.0 |         |
|  |                                 | MW345 PP Pharmacology             | 0.5 |         |
|  | <b>4</b>                        | MW346 PP Diag LabTests&Proc.      | 0.5 |         |
|  |                                 | MW347 PP Observation & Chart.     | 0.5 |         |
|  |                                 | MW360 NB Basic Skills             | 1.0 |         |
|  |                                 | MW361 NB Risk Screening           | 1.0 |         |
|  |                                 | MW362 NB Physical Assessment      | 1.0 |         |
|  |                                 | MW363NB Provision of Care         | 0.5 |         |
|  |                                 | MW364 NB Complications            | 1.0 |         |
|  |                                 | MW365 NB Pharmacology             | 0.5 |         |
|  | MW366 NB Diag LabTests&Proc.    | 0.5                               |     |         |
|  | MW367 NB Observation & Chart.   | 0.5                               |     |         |
|  | MW380 WW Family Planning        | 1.0                               |     |         |
|  | MW381 Well Woman Risk Screening | 0.5                               |     |         |
|  | MW382 WWPhysical Assessment     | 1.0                               |     |         |
|  | MW383 WWProvision of Care       | 1.0                               |     |         |
|  | MW385 WW Pharmacology           | 1.0                               |     |         |
|  | MW386 WW Diag LabTests&Proc.    | 1.0                               |     |         |
|  | MW387 WW Observation & Chart.   | 0.5                               |     |         |
|  |                                 | <b>FLEX COURSES:</b>              |     |         |
|  |                                 |                                   |     | 25.0    |
| <b>FLEX COURSES</b><br>Flex Courses: Can be<br>taken in any order in any<br>block          |                                 | HON223G Human Sexuality           | 3.0 |         |
|  |                                 | ENG200G College Composition       | 4.0 |         |
|  |                                 | HON211G Statistics                | 3.0 |         |
|  |                                 | MATH112G College-Level Math       | 3.0 |         |
|  |                                 | HON390G Laws/Regulations          | 3.0 |         |
|  |                                 | HON220G Midwifery Lit. & Art      | 3.0 |         |
|  |                                 | HON222G History of Midwifery      | 3.0 |         |
|  |                                 | MW350 Out of Hospital Birth       | 3.0 |         |
|  |                                 | <b>Total Academic Credits:</b>    |     |         |
|  |                                 |                                   |     | 84.0    |

## **GENERAL EDUCATION**

According to the New Mexico Department of Higher Education, General Education requirements fall into three categories and there are specific requirements within each category. (These courses are identified by the G suffix):

### **Developing Critical Thinking and Modes of Expression**

English Composition..... 7 credits  
 Mathematics.....3 credits  
 Critical Thinking Analysis..... 6 credits

### **Establishing a Common Background**

Historical Perspectives.....3 credits  
 Basic Natural Sciences with Lab.....4 credits  
 Human Thought and Behavior.....3 credits  
 Social Analysis.....3 credits  
 Literature or Fine Arts.....3 credits

### **Viewing a Wider World**

Community Issues, consumers, etc....6 credits

| <b>ASM CLINICAL EXPERIENCE REQUIREMENTS:</b> |             | Effective January 1, 2013   |               |              |
|--|-------------|---|---------------|--------------|
| <b>Clinical Timeframe:</b>                   |             | Clinical Requirements must span at least <b>2 years</b> under the supervision of the student's approved NCM preceptor |               |              |
| Required Clinicals:                          | Hours/visit | Required  | Hours         | Credits      |
| <b>Observes:</b>                             |             |   |               |              |
| Births as Observer                           | N/A         | 10  | N/A           | N/A          |
| <b>Assists Under Supervision:</b>            |             |   |               |              |
| Initial Prenatal Assists                     | 1 hour      | 3   | 3             | 0.10         |
| Prenatal Assists                             | 30 minutes  | 22  | 11            | 0.37         |
| Birth Assists                                | 12 hours    | 20  | 240           | 8.00         |
| Newborn Exam Assists                         | 30 minutes  | 20  | 10            | 0.33         |
| Postpartum Exam Assists                      | 1 hour      | 10  | 10            | 0.33         |
| <b>Primaries Under Supervision:</b>          |             |   |               |              |
| Well Woman/Family Planning                   | 30 minutes  | 30  | 15            | 0.50         |
| Initial Visits                               | 1 hour      | 20  | 20            | 0.67         |
| Prenatal                                     | 30 minutes  | 55  | 27.5          | 0.92         |
| Birth as Primary                             | 24 hours    | 25  | 600           | 20.00        |
| Newborn Exams                                | 30 minutes  | 20  | 10            | 0.33         |
| Postpartum Exams                             | 1 hour      | 40  | 40            | 1.33         |
| NARM Continuity of Care                      | N/A         | 5   | N/A           | N/A          |
| NARM Out of Hospital Births                  | N/A         | 10  | N/A           | N/A          |
| <b>SUB TOTALS:</b>                           |             |   | <b>986.50</b> | <b>32.88</b> |

|                             |  |  |                |                         |
|-----------------------------|--|--|----------------|-------------------------|
| <b>NARM Clinical Skills</b> |  |  | 517.50         | Credits in<br>Academics |
| <b>CLINICAL TOTALS:</b>     |  |  | <b>1504.00</b> | <b>32.88</b>            |

(Conversion to semester credit hours: 30 clinical contact hours = 1 credit hour)

### **CLINICAL APPRENTICESHIP LICENSING REQUIREMENTS POLICY**

Some states require a license for midwifery apprentices to attend births as students. It is the responsibility of the student to look into this before enrolling in NCM.

### **GENERAL INSTRUCTIONS FOR CLINICALS**

Each NCM Clinical Record Form lists the scope of the skill, the student role, the type of preceptor supervision required, the skill demonstration by the student necessary for the student to receive credit, and any other special requirements. The Student is responsible for recording completion of clinicals on the NCM Clinical Record Form. Entries should be made in chronological order and printed clearly. The Preceptor must sign (not initial) every line. Students should not start a new page for each form each trimester, but should fill a master of each form and only submit copies of forms with recent entries.

### **TRIMESTERLY REPORTING OF COMPLETED CLINICALS TO NCM**

Student submits photocopies of updated forms at the end of each trimester to document progress, and retains the original forms to continue filling in. All clinical submissions must be accompanied by Student and Preceptor Evaluation Forms.

### **GUIDELINES FOR VERIFYING DOCUMENTATION OF CLINICAL EXPERIENCE**

The student and preceptor must follow the guidelines in NARM's Candidate Information Bulletin (CIB) online, including but not limited to the following: Student's and preceptor's care at the encounter must be reflected on the client's chart via name or initials, in case of audit. The student must have access to the original client charts for all births and procedures documented. The original client charts shall be kept by the preceptor. Client confidentiality must be protected by identifying them on these Clinical Record Forms with a unique client code under "Client # or Code," to reference the client chart, using one code for each client pregnancy.

### **ORDER OF CLINICAL EXPERIENCE COMPLETION**

The NARM Skills may be completed in any order according to the Student's clinical Preceptors discretion and evaluation of the student reaching Mastery over the skill.

At least 18 of the 20 Births as Assistant (Form #3) must be completed prior to beginning Births as a Primary Midwife under Supervision (Form #9). The rest of the forms do not need to be completed in any specific order and it is up to the discretion of the preceptor as to whether the student is competent enough to act as Primary Midwife under Supervision at clinicals. All forms need to be completed prior to applying for permission to take the NARM Exam.

### **CLINICAL CREDIT**

Simply being present at or participating in a clinical activity does not guarantee that a student will be given credit for it. The preceptor will only sign off a clinical when the student has demonstrated the minimum required skill competency level to the preceptor's satisfaction, as appropriate for the individual skills as defined on each clinical record form for each entire clinical experience (Active Participation for Assists vs. Mastery for Primaries). With the exception of 10 Birth Observes, work done prior to enrollment, or with someone who is not the student's official NCM preceptor at the time the work was done will not be eligible to



satisfy program requirements. Students may submit additional clinicals beyond NCM requirements. These extra clinicals and clinical contact hours will be listed on the student transcript; however credit is only given for required clinicals.

### **BIRTH EXPERIENCE IN SPECIFIC SETTINGS**

Of all the births a student attends during training (as Observer, Assistant, or Primary Midwife under Supervision), at least 2 must be planned hospital births (these cannot be intrapartum transports but may be antepartum referrals) and 5 must be home births.

### **OUT OF COUNTRY CLINICAL FORM REQUIREMENTS**

When completing NARM Exam application materials, NCM students are not required to submit Out of Country (OOC) Birth Sites Form 230 listed on NARM Forms 200 and 204. Out of Country Clinical sites that are NARM approved do not have to submit a copy of the safety inspection.

### **CLINICAL EXPERIENCE MAX AND MINIMUM TIME FRAME REQUIREMENTS**

Clinical experience documented on these forms must span at least 2 years. NCM begins counting these two years with the date of the first clinical entered on forms #1-11 that occurred during enrollment and under the direct supervision of an approved preceptor. All clinicals must occur within 10 years prior to the student's passing the NARM exam, and 10 of the experiences reported on NARM Out of Hospital Birth Documentation Form 204 must take place no earlier than 3 years prior to the NARM exam. See [Transfer of Clinical Credit Policy](#).

## **CLINICAL SKILLS AND EXPERIENCE DEFINITIONS**

### **DIRECT SUPERVISION**

(Required for all clinicals, except for the "10 Birth Observes"). The preceptor must be physically present and in control at all times during the entire activity, must catalyze the important decision making processes, elicit the student's rationales for their decisions, and oversee the student's charting. Preceptors may ONLY sign off experiences which they personally directly supervised and witnessed.

### **ACTIVE PARTICIPANT/PARTICIPATION**

(This is the required demonstration of competence necessary for student to receive credit for all Clinicals as "Assistant.") The student must be actively involved in the clinical activity, including, but not limited to charting, hands-on assisting, & participation in management decisions. As an assistant the student will learn through active involvement to perform the clinical skills of a midwife during all stages of pregnancy, labor, delivery and postpartum mother and newborn care. **Student readiness for serving as Primary Under Supervision at a clinical exam or birth is at the discretion of the supervising preceptor, and may require more than the minimum number of experiences as Assistant Under Supervision listed on the forms.**

### **MASTERY**

(This is the required demonstration of competence for all NARM Skills and Clinicals the student attends as "Primary Midwife under Supervision.") The student must demonstrate competent and confident provision of safe, evidence-based midwifery care for the individual Clinical Skills including: Etiology, sequelae, appropriate management and follow-up for the individual patient, appropriate times and reasons for consult and referral, access to relevant resources and information, complete, thorough and timely record keeping, appropriate, professional, and compassionate management of every task involved, receptiveness and

responsiveness to patient's concerns, explanation of midwifery decisions and actions as they relate to possible outcomes and their wider impact, based on the Midwives Model of Care®

<http://cfmidwifery.org/mmoc/define.aspx>.

## **ASM CLINICAL REQUIREMENTS DESCRIPTIONS**

### **CLINICALS COMPLETED IN THE ROLE OF AN OBSERVER**

No Direct Supervision required. Attendance may be verified by any witness who was present at the birth.

Student Demonstration necessary to receive credit: The student's presence at the birth in any capacity.

#### **10 BIRTHS AS AN OBSERVER (NCM CLINICAL RECORD FORM #1)**

(Must include 2 Planned Hospital Births -may NOT be IP Transports)

This is the only clinical requirement that can be done prior to enrollment, and without the direct supervision of an NCM preceptor. The student must attend 10 births in any setting in any capacity (observer, doula, family member, friend, beginning apprentice, etc.). Attendance may be verified by any witness who was present at the birth. These 10 Births may take place prior to OR during enrollment at NCM, but must be no more than 10 years prior to the student sitting the NARM Exam. Although Observes completed prior to enrollment and not under the direct supervision of an approved preceptor will be accepted, the dates of these Observes will not be considered when calculated the minimum 2 year time frame that students are required to be enrolled.

### **CLINICALS COMPLETED AS AN ASSISTANT TO THE PRIMARY MIDWIFE**

Requires Direct Supervision by the Student's approved NCM Preceptor as an active participant.

#### **25 PRENATAL EXAMS AS AN ASSISTANT UNDER SUPERVISION (NCM CLINICAL RECORD FORM #2)**

A Prenatal consists of most of the following, but is not limited to: preparation, chart review, weight, blood pressure, pulse, fetal heart tones, baby's position, evaluation of size for dates, education and counseling for gestational age specific topics, any necessary lab work, education and counseling for any discomforts, evaluation for need for referral to social or medical resources, charting by SOAP method, cleanup, arrangement for next visit, filling out referral forms and lab slips.

Estimated time per visit: 30 minutes.

(These must include at least 3 Initial Prenatals)

Initial Prenatal consists of most of the following, but is not limited to: the same items as a regular prenatal, PLUS intake interview, history (medical, gynecological, family) and a complete physical examination. These items may take place over several visits, but are counted by the student as one Initial Prenatal.

Estimated time per visit: 1 hour.

#### **20 BIRTHS AS AN ASSISTANT UNDER SUPERVISION (NCM CLINICAL RECORD FORM #3)**

A Birth as Assistant Under Supervision consists of most of the following, but is not limited to: set-up, assistance to the midwife in whatever they request, assisting the mother and family, participating and learning about charting, evaluating pre-labor, practicing admission evaluation and admission procedures, keeping track of progress and normalcy of labor, practicing taking and charting vital signs, counting baby's heartbeat, practicing evaluating FHT, practice providing comfort measures, preparing and coaching mother

for actual birth, preparing mother's partner to provide comfort measures or to participate in delivery, practice assisting with the birth and placenta, practice evaluating newborn response and vitals, practice assisting with newborn exam, evaluating the placenta for normalcy, practice with the establishment of immediate breastfeeding, assisting midwife with clean-up, sterilizing, repairing, restocking, re-ordering equipment, making plans for follow-up visit. At least 18 of these must be completed prior to beginning births as primary under supervision.

A MAXIMUM of 2 of these births may be IP Hospital Transports.

Estimated time per birth assist: 12 hours.

#### **20 NEWBORN EXAMS AS ASSISTANT (NCM CLINICAL RECORD FORM #4)**

A Newborn Exam consists of most of the following, but is not limited to: apgar, gestational age assessment, reflexes, head to toe physical, application of erythromycin to the eyes and injection of vitamin K, metabolic screening, referral for hearing screening, referral for pediatric follow-up, weight and measurements, footprinting, birth certificate, souvenir certificate for parents, registration for social security and Medicaid.

These exams must be done within 12 hours of the birth.

Estimated time per visit: 30 min.

#### **10 POSTPARTUM EXAMS AS ASSISTANT (NCM CLINICAL RECORD FORM #5)**

A Postpartum Visit to Mother and Baby consists of most of the following, but is not limited to: preparation, chart review for follow up on such things as the need for RhoGAM and ABO incompatibility, etc, check baby weight gain, physical assessment and vitals, assessment of lochia, counseling regarding breastfeeding/bottle feeding, counseling and education for mother and family regarding nutrition for mother and baby, any necessary lab work, education and counseling for any discomforts, evaluation for referral to social and/or medical resources, evaluation of baby for dehydration, answering parents' questions, check health of umbilical cord and removal of clip if necessary, check healing of any stitches/ tears, evaluation for need for referral to social or medical resources, charting by SOAP method, cleanup, arrangement for next visit, filling out any necessary referral forms and lab slips.

These visits must be done between 12 hours and 6 weeks following the birth.

Estimated time per visit: 1 hour.

#### **CLINICALS COMPLETED AS PRIMARY MIDWIFE UNDER SUPERVISION**

Requires Direct Supervision by the Student's approved NCM Preceptor with student demonstrating Mastery of clinical skills.

#### **30 WELL WOMAN/FAMILY PLANNING AS PRIMARY UNDER SUPERVISION (NCM CLINICAL RECORD FORM #6)**

A well woman exam consists of most of the following, but is not limited to: preparation, chart review, complete physical assessment including, but not limited to: bimanual exam to screen for colorectal and endometrial cancer; pap smear; collection of samples for STIs; breast exam; and counseling on the following items: family planning; prevention and detection of STIs; nutrition and exercise relating to bone density; hormonal changes and physical and mental comfort measures relating to the interconceptual period and menopause; and attention to general social, physical and emotional well-being, charting, and cleanup.

Student mastery of the PAP smear/STI sample is required.

Estimated time per visit: 30 min.

**20 INITIAL PRENATALS AS PRIMARY UNDER SUPERVISION (NCM CLINICAL RECORD FORM #7)**

An Initial Prenatal consists of most of the following, but is not limited to: preparation, chart review, intake interview, history (medical, gynecological, family), complete physical examination, weight, blood pressure, pulse, fetal heart tones, baby's position, evaluation of size for dates, education and counseling for gestational age specific topics, any necessary lab work, education and counseling for any discomforts, evaluation for need for referral to social or medical resources, charting by SOAP method, cleanup, arrangement for next visit, filling out referral forms and lab slips. These items may take place over several visits, but are counted by the student as one Initial Prenatal.

Estimated time per visit: 1 hour.

**55 PRENATALS AS PRIMARY UNDER SUPERVISION (NCM CLINICAL RECORD FORM #8)**

A Prenatal consists of most of the following, but is not limited to: preparation, chart review, weight, blood pressure, pulse, fetal heart tones, baby's position, evaluation of size for dates, education and counseling for gestational age specific topics, any necessary lab work, education and counseling for any discomforts, evaluation for need for referral to social or medical resources, charting by SOAP method, cleanup, arrangement for next visit, filling out referral forms and lab slips.

Estimated time per visit: 30 min.

**25 BIRTHS AS PRIMARY UNDER SUPERVISION (NCM CLINICAL RECORD FORM #9)**

At least 18 Births as Assistant under Supervision must be completed prior to beginning this form.

15 births must include at least 1 prenatal. (5 must include full continuity of care and must additionally be recorded on NARM Continuity of Care-Practical Experience Form 200).

A MAXIMUM of 3 of these births may be Intrapartum Transports to Hospital.

Births as Primary Under Supervision means that the apprentice demonstrates the ability to perform all aspects of midwifery care to the satisfaction of the preceptor, who is physically present and supervising the apprentice's performance of skills and decision making. The apprentice is present for all stages of labor and delivery, and immediate postpartum, makes all clinical decisions for all stages of labor and delivery, and immediate postpartum, is able to articulate the rationales for these decisions, and charts or directs the charting of all stages of labor and delivery, and immediate postpartum.

Estimated time per birth: 24 hours.

**20 NEWBORN EXAMS AS PRIMARY UNDER SUPERVISION (NCM CLINICAL RECORD FORM #10)**

A Newborn Exam consists of most of the following, but is not limited to: apgar, gestational age assessment, reflexes, head to toe physical, application of erythromycin to the eyes and injection of vitamin K, metabolic screening, referral for hearing screening, referral for pediatric follow-up, weight and measurements, foot-printing, birth certificate, souvenir certificate for parents, registration for social security and Medicaid.

This exam must be done within 12 hours of birth.

Estimated time per visit: 30 min.

#### **40 POSTPARTUM VISITS AS PRIMARY UNDER SUPERVISION (NCM CLINICAL RECORD FORM #11)**

A Postpartum Visit to Mother and Baby consists of most of the following, but is not limited to: preparation, chart review for follow up on such things as the need for RhoGAM and ABO incompatibility, etc, check baby weight gain, physical assessment and vitals, assessment of lochia, counseling regarding breastfeeding/bottle-feeding, counseling and education for mother and family regarding nutrition for mother and baby, any necessary lab work, education and counseling for any discomforts, evaluation for referral to social and/or medical resources, evaluation of baby for dehydration, answering the parent's questions, check health of umbilical cord and removal of clip if necessary, check healing of any stitches/ tears, evaluation for need for referral to social or medical resources, charting by SOAP method, cleanup, arrangement for next visit, filling out any necessary referral forms and lab slips.

These visits must be done between 12 hours and 6 weeks following the birth.

Estimated time per visit: 1 hour.

#### **NARM SKILLS (NCM's MEAC ABBREVIATED NARM SKILLS FORM)**

Skills background and knowledge are taught within the academic courses, but preceptor demonstration, student practice, and evaluation of the student takes place in a clinical setting. Estimated clinical time spent on each NARM Skill: 45 minutes.

#### **STUDENTS ENROLLED PRIOR TO JANUARY 1, 2019 are grandmothered into the following policy:**

Students who enrolled prior to January 1, 2019, may choose to follow the policy for Students enrolled after January 1, 2019 but once making the switch the student is no longer grandmothered into this policy.

NARM Skills: All NARM Skills must be completed as directed in Pam Weaver and Sharon Evans book, Practical Skills Guide for Midwifery; this is not turned in but a random audit of the complete set of signatures in the book may be done.

MEAC Abbreviated Skills: Additionally, [this list of MEAC abbreviated NARM skills](#) must be completed and submitted to NCM. Note that 4 skills require the separate evaluation of two preceptors.

#### **STUDENTS ENROLLED AFTER TO JANUARY 1, 2019**

NARM Skills (NCM's NARM Skills Form): When available, NARM Skills must be completed as directed in Pam Weaver and Sharon Evans book, Practical Skills Guide for Midwifery; signatures do not have to be collected in this resource. [NARM Form 201a](#) must be completed but is not turned in. However, a random audit of the complete set of signatures on this form may be done.

MEAC Abbreviated Skills: Additionally, [this list of MEAC abbreviated NARM skills](#) must be completed and submitted to NCM. Note that 4 skills require the separate evaluation of two preceptors.

Estimated clinical time spent on each NARM Skill: 3 hours, 24 minutes.

#### **ADDITIONAL CLINICAL FORMS REQUIRED**

### **NARM FORM 200: CONTINUITY OF CARE**

All of these 5 Births as Primary under Supervision must include Full Continuity. Each must include 5 prenatal visits spanning 2 trimesters, the birth, newborn exam, and 2 postpartum exams. Only approved NCM Preceptors may sign this form when they have observed the student's skills in the spaces marked "Witness."

### **NARM FORM 204: OUT OF HOSPITAL BIRTH**

10 of the Births as Primary under Supervision must be in an out of hospital setting, and must occur within 3 years of taking the NARM Exam, and must occur in the U.S./Canada. Only approved NCM Preceptors may sign this form in the spaces marked "Witness."

These forms may be filled with clinicals that have already been entered on NCM Primary Midwife under Supervision Forms #'s 7-11. (Please use NARM's official versions of these forms and read the instructions carefully, as these will be part of the student's NARM Exam Application). MEAC students are not required to submit Out of Country (OOC) Birth Sites Form 230 listed on Forms 200 and 204.

### **NARM FORM 102: BIRTH EXPERIENCE BACKGROUND FORM**

**Use the births from forms #1, 3 and 9 to fill in this form.**

Please note: on this form in the line "Number Observed," list the births from Form #1: 10 Births as an Observer.

In the line, "Number Active Participant," list the births from Form #3: 20 Births as an Assistant under Supervision.

In the lines, "Number Primary under Supervision" and "Number Primary/Co-Primary" use Form #9: 25 Births as Primary Under Supervision, divided in the following way: In the spaces for "Number Primary Under Supervision," list 20 of these births with a maximum of 2 IP transports. In the spaces for "Number Primary/Co-Primary," list the remaining 5 of these births with a maximum of 1 IP transport. "Co/Primary" is when two primary midwives work together, this term is only applicable to the NARM State Equivalency application route.

### **CLINICAL REQUIREMENT SUMMARY SHEET (NCM CLINICAL RECORD FORM #12)**

Use this form to summarize completion of all NCM and NARM clinical requirements.

## **PRACTICE GUIDELINES, EMERGENCY TRANSFER/TRANSPORT FORMS, AND INFORMED CONSENT FORMS**

These forms are required by NCM for graduation from the ASM program. They are completed by the student during the MOD8-MW250-Midwifery Protocols and MOD8-HON390G-Midwifery Laws & Regulations courses. The preceptor reviews and approves the student's Practice Guidelines/Protocols, Emergency Transfer/Transport Forms, and Informed Consent Forms as part of MOD8-MW250-Midwifery Protocols and MOD8-HON390G-Midwifery Laws & Regulations courses (see course syllabi). These forms are a sample of what the student plans to use in future practice. These items must satisfy the requirements of both NARM and the state in which the student plans to practice in the future. The student must NEVER indicate on these forms that they are a midwife prior to actual attainment of midwifery licensure or certification.

Student researches NARM's guidelines for Practice Guidelines/Protocols, Emergency Transfer/Transport Forms, and Informed Consent Forms, reviews samples from other midwives and birth centers, and the laws and Practice Guidelines of the state in which they are studying or plans to practice in the future. If the student is international, they may use the guidelines from the state of New Mexico. Using the research and samples, the student constructs their own Practice Guidelines/Protocols, Emergency Transfer/Transport Forms, and Informed Consent Forms.

It is acceptable for the student to use the Practice Guidelines/Protocols, Emergency Transfer/Transport Forms, and Informed Consent Forms of their state, or that are used by their preceptor as templates for creating their own documents. In this case, the student must check the documents carefully to ensure that they adhere to NARM guidelines, state law and generally accepted procedures.

### **SUBMISSION TO NCM**

- The student must submit an official letter to the College letting it know which official state practice guidelines the student will be following. This must be on file with the National College of Midwifery prior to graduation.
- Emergency Transport/Transfer Form and Informed Consent Form can be submitted with the letter stating official state practice guidelines student will be following along with their end of trimester submission.

### **STUDENT PARTICIPATION IN MIDWIFERY OR HEALTH-RELATED ORGANIZATIONS**

Completion of the Community Health course with a grade of 80% or more serves as proof of student membership in a midwifery or health-related organization, or attendance at midwifery or health-related organization meeting.

### **OUTSIDE EXAMINATION REQUIREMENT**

Passing an outside examination is a requirement for the issuance of The Associate of Science in Midwifery (ASM) degree. The candidate must submit evidence of successful completion of a state midwifery licensing examination, a state midwifery association examination, or a national midwifery examination. The student is responsible for all expenses, requirements and prerequisites for taking outside exams.

### **EXTENDED CALIFORNIA CREDITS**

Students who have graduated from our ASM program and want to add the courses to meet the requirements for California licensure will be charged \$250. The student is still responsible for transcript fees.

Students must complete the California requirements within 1 calendar year and must be enrolled for a minimum of 1 trimester period.

The student must submit a ASM Contract between student, preceptor and NCM. Student completes the required didactic assessments in the IP Provision of Care course and submits grades on the student record and an evaluation signed by preceptor.

Student will also complete a 3 credit Chemistry course and a 1 credit Early Child Growth and Development course with an accredited college, university or online course. The College must receive an official sealed transcript in order to award transfer credits.

Once we receive all the required documentation, NCM will revoke the original diploma and graduation date and reissue a new diploma and graduation date.

The new student transcript and diploma will be sent to the California Medical Board with the L12 Form provided by the student.

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## **ASSOCIATE OF SCIENCE IN MIDWIFERY DEGREE REQUIREMENTS PROCEDURE**

### **CLINICAL FORMS**

Copies of the clinical forms are submitted at the end of the trimester. Students must also submit an online evaluation through Survey Monkey for each preceptor who signed their clinical forms, covering the trimester dates of work submitted.

All course work submitted is date stamped and logged into the mail log.

NCM checks each clinical form for approved preceptor signatures and dates. Signatures that are not from approved preceptors are not valid. The accepted clinicals are totaled on the page with the initials of the reviewer.

The clinical numbers are filled in on the student record. A copy of the updated student record is emailed to both the student and preceptor. A copy of the updated student record is printed, dated and initialed by the reviewer and filed in the student file.

Clinicals that do not have a corresponding evaluation are highlighted and a notation is placed on the student record. The clinical number will not be accepted until the evaluation is received in the office.

### **PRACTICE GUIDELINES, EMERGENCY TRANSFER/TRANSPORT FORMS, AND INFORMED CONSENT FORMS**

Practice Guidelines/Protocols, Emergency Transfer/Transport Forms, and Informed Consent Forms are submitted to NCM with the end of trimester reports. The submission must be accompanied with an Evaluation Form. Submission of proof of membership or attendance at midwifery or health-related organization meeting via Community Health course grade on official transcript is acceptable. The date is entered on the Student Record to indicate that this requirement has been met. A copy of the updated student record is emailed to both the student and preceptor. A copy of the updated student record is printed, dated and initialed by the reviewer and filed in the student file.

### **NARM EXAM**

Once they receive the NARM Exam Permission Packet, NCM staff completes an audit of the student file.

Once it is determined that the student has met the requirements to take the NARM exam, Form #3 Permission to Test is signed by NCM Official. Form #3 and Form #2 NARM Exam Results Information Release Form of the permission packet are both scanned and sent to NARM by email. Also attached to that email is the student's final transcript with Registrar's signature in pdf form.



When NCM receives student passing test results, the College processes graduation packets. Students should expect to receive their graduation packets in approximately 1 month from the day the results were received.

**ITEMS THAT MUST BE PLACED IN NARM EXAM FILE**

Student Name, Date of Exam, and Results are recorded in Excel sheet in NARM folder in dropbox (Dropbox>NCM>Enrollment&Graduation>Graduation)

**GRADUATION**

Upon receipt of official notification that the student passed their NARM/ACNM/State Licensing Exam:

**ITEMS THAT MUST BE PLACED IN GRADUATE'S FILE**

Copies of the following:

- NCM NARM Exam Permission Request Form
- NCM Permission Letter (email) to NARM
- NARM Results Release (email)
- NARM/ASNM/State Licensing Exam Results
- "Congratulations Graduate" Letter
- Final Transcript copy
- Diploma copy

**ITEMS TO BE MAILED TO GRADUATE**

Originals of the following:

- Diploma (in plastic sleeve)
- "Congratulations Graduate" Letter
- 1 Student Final Transcript unsealed
- 1 Student Final Transcript in "Official Sealed Transcript" envelope

Extra Optional inserts:

- Brochure (BSM)
- Due Date Chart
- Stickers
- Etc.

**FINALIZING THE STUDENT RECORD/TRANSCRIPT**

- Check student name
- Check student address to match NARM Exam Permission Application Form
- Change date of Transcript on upper right corner to today's date
- Enter date of NARM or other exam and result
- Enter final credits, date of graduation, GPA (if applicable)
- Enter words "Associate of Science in Midwifery" (or degree level as appropriate)
- Enter words "Degree Awarded \_\_\_\_\_" (date) or Certificate Awarded and date

| Exam Type (one required for ASM Degree): |  | Date     | Result |
|--|--|----------|--------|
| NARM                                     |  | 08/15/12 | Pass   |
| State                                    |  |          |        |
| Other:                                   |  |          |        |

  

| Graduation | Date     | GPA | Credits |
|------------|----------|-----|---------|
|            | 08/15/12 | 4.0 | 107.75  |

  

Associate of Science in Midwifery  
Degree Awarded August 15, 2012

Final Transcript  
09/18/12  
Seal

Registrar: Anna Khamsamran

| Exam Type (one required for ASM Degree): |  | Date     | Result |
|--|--|----------|--------|
| NARM                                     |  | 08/15/12 | Pass   |
| State                                    |  |          |        |
| Other:                                   |  |          |        |

  

| Graduation | Date     | GPA | Credits |
|------------|----------|-----|---------|
|            | 08/15/12 | 3.9 | 111.75  |

  

Associate of Science in Midwifery  
Degree Awarded August 15, 2012

Final Transcript  
09/18/12  
Seal

Certificate in Midwifery  
Completed November 09, 2011

Registrar: Anna Khamsamran

- Examples: \_\_\_\_\_ or \_\_\_\_\_

Date of graduation is placed on the front of the student file and filed in the Graduated Students filing cabinet.

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**PART 13: BACHELOR OF SCIENCE IN MIDWIFERY GENERAL DEGREE,**  
**ACADEMIC AND CLINICAL REQUIREMENTS**

## **BACHELOR OF SCIENCE IN MIDWIFERY DEGREE (BRIDGE PROGRAM) POLICIES**

The BSM bridge program is a two year program which can be completed from 1 to 5 years.

### **SEMESTER CREDIT HOURS**

147.75 (California Students: 152.75 credits)

### **PREREQUISITES**

- High School Diploma or GED
- NCM-recognized state or national midwifery license or certification (satisfies 67.75 credits toward BSM Requirements)
- Prerequisite college-level courses to be completed at another accredited college or university. These may be completed concurrently with NCM coursework (see NCM policy on accepting transfer credits):
  - Analytical Writing: 4 credits
  - Math: 3 credits

BSM students in California must additionally complete:

- Chemistry: 3 credits
- Child Growth and Development: 1 credit.

Completed NCM ASM Coursework will transfer directly to satisfy BSM courses.

### **BSM ACADEMIC BLOCK SYSTEM**

Students in the BSM program follow the Academic Block System provided in the next table.

In the case of a student enrolled prior to May 30, 2018 students who have completed a minimum of 20 credits may apply for an exception in writing with the CDO who will grant the exemption.

| Notes on course order by block:   |        | Academic Courses                          |                         | Credits |      |
|---|--------|---|-------------------------|---------|------|
|   |        | FOUNDATION COURSES:                       |                         | 38.0    |      |
| FOUNDATION COURSES<br>Foundation Courses must be taken in Foundation Block order  | 1      | BIO155G Anatomy and Physiology            | 4.0                     |         |      |
|   |        | PSY224 Com. & Counseling                  | 1.0                     |         |      |
|   | 2      | BIO120 Fetal Development                  | 1.0                     |         |      |
|   |        | SOC102 Genetic Screening                  | 1.0                     |         |      |
|   |        | HON225G Midwifery Ethics                  | 2.0                     |         |      |
|   |        |   |                         |         |      |
|   | 3      | HON205G Applied Microbiology              | 3.0                     |         |      |
|   |        | HON393G Community Health                  | 3.0                     |         |      |
|   |        | SCI122G Chemistry *CA                     | 3.0                     |         |      |
|   |        | SOC 104 Child Growth & Dev. *CA           | 1.0                     |         |      |
|   |        | ENG202G Bus. & Prof. Com.                 | 3.0                     |         |      |
|   | 4      | MW 400 Midwifery Research Methods         | 4.0                     |         |      |
|   |        | ENG 404 Writing & Presenting on MW Topics | 4.0                     |         |      |
|   |        | MW460 Evidence Based Practice in MW Care  | 4.0                     |         |      |
| HON450 Applied Topics in MW Practice: Dev. of P&P   |        | 4.0                                       |                         |         |      |
|   |        | FLEX COURSES:                             |                         | 47.0    |      |
| FLEX COURSES<br>Flex 1 Courses: Can be taken in any order in Foundation Blocks 1 and 2. Flex 2 Courses: Can be taken in any order in Foundation Blocks 3 and 4. | Flex 1 | HON223G Human Sexuality                   | 3.0                     |         |      |
|   |        | ENG200G College Composition               | 4.0                     |         |      |
|   |        | HON211G Statistics                        | 3.0                     |         |      |
|   |        | MATH112G College-Level Math               | 3.0                     |         |      |
|   |        | HON390G Laws/Regulations                  | 3.0                     |         |      |
|   |        | HON220G Midwifery Lit. & Art              | 3.0                     |         |      |
|   |        | HON222G History of Midwifery              | 3.0                     |         |      |
|   |        | MW323 IP Provision of Care *CA            | 1.0                     |         |      |
|   | Flex 2 | MW480 Ten Mentored Births                 | 24.0                    |         |      |
|   |        |   | Total Academic Credits: |         | 85.0 |

### **PORTFOLIO SUBMISSION REQUIREMENTS**

The BSM-Focus Courses include a portfolio of projects to be submitted to NCM. These projects are listed on the course syllabi. The students preferred email will be needed. The NCM office will create a DropBox folder named after the student. DropBox>NCM>BSMPortfolio>StudentName. The office can then “share” it with the student to give them access. The student must set up a free “Dropbox” account at <https://www.dropbox.com/>. Students will then create subfolders that are titled after the courses on the BSM Portfolio Tracking form.

### **BACHELOR OF SCIENCE DEGREE IN MIDWIFERY AWARDED**

1. When prerequisites are met
2. When course, portfolio & program requirements are successfully completed
3. When all trimester evaluations are completed
4. All outstanding fees to The National College of Midwifery are paid
5. When Graduate /exit survey is completed
6. When the College has documentation of the above

### **BACHELOR OF SCIENCE IN MIDWIFERY DEGREE (BRIDGE PROGRAM) PROCEDURES**

Each student assignment must be submitted via the shared DropBox sent by the NCM office staff. Labeled assignments as listed on the BSM Portfolio Tracking Form. After the completion of all of the portfolio requirements the student should submit the BSM Portfolio Tracking Form via DropBox or standard mail. s

After Administrative Assistant reviews the student's transcript and portfolio, when all requirements including trimester evaluations are completed the dropbox link to the student's portfolio is forwarded to the CDO who has 30 days to approve the portfolio for graduation. If the CDO finds the work inadequate to the degree learning level the student will be notified which portfolio requirements must be corrected and resubmitted. The Administrative Assistant notifies the Registrar when the student has completed all of the requirements for graduation.

The student record is updated and the student information is updated in Access. A final copy of the student information sheet showing the graduation date is printed out and filed in the student file.

A copy of the final student record and a diploma is sent to the student and logged out in the mail log.

Date of graduation is placed on the front of the student file and filed in the Graduated Students filing cabinet.

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### **MSM AND PHD COURSES**

NCM no longer offers MSM or PhD as of March 2017. All MSM students enrolled have completed their program of study. All students currently enrolled in the PhD program will be given a reasonable time period to complete their programs per policy and procedure in previously published editions of this manual the handbook/catalogue. New policy and procedures, if needed, will be developed via special committee of the education committee such that the special committee is made of members with terminal level degrees or midwifery faculty with a master's level degree and a minimum 5 years experience.

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## **PART 14: GENERAL FACULTY POLICIES AND PROCEDURES**

### **NON-DISCRIMINATION POSITION STATEMENT**

See this position statement under Part I: Institutional Policies and Procedures.

### **AMERICANS WITH DISABILITIES ACT POSITION STATEMENT**

See this position statement under Part I: Institutional Policies and Procedures.

### **INCIVILITY, BULLYING AND WORKPLACE VIOLENCE POSITION STATEMENT**

See this position statement under Part I: Institutional Policies and Procedures.

### **ACTIVE PRECEPTOR POLICY AND PROCEDURE**

An Active Preceptor is a preceptor who has completed the Preceptor Orientation course, has been enrolled by the College as a Preceptor and if enrolled in a calendar different than their original calendar year is enrolled in or who has completed the current Preceptor Guidelines [year] course. The staff confirms and compiles a list of active preceptors the first week of January and sends this list to the CDO who uses it to enroll active preceptors into the Preceptor Guidelines [year] course and updates the mailchimp active preceptor list.

### **CLINICAL PRECEPTORS UPPER LIMIT OF NUMBER OF STUDENTS POLICY**

The college does not put an upper limit on the number of students a preceptor can accept. However, it is the responsibility of the preceptor to gauge their capacity to meet students' clinical needs based on their client load, their teaching skills, and the time they have to commit to teaching. The preceptor must accurately represent this information to the student both verbally and within their contract. Students are reminded that they must complete all the requirements of their program in 5 years. If a preceptor is unable or unwilling to provide the opportunities required by the student, the student will need to seek out additional preceptors and opportunities.

### **FACULTY JOB DESCRIPTIONS**

Special thanks to Valencia Community College for publishing the document, "Strengthening the Role of Part-Time Faculty in Community Colleges. Example Job Description for Part-Time Faculty:Valencia College - Job Description and Essential Competencies," which NCM utilized to write these sections of the Policy and Procedure Manual.

### **ACADEMIC AND CLINICAL PRECEPTORS**

Primarily responsible for teaching in the discipline or discipline areas in which they have specific training and/or competence and/or teaching under supervision in the discipline or discipline areas in which they have minimal training and/or competence. Plans, organizes, teaches, and provides feedback to promote and direct student learning in keeping with NCM's values and in a manner that meets the NARM Skills, MEAC Essential Competencies, ICM Core Competencies, NCM's Lumina degree-level competencies, and



state and/or federal requirements. Responds to students in a timely manner and communicates with the College using the tools and resources that the college provides.

### **ESSENTIAL FUNCTIONS**

1. Using NCM prepared syllabi, learning resources, audio/video resources, and didactic assessments, preceptors prepare and deliver instruction to students in community.
2. Prepares instructional materials. Provides feedback on students' progress, including evaluation of student mastery of course and program outcomes.
3. Provides feedback to students in matters related to academic success in a timely manner.
4. Prepares and submits required documentation including, when supervised, supplemental teaching resources, completed didactic assessments, final course grades, and other information as requested or required by policy and the college.
5. Maintains current knowledge about and encourages students to utilize services available to them from the college.
6. Is familiar with and maintains behavior and actions consistent with college policies.
7. Maintains professional development/growth according to personal needs and requirements for certification.
8. Performs other duties as assigned.

### **QUALIFICATIONS**

1. Appropriate level of education, certifications and/or experience.
2. Professional commitment to education.
3. A demonstrated commitment to equity.
4. Ability to perform all of the Essential Functions of the job with or without reasonable accommodation.
5. Ability to work evening and/or weekend hours as required.

### **KNOWLEDGE, SKILLS & ABILITIES**

1. Ability to develop and implement diverse teaching and learning strategies that accommodate the learning styles of students and that promote both acquisition and applications of knowledge and understanding (Learning Centered Teaching Strategies).
2. Ability to use consistent, timely formative and summative assessment measures to enhance learning (Assessment).
3. Ability to design learning opportunities that acknowledge, draw upon and are enriched by student diversity in the preceptorship (Inclusion and Diversity).
4. Ability to design and implement curriculum that aligns elements of student learning toward growth in NARM Skills, MEAC Essential Competencies, ICM Core Competencies, NCM Lumina degree-level competencies, and state and/or federal requirement and progression through course sequences (Outcomes Based Practice).
5. Commitment to stay current and continually improve knowledge and understanding of the discipline (Professional Commitment).
6. Ability to continuously examine the effectiveness of teaching, counseling, librarianship and assessment methodologies in terms of student learning by engaging in the scholarship of teaching and learning (Scholarship of Teaching and Learning).

7. Knowledge of, ability to develop, and commitment to use emerging technologies and alternative assessment methods appropriately, including the online learning resource.
8. Ability to evaluate, develop, and implement curriculum enhancements and evaluate student admissions criteria, program resources, facilities, and services.
9. Skill in the use of personal computers and general office software.
10. Ability to effectively communicate interpersonally (in group and one on one settings), orally, and in writing.
11. Knowledge of NARM Skills, MEAC Essential Competencies, ICM Core Competencies, NCM's Lumina degree-level competencies, and state and/or federal requirements unless serving only as a GE Supervisor without midwifery credentials in which case the Supervisor must possess at a minimum the knowledge of NCM's Lumina degree-level competencies.
12. Knowledge of state and federal regulations including but not limited to:
  - a. FERPA,
  - b. Copyright,
  - c. Plagiarism,
  - d. safety standards,
  - e. universal precautions,
  - f. hazardous materials and waste management.
13. Ability to meet with student weekly or at a regularly scheduled time to review clinical and academic progress, troubleshoot problem areas, build on areas of strength, and debrief any adverse clinical outcomes.
14. Knowledge of the Student Services provided by the College.
15. Ability to debrief the student to their satisfaction after an adverse clinical outcome.

### **SUPERVISORS**

Primarily responsible for supervising Minimally Qualified General Education Faculty teaching in discipline or discipline areas in which the Supervisor has specific training and/or competence. Provides learning and teaching resources to promote and supervise student learning in keeping with NCM's values and in a manner that meets the NARM Skills, MEAC Essential Competencies, ICM Core Competencies, NCM's Lumina degree-level competencies, and state and/or federal requirement. Responds to preceptors and students in a timely manner and communicates with the College provided tools and resources.

### **ESSENTIAL FUNCTIONS**

1. Using NCM prepared syllabi, learning resources, audio/video resources, and didactic assessments, Supervisors research and provide resources, instructional materials and mentoring in adult learning as needed. They also make themselves available to provide teaching strategies to preceptors.
2. Provides feedback to students in matters related to academic success in a timely manner.
3. Prepares and submits required documentation including confirmation of final course grades, and other information as requested or required by the Supervisor Trimester Responsibilities Policy and Procedures and any other requirements set forth by the college.
4. Maintains current knowledge about and encourages students to utilize services available to them from the college.
5. Submits to the Education Committee meaningful suggestions for the augmentation, expansion and prioritization of innovative learning activities.
6. Monitors and mediates online discussions per the online discussion policy.
7. Is familiar with and maintains behavior and actions consistent with college policies.

8. Maintains professional development/growth according to personal needs and requirements for certification.
9. Performs other duties as assigned.

### **QUALIFICATIONS**

1. Appropriate level of education, certifications and/or experience. See Qualified Academic Preceptors and Supervision Policy.
2. Professional commitment to education.
3. A demonstrated commitment to diversity.
4. Ability to perform all of the Essential Functions of the job with or without reasonable accommodation.
5. Ability to work evening and/or weekend hours as required.

### **KNOWLEDGE, SKILLS & ABILITIES**

1. Ability to develop and implement diverse teaching and learning strategies that accommodate the learning styles of students and that promote both acquisition and applications of knowledge and understanding (Learning Centered Teaching Strategies).
2. Ability to develop formative and summative assessment measures to enhance learning (Assessment).
3. Ability to design learning opportunities that acknowledge, draw upon and are enriched by student diversity in the preceptorship (Inclusion and Diversity).
4. Ability to design and implement curriculum that aligns elements of student learning toward growth in NARM Skills, MEAC Essential Competencies, ICM Core Competencies, NCM Lumina degree-level competencies, and state and/or federal requirement and progression through course sequences (Outcomes Based Practice).
5. Commitment to stay current and continually improve knowledge and understanding of the discipline (Professional Commitment).
6. Ability to continuously examine the effectiveness of teaching, counseling, librarianship and assessment methodologies in terms of student learning by engaging in the scholarship of teaching and learning (Scholarship of Teaching and Learning).
7. Knowledge of, ability to develop, and commitment to use emerging technologies and alternative assessment methods appropriately, including the online learning resource.
8. Ability to evaluate, develop, and implement curriculum enhancements and evaluate student admissions criteria, program resources, facilities, and services.
9. Skill in the use of personal computers and general office software.
10. Ability to effectively communicate interpersonally (in group and one on one settings), orally, and in writing.
11. Knowledge of NARM Skills, MEAC Essential Competencies, ICM Core Competencies, NCM's Lumina degree-level competencies, and state and/or federal requirements unless serving only as a GE Supervisor without midwifery credentials in which case the Supervisor must possess at a minimum the knowledge of NCM's Lumina degree-level competencies.
12. Knowledge of state and federal regulations including but not limited to:
  - a. FERPA,
  - b. Copyright,
  - c. Plagiarism,
  - d. safety standards,

- e. universal precautions,
  - f. hazardous materials and waste management as they apply to the course being Supervised.
13. Ability to meet with student weekly or at a regularly scheduled time to review academic progress, troubleshoot problem areas, and build on areas of strength.
  14. Knowledge of the Student Services provided by the College.

## **FACULTY TERMS OF EMPLOYMENT**

### **ACADEMIC AND CLINICAL PRECEPTORS**

- Academic and Clinical Preceptors are not NCM employees but are rather affiliates of the college.
- Academic and Clinical Preceptors retain the right to compensation for preceptorship with the understanding that this is by a direct exchange between student and preceptor according to a mutually agreed upon remuneration contract. A copy of this contract will be kept in the student's College files.
- Academic and Clinical Preceptors have the responsibility to file with the IRS and their State taxation department on all income earned from students in NCM programs.
- As affiliates of the College, Academic and Clinical Preceptors agree to fulfill the role of preceptor with all rights and responsibilities listed under the appropriate section(s) of Preceptor Job Description: Rights and Responsibilities.

### **ACADEMIC GENERAL EDUCATION SUPERVISORS**

- Academic General Education Supervisors are independent contractors.
- Each contract is project based but does not last longer than one trimester plus 6 weeks in order for end of trimester responsibilities to be concluded.
- Work days and hours are at the discretion of the Supervisor.
- NCM has not retained the right to control the details of a Supervisor's performance but rather retains the right to not utilize the Supervisor's services again if the performance for a trimester is not deemed adequate by the education committee. (Degree of Instruction)
- While Supervisors are evaluated by the preceptors they are supervising this is not used as a measure of the details of how the work was performed, but rather the end result, effectiveness as a Supervisor. (Evaluation System)
- Supervisors are not required to completed the Preceptor Orientation or Annual Preceptor Guidelines course but are rather given access to these training for personal and professional self development. Supervisors are hired based on an established knowledge of cultural competency and versatility, competency based education, and adult learning. (Training)
- As an independent contractor the Supervisor is responsible for the equipment and software they utilize in working for NCM. (Significant Investment)
- NCM does not reimburse Supervisors for expenses including but not limited to phone and internet as these are considered regular business expenses of the contractor. (Unreimbursed Expenses)
- There is the possibility that a contracted Supervisor will lose money during the time of contract due unknown factors involving the amount of time spend to interact and provided resource to students and supervised preceptors. (Opportunity for Profit/Loss)
- Supervisors are free and encouraged to seek out other instructional opportunities. (Services Available to the Market)

- Supervisors are paid a flat fee for the supervision of a course according to a fee schedule set by number of credit hours each trimester. (Method of Payment)
- NCM does not provide any employee benefits including but not limited to insurance, pension plans, paid vacation, sick days, and disability insurance to Supervisors. (Employee Benefits)
- There is no expectation that the relationship between contracted Supervisor and NCM will continue indefinitely, rather the contract is written for a given trimester plus no more than 6 weeks to complete deliverables. (Permanency of the Relationship)

## **PRECEPTOR JOB DESCRIPTION: RIGHTS AND RESPONSIBILITIES**

### **ACADEMIC PRECEPTORS**

1. Responsibility to develop and implement diverse teaching and learning strategies that accommodate the learning styles of students and that promote both acquisition and applications of knowledge and understanding.
2. Responsibility to NCM provided formative and summative assessment measures to enhance learning in a timely and consistent manner.
3. Responsibility to design learning opportunities that acknowledge, draw upon and are enriched by student diversity in the preceptorship.
4. Responsibility to design and implement instruction that aligns elements of student learning toward growth in NARM Skills, MEAC Essential Competencies, ICM Core Competencies, NCM Lumina degree-level competencies, and state and/or federal requirement and progression through course sequences (Outcomes Based Practice).
5. Responsibility to stay current and continually improve knowledge and understanding of the discipline.
6. Responsibility to continuously examine the effectiveness of teaching, counseling, librarianship and assessment methodologies in terms of student learning by engaging in the scholarship of teaching and learning.
7. Responsibility to use emerging technologies and alternative assessment methods appropriately, including the online learning resource.
8. Responsibility to continuously meet the requirements detailed under “Preceptor Qualifications and Requirements”
9. Responsibility to complete the Preceptor Orientation course and the annual Preceptor Guidelines course.
10. Responsibility to participate in the General Education Supervision process as appropriate.
11. Responsibility to provide the student with all or part of the required academic instruction, assessments, and mentorship necessary to be successful in their program of study.
12. Responsibility to provide numerical grades for the end of trimester academic courses completed.
13. Responsibility to timely submit a progress report at the end of each trimester consisting of signed copies of the following: Student-Preceptor Evaluation, Student Record with new grades, and Plan of Completion for upcoming trimester at the end of each trimester.
14. Responsibility to meet with students within 2 weeks of trimester ending to prep with student trimester reporting requirements.
15. Responsibility toward the value of student evaluations each trimester the dyad completes requirements together.
16. Responsibility to provide timely, respectful communication between and with all NCM affiliates including Students, other Preceptors, Supervisors, Staff and NCM Affiliates.

17. Responsibility to submit an official and immediate termination form when a contract with a student is being terminated.
18. Responsibility to incorporate the International Confederation of Midwives Core Competencies for Midwifery Preceptors into the teaching process.
19. Responsibility to provide the College with all current documents relevant to the status as a preceptor, including but not limited to:
  - a. Copy of certification/license (upon application and uploaded annual in the Preceptor Guidelines Course)
  - b. Copy of most advanced degree
  - c. Contract for each student enrolled in NCM
  - d. Curriculum vitae/ Resume (upon application)
  - e. 3 References (upon application)
  - f. Floor plan of academic space to be used, showing fire extinguishers, smoke alarms, and emergency exit plan (upon application)
  - g. Statement of Understanding (upon application)
20. Responsibility to be compliant with all state and federal regulations including but not limited to:
  - a. FERPA,
  - b. Copyright,
  - c. Plagiarism,
  - d. safety standards,
  - e. universal precautions,
  - f. hazardous materials and waste management.
21. Responsibility to meet with student weekly or at a regularly scheduled time to review clinical and academic progress, troubleshoot problem areas, build on areas of strength, and debrief any adverse clinical outcomes.
22. Responsibility to the awareness of Student Services provided by the College as well as a commitment to inform students of any services believed to be of benefit. These services include but are not limited to:
  - a. Academic advising
  - b. Tutoring
  - c. New student orientation
  - d. Financial aid advisement
  - e. Clinical Placement Support
  - f. Personal Counseling
  - g. Career placement services, including information about NARM certification and state licensure requirements, credentials, practice, and/or employment opportunities
  - h. Social support services including how to stay connected with other NCM students
23. Responsibility to follow the following conditions with the understanding that these are conditions for probation or termination by National College of Midwifery:
  - a. Adhere to the duties set out in contract,
  - b. Provide the student with the required academic supervision,
  - c. Debrief the student to their satisfaction after an adverse clinical outcome,
  - d. Engage in mediation by college administration as requested by student,
  - e. Adhere to all NCM policies and procedures.
24. Responsibility to report to the College any changes in a student's status, such as withdrawal from their NCM program
25. Responsibility to participate on the Faculty Advisory Board
  - a. through trimesterly student evaluations, and the
  - b. annual FAB survey.

26. Responsibility to file with the IRS and their State taxation department on all income earned from students in NCM programs. Responsibility and right to work with NCM in the improvement, development, implementation, and evaluation of curriculum, the evaluation and advancement of students, the evaluation of student admissions criteria, program resources, facilities, and services.
27. Right to free counseling and mediation services provided by the College to help in disputes or challenges between students and preceptors.
28. Right to attend and be informed of annual College Board meetings.
29. Right to access to personal preceptor file maintained by the College.
30. Right to compensation for preceptorship with the understanding that this is by a direct exchange between student and preceptor according to a mutually agreed upon remuneration contract. A copy of this contract will be kept in the student's College files.
31. Right to terminate student-preceptor relationship with any student if a working relationship is not in place or fails to develop, or if the student fails to compensate according to the Student-Preceptor Contract, and will notify the College in writing of such occurrence.
32. Right to participate in the College Grievance Procedure at any time this is needed.

### **CLINICAL PRECEPTORS**

1. Responsibility to develop and implement diverse teaching and learning strategies that accommodate the learning styles of students and that promote both acquisition and applications of knowledge and understanding.
2. Responsibility to NCM provided formative and summative assessment measures to enhance learning in a timely and consistent manner.
3. Responsibility to design learning opportunities that acknowledge, draw upon and are enriched by student diversity in the preceptorship.
4. Responsibility to design and implement instruction that aligns elements of student learning toward growth in NARM Skills, MEAC Essential Competencies, ICM Core Competencies, NCM Lumina degree-level competencies, and state and/or federal requirement and progression through course sequences (Outcomes Based Practice).
5. Responsibility to stay current and continually improve knowledge and understanding of the discipline.
6. Responsibility to continuously examine the effectiveness of teaching, counseling, librarianship and assessment methodologies in terms of student learning by engaging in the scholarship of teaching and learning.
7. Responsibility to use emerging technologies and alternative assessment methods appropriately, including the online learning resource.
8. Responsibility to continuously meet the requirements detailed under "Preceptor Qualifications and Requirements"
9. Responsibility to complete the Preceptor Orientation course and the annual Preceptor Guidelines course.
10. Responsibility to provide the student with all or part of the required clinical experience and direct supervision.
11. Responsibility to provide signed and chart documented transcripts of clinical experiences directly supervised by preceptor.
12. Responsibility to timely submit a progress report at the end of each trimester consisting of signed copies of the following: Student-Preceptor Evaluation, Clinical Record Forms, and updated MEAC Abbreviated NARM Skills form at the end of each trimester.

13. Responsibility to meet with students within 2 weeks of trimester ending to prep with student trimester reporting requirements.
14. Responsibility to provide supervision and back-up plan based on these regulations and guidelines, which will promote the safety of clients and newborns, which adhere to the supervision requirements of the midwife's State's midwifery regulations and of the guidelines of all relevant State midwifery associations.
15. Responsibility to practice within the midwifery guidelines of the state midwifery association or, in the absence of state guidelines, the CPM Guidelines.
16. Responsibility toward the value of student evaluations each trimester the dyad completes requirements together.
17. Responsibility to provide timely, respectful communication between and with all NCM affiliates including Students, other Preceptors, Supervisors, Staff and NCM Affiliates.
18. Responsibility to submit an official and immediate termination form when a contract with a student is being terminated.
19. Responsibility to engage in Peer Review of all negative clinical outcomes within 60 days, and must file an NCM Incident Report with the College, within the same timeframe.
20. Responsibility to meet with student weekly or at a regularly scheduled time to review clinical and academic progress, troubleshoot problem areas, build on areas of strength, and debrief any adverse clinical outcomes.
21. Responsibility to maintain their licensure/certification as required by their state, unencumbered by holds/investigations/disciplinary action of any kind during active instruction and supervision of their NCM student(s).
22. Responsibility to provide the College with all current documents relevant to the status as a preceptor, including but not limited to:
  - a. Copy of certification/license (upon application and uploaded annual in the Preceptor Guidelines Course)
  - b. Copy of most advanced degree
  - c. Contract for each student enrolled in NCM
  - d. Curriculum vitae/ Resume (upon application)
  - e. 3 References (upon application)
  - f. Floor plan of clinical space to be used, showing fire extinguishers, smoke alarms, and emergency exit plan (upon application)
  - g. Equipment and restocking checklist for clinical facility (upon application)
  - h. Safety Form listing standards followed in practice (upon application)
  - i. Statement of Understanding (upon application)
23. Responsibility to be compliant with all state and federal regulations including but not limited to:
  - a. FERPA,
  - b. Copyright,
  - c. Plagiarism,
  - d. safety standards,
  - e. universal precautions,
  - f. hazardous materials and waste management.
24. Responsibility to the awareness of Student Services provided by the College as well as a commitment to inform students of any services believed to be of benefit. These services include but are not limited to:
  - a. Academic advising
  - b. Tutoring
  - c. New student orientation
  - d. Financial aid advisement
  - e. Clinical Placement Support



- f. Personal Counseling
  - g. Career placement services, including information about NARM certification and state licensure requirements, credentials, practice, and/or employment opportunities
  - h. Social support services including how to stay connected with other NCM students
25. Responsibility to follow the following conditions with the understanding that these are conditions for probation or termination by National College of Midwifery:
    - a. Adhere to the duties set out in contract,
    - b. Provide the student with the required clinical supervision,
    - c. Debrief the student to their satisfaction after an adverse clinical outcome,
    - d. Engage in mediation by college administration as requested by student,
    - e. Adhere to all NCM policies and procedures.
  26. Responsibility to report to the College any changes in a student's status, such as withdrawal from their NCM program
  27. Responsibility to participate on the Faculty Advisory Board
    - a. through trimesterly student evaluations, and the
    - b. annual FAB survey.
  28. Responsibility to file with the IRS and their State taxation department on all income earned from students in NCM programs.
  29. Responsibility and right to work with NCM in the improvement, development, implementation, and evaluation of curriculum, the evaluation and advancement of students, the evaluation of student admissions criteria, program resources, facilities, and services.
  30. Responsibility to disclosed the volume of clinical interactions and the probable time frame necessary for completion of the program's clinical requirements with the student.
  31. Responsibility to be in *direct supervision* (be physically present to diagnose, authorize, and approve all work performed) of all the clinical encounters, births, and NARM skills for which the preceptor signs off.
  32. Responsibility to supervise the student's mastery (confidence and competence) of the NARM skills, using the text Practical Skills Guide to Midwifery by Sharon Evans and Pam Weaver as a guide, and to document her acquisition of these skills each trimester on the [NARM Form 201a](#) and the MEAC Abbreviated NARM Skills List.
  33. Responsibility to note the student's name or initials on all client charts for supervised clinical experiences, must agree to help student understand client coding with numbers or letters (no names on NCM client charts or NARM submissions) and to make these charts available for review, in case of audit by NCM or NARM.
  34. Right to free counseling and mediation services provided by the College to help in disputes or challenges between students and preceptors.
  35. Right to attend and be informed of annual College Board meetings.
  36. Right to access to personal preceptor file maintained by the College.
  37. Right to compensation for preceptorship with the understanding that this is by a direct exchange between student and preceptor according to a mutually agreed upon remuneration contract. A copy of this contract will be kept in the student's College files.
  38. Right to terminate student-preceptor relationship with any student if a working relationship is not in place or fails to develop, or if the student fails to compensate according to the Student-Preceptor Contract, and will notify the College in writing of such occurrence.
  39. Right to participate in the College Grievance Procedure at any time this is needed.

#### **ACADEMIC GENERAL EDUCATION SUPERVISORS**

1. Responsibility to develop and implement diverse teaching and learning strategies that accommodate the learning styles of students and that promote both acquisition and applications of knowledge and understanding.
2. Responsibility to NCM provided formative and summative assessment measures to enhance learning in a timely and consistent manner.
3. Responsibility to design learning opportunities that acknowledge, draw upon and are enriched by student diversity in the preceptorship.
4. Responsibility to design and implement instruction that aligns elements of student learning toward growth in NARM Skills, MEAC Essential Competencies, ICM Core Competencies, NCM Lumina degree-level competencies, and state and/or federal requirement and progression through course sequences (Outcomes Based Practice).
5. Responsibility to stay current and continually improve knowledge and understanding of the discipline.
6. Responsibility to continuously examine the effectiveness of teaching, counseling, librarianship and assessment methodologies in terms of student learning by engaging in the scholarship of teaching and learning.
7. Responsibility to use emerging technologies and alternative assessment methods appropriately, including the online learning resource.
8. Responsibility to continuously meet the requirements detailed under "Preceptor Qualifications and Requirements".
9. Responsibility to provide the supervised preceptor with all or part of the required academic mentorship necessary to be successful in instructing the preceptor's student in their program of study.
10. Responsibility to send a confirmation of supervision and final grade approval (or denial) to the AA when the preceptor has concluded instruction and grading and the required review has been completed.
11. Responsibility to timely submit supervision reports to the office at the end of each trimester of supervision.
12. Responsibility to provide ongoing communication, minimum 1 time per month each trimester they are supervising, to both students and supervised preceptors via Canvas. The first communication should be to introduce themselves.
13. Responsibility to load relevant, meaningful and up to date audio and video resources that the student and supervised preceptor can utilize during community instruction. This is uploaded in the "Audio/Video Resources" section of the OLR.
14. Responsibility to timely provide student requested resources and learning strategies.
15. Responsibility to timely provide supervised preceptor requested resources and teaching strategies.
16. Responsibility to request the full set of didactic assessments graded by the supervised preceptor. The request if unanswered shall be sent no more than two more times, sent every 2 weeks to both the student and the supervised preceptor. If the didactic assessment is not received the grade is not recorded in the student's official transcript.
17. Responsibility to evaluate per grading policy at least 10% of the didactic assessments of at least one student per trimester per supervised preceptor. This audit must be completed within 4 weeks of receipt.
18. Responsibility to make meaningful suggestions for the augmentation, expansion and prioritization of innovative learning activities; submitting these to the Education Committee on a trimesterly basis.
19. Responsibility to monitor and mediate online course discussions per the online discussion policy.
20. Responsibility to provide timely, respectful communication between and with all NCM affiliates including Students, other Preceptors, Supervisors, Staff and NCM Affiliates.

21. Responsibility to incorporate the International Confederation of Midwives Core Competencies for Midwifery Preceptors into the teaching process.
22. Responsibility to provide the College with all current documents relevant to the status as a preceptor, including but not limited to:
  - a. Copy of certification/license (upon application and uploaded annual in the Preceptor Guidelines Course)
  - b. Copy of most advanced degree
  - c. Curriculum vitae/ Resume (upon application)
  - d. 3 References (upon application)
  - e. Floor plan of academic space to be used, showing fire extinguishers, smoke alarms, and emergency exit plan (upon application)
  - f. Statement of Understanding (upon application)
23. Responsibility to be compliant with all state and federal regulations including but not limited to: FERPA and Copyright law.
24. Responsibility to the awareness of Student Services provided by the College as well as a commitment to inform students of any services believed to be of benefit. These services include but are not limited to:
  - a. Academic advising
  - b. Tutoring
  - c. New student orientation
  - d. Financial aid advisement
  - e. Clinical Placement Support
  - f. Personal Counseling
  - g. Career placement services, including information about NARM certification and state licensure requirements, credentials, practice, and/or employment opportunities
  - h. Social support services including how to stay connected with other NCM students
25. Responsibility to follow the following conditions with the understanding that these are conditions for termination by National College of Midwifery:
  - a. Adhere to the duties set out in contract,
  - b. Provide the preceptor with the required supervision,
  - c. Engage in mediation by college administration as requested by student,
  - d. Adhere to all NCM policies and procedures.
26. Responsibility to file with the IRS and their State taxation department on all income earned through their contract with NCM.
27. Right to participate on the Faculty Advisory Board.
28. Right to work with NCM in the improvement, development, implementation, and evaluation of curriculum, the evaluation and advancement of students, the evaluation of student admissions criteria, program resources, facilities, and services.
29. Right to access the Preceptor Orientation course and the annual Preceptor Guidelines course.
30. Right to free counseling and mediation services provided by the College to help in disputes or challenges between students and preceptors.
31. Right to attend and be informed of annual College Board meetings.
32. Right to access to personal preceptor file maintained by the College.
33. Right to compensation as outlined in contract with NCM.
34. Right to terminate relationship with NCM and will notify the College in writing of such occurrence.
35. Right to participate in the College Grievance Procedure at any time this is needed.

## **ONLINE DISCUSSION POLICY**

See this policy under Part I: Institutional Policies and Procedures.

### **COPYRIGHT POLICY**

See this policy under Part I: Institutional Policies and Procedures.

### **PRECEPTOR TRAINING POLICY AND PROCEDURE**

Preceptor training and continuing education including updates in knowledge and technology are provided to preceptors in three main ways: courses offered online, the newsletter, and social media posts. (See Newsletter Policy and Social Media Policy for more information about these specifics.) Courses offered online include preceptor orientation which is required prior to submission of grades or clinical documentation to NCM, the annual update required to be completed by December 31 of each year.

The Preceptor Orientation course is designed to provide new preceptors with information about how to navigate the course and experientially the online platform. It is where preceptors are informed about how to supervise and document clinical experiences, affirm acceptance of the online discussion policy, learn how to partake in the preceptor opt-in list, gain access to syllabi, the digital library and the student orientation for reference. It provides easy access to the NCM Handbook, instructional planning, teaching, grading and supervision. How to submit end of trimester grades, clinicals, and evaluations including optional forms for NCM improvement. The orientation course provides an overview of the college including NCM's mission, values, and goals, beginning training in cultural awareness and humility, competency based education, healthy student and preceptor relationships, how to establish ground rules and contracting recommendations between student and preceptors, and preparing and nurturing preceptor/student relationships. The orientation course provides methodology for honest and respectful communication, understanding plagiarism, HIPAA training resources, NCM's policy on incivility and workplace violence, evaluation, mediation, grievance and termination of contracts, and practicing nonviolent communication. The course also introduces preceptors to NCM's scholarship program, includes a course evaluation and a certificate of completion.

### **PRECEPTOR ORIENTATION PROCEDURE**

The course is updated annually by the CDO or other staff as as needed to keep materials current. All preceptors are enrolled in the Preceptor Orientation course as students. Verification of completion is required for active status as a preceptor and is tracked through the evaluation process.

1. Training is provided as an online course worth 0.25 credits unless otherwise noted in reevaluation and must include
  - a. NCM's Mission, Goals and Values
  - b. Cultural Awareness and Humility Training
  - c. Competency Based Education
  - d. Adult teaching and learning, Plagiarism, HIPAA other relevant
  - e. Cultural sensitivity and versatility
  - f. Healthy Student/Preceptor Relationships
    - i. Before Entering in a Student/Preceptor Commitment
    - ii. Establishing Ground Rules and Signing Contracts
    - iii. Preparing and Nurturing Healthy Preceptor/Student Relationships
  - g. Methods for Honest and Respectful Communication

- i. Supervision and Documentation of CLinical Experiences
  - ii. Affirming Online Discussion Policy
  - iii. End of Trimester Evaluations
- h. Where to Find Materials, Tests, and Keys
  - i. Current Handbook
  - j. Grading and Supervision
    - i. How to grade student's work
    - ii. General Education Supervision
- k. End of Trimester Steps and Submissions
- l. Scholarship Program Information

### **PRECEPTOR GUIDELINES [YEAR]**

The course is created in January of each year and runs for the calendar year. The course is called "Preceptor Guidelines [YEAR]". Newly contracted preceptors are only required to complete the Preceptor Orientation course and will be enrolled in the Preceptor Guidelines course the next calendar year. The Education Committee develops the course using the outline below.

Staff sends a list of Active Preceptors to the CDO the first week of January based on the preceptors who have completed the orientation course and have a current license/certificate on file. The current license and certificate will either be in the formstack preceptor application/enrollment if they are new or in the current Preceptor Guidelines course by December 31. (see definition of Active Preceptor for more information) The CDO enrolls active preceptors into the Preceptor Guidelines course for the appropriate year in January and the preceptors have 12 months to complete the training.

All active preceptors as of the start date are added to the course and are required to complete the course by December 31 of each year.

1. Evaluated for credits based on normal assessment procedures.
2. Preceptors Reaffirm
  - a. Non Discrimination Policy,
  - b. Incivility, Bullying and Workplace Violence Position Statement,
  - c. Online Discussion Policy, and the
  - d. Supervision Policy.
3. Reminders
  - a. Preceptors are reminded of the information provided in the preceptor orientation course which they are enrolled in.
4. Updates and instruction provided with specifics of these learning activities determined in the last Educational Committee Meeting of each year. Outside expertise will be sought as recommended by the Education Committee.
  - a. Adult teaching and learning,
  - b. Plagiarism, HIPAA, or other relevant topics,
  - c. Cultural sensitivity and versatility,
  - d. Competency-based education,
  - e. Clinical Teaching.
5. Updated Credentials
  - a. Preceptors are required to upload a copy of their current license or certification each year.
6. Evaluation of Course

## 7. Certificate of Completion

### **ADDING ADDITIONAL PRECEPTOR POLICY AND PROCEDURE**

Additional preceptors may be added after a student begins their apprenticeship.

New preceptors to NCM must fill out the complete preceptor application, and complete a student/preceptor contract.

- Preceptors who have been previously approved by NCM must sign a student/preceptor contract. All information in the preceptor file must be current.
- All student/preceptor contracts must be approved by the NCM office. Work done prior to approval will not count towards student's program. Once the contracts are approved, student and preceptors are notified by email.
- A new preceptor will be sent a notification email with the start date of student/preceptor enrollment and welcome letter (if applicable).

### **MULTIPLE PRECEPTORS FROM THE SAME FACILITY POLICY AND PROCEDURE**

Multiple preceptors may be added from the same facility. Each preceptor must submit the following:

- Appropriate level NCM Contract between student, preceptor and NCM
- Preceptor application form
- Resume/CV
- Copy of current license
- 3 references
- Preceptor Facility Verification statement
- Oversight form

The Facility will need to fill out

- Safety form – fire inspection must be included as well as lines 4 & 5 with protocols listed
- Facility diagram
- Restocking form

All forms can be found on our website at [www.midwiferycollege.edu](http://www.midwiferycollege.edu) or NCM staff will be happy to email it upon request. Student/preceptor contract for multiple preceptors at the same facility are processed the same as other student/preceptor contracts.

- All student/ preceptor contracts must be approved by the NCM office. Work done prior to approval will not count towards student's program. Once the contracts are approved, student and preceptors are notified by email.
- A new preceptor will be sent the enrollment packet.

### **PRECEPTOR/INSTRUCTOR QUALIFICATIONS AND REQUIREMENTS POLICIES**

#### **QUALIFIED ACADEMIC PRECEPTORS AND SUPERVISORS POLICY**

NCM's requirements related to qualified faculty seek to ensure that students have access to faculty members who are experts in the subject matter they teach and who can communicate knowledge in that

subject to their students. These requirements hold with the Higher Learning Commission's Guideline Determining Qualified Faculty Through HLC's Criteria for Accreditation and Assumed Practices, "Faculty teaching in career...and occupational associate's degree programs should hold a bachelor's degree in the field and/or a combination of education, training and tested experience." The preceptor must hold at least the academic credential sought by the midwifery student. College policy is to recognize the CPM credential or local state midwifery licensing as equivalent to an ASM degree. This document refers to this as "Associate/CPM Equivalent" and recognizes these preceptors as Qualified Midwifery Faculty and experts in midwifery.

All preceptors participate in yearly supervision in the form of Review of Student Evaluations and Annual Preceptor Education.

All courses with the prefix "MW" are midwifery specific courses. All courses with prefixes other than "MW" are considered General Education courses.

### **Midwifery Courses**

**Qualified Midwifery Faculty (preceptors) in the ASM programs may teach courses with the prefix "MW".** They must show evidence of a valid current national certification as a midwife (CPM, CM, CNM) AND/OR licensure as a practitioner who provides women's health or maternity care AND evidence of at least two years of current, full-scope midwifery practice. Full-scope experience is defined as having the skills and abilities as defined by the NARM Competencies.

**Qualified Midwifery Faculty (preceptors) in the BSM programs may teach courses with the prefix "MW".** They must show evidence of a valid current national certification as a midwife (CPM, CM, CNM) AND/OR licensure as a practitioner who provides women's health or maternity care AND evidence of at least two years of current, full-scope midwifery practice AND a Bachelor's degree. Full-scope experience is defined as having the skills and abilities as defined by the NARM Competencies.

### **General Education Courses**

**Qualified General Education Faculty (preceptors) in the ASM program** teach without trimesterly supervision are primarily identified by holding credentials in a pre-approved degree specific to their area of instruction at the Bachelor's level (see Pre-Approved List of Disciplines/Subfields) OR,

- must gain approval from NCM to qualify through one of the following pathways:
  - Experience Pathway: must have an Associate's degree or higher which is not pre-approved but which is related to the subject area of instruction and 3 years relevant experience with at least 6 months experience within the last 5 years, OR
  - College Credit Pathway: 18 college credits in the specific subject area with at least 9 credits within the last 5 years.

**Qualified General Education Faculty (preceptors) in the BSM programs** who teach non-MW General Education courses without trimesterly supervision must hold a pre-approved certificate or degree specific to their area of instruction and have (see Pre-Approved List of Disciplines/Subfields) OR,

- must gain approval from NCM to qualify through one of the following pathways:
  - Experience Pathway: must have a Bachelor's degree or higher which is not pre-approved but which is related to the subject area of instruction and 3 years relevant experience with at least 6 months experience within the last 5 years, OR

- College Credit Pathway: 18 college credits in the specific subject area with at least 9 credits within the last 5 years.

To qualify through either the Experience Pathway or the College Credit Pathway requires a petition to the CDO and the approval from the Education Committee. See [Petitioning to Teach as Qualified General Education Faculty Policy and Procedure](#) for more details.

Qualified General Education Faculty are not required to be Qualified Midwifery Faculty (they are not required to be certified/licensed practitioners who provide women's health or maternity care).

**Minimally Qualified General Education Faculty (preceptors) in the ASM programs** may teach non-MW General Education courses but must be supervised by a Qualified General Education Faculty provided by NCM. There are no Minimally Qualified General Education Faculty exempt from Supervision. [Qualified Midwifery Faculty for the ASM program](#) are all considered minimally qualified General Education Faculty. NCM does not work with Minimally Qualified General Education Faculty who do not qualify as Midwifery Faculty.

**Minimally Qualified General Education Faculty (preceptors) in the BSM programs** may teach non-MW General Education courses but must be supervised by a Qualified General Education Faculty provided by NCM. There are no Minimally Qualified General Education Faculty exempt from Supervision. [Qualified Midwifery Faculty for the BSM program](#) are all considered minimally qualified General Education Faculty. NCM does not work with Minimally Qualified General Education Faculty who do not qualify as Midwifery Faculty.

#### **PETITIONING TO TEACH AS QUALIFIED GENERAL EDUCATION FACULTY POLICY**

Tested experience may substitute for an earned credential or portions thereof; this allows NCM to determine that a faculty member is qualified based on experience that the Education Committee determines is equivalent to the degree it would otherwise require for a faculty position. This experience should be tested experience in that it includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching. NCM does not exclusively consider years of teaching experience as "tested experience", although other experiential factors may be considered on a case-by-case basis by the Education Committee. Tested experience qualifications are established for specific general education courses and include types of certifications or additional credentials, continuing education credits and experiences. Petitioners are expected to have a strong case for tested experience qualification and not just a desire to not be under supervision.

#### **PETITIONING TO TEACH AS QUALIFIED GENERAL EDUCATION FACULTY PROCEDURE**

Preceptors who do not qualify via the Pre-Approved List of Discipline/Subfield to teach a General Education Course without trimesterly supervision must provide the following for each General Education (GE) course they wish to teach at the Qualified GE Faculty Level (without supervision). With this information, the Education Committee will consider their petition. An email of petition to teach without supervision should be sent to the Chief Development Officer detailing:

- the exemption pathway the preceptor is seeking
- the names of the course(s) for which they are seeking exemption from supervision
- If seeking approval through the Experience Pathway, they must submit proof of:
  - a Bachelor's degree or higher which is not pre-approved but which is related to the subject area of instruction and
  - 3 years relevant experience with at least 6 months experience within the last 5 years
- If seeking approval through the College Credit Pathway, they must submit proof of:



- 18 college credits in the specific subject area with at least 9 credits within the last 5 years.

Approval as Qualified GE Faculty in one area does not grant the preceptor to be Qualified GE Faculty in any other general education area.

The Education Committee peer reviews the petition within 3 business days of receipt and responds no later than 5 business days from the initial petition with either a request for more information, approval or denial.

### **REQUIRED ACTIONS OF MINIMALLY QUALIFIED (SUPERVISED) GE PRECEPTORS**

Throughout the trimester, Minimally Qualified GE Faculty teaching under supervision will provide their supervisor with the following for each general education course they are teaching:

- Resources (websites, podcasts, etc) used to teach this course (not what the student found but rather any additional resources the preceptor provided to supplement the student's learning).
- Requests for resources as well as adult learning and teaching mentorship in the specific discipline.

At the end of the trimester, preceptors teaching under supervision will provide their supervisor with the following for each general education course they are teaching:

- An electronic copy of the didactic assessments completed (it is acceptable for some of these to have been completed in discussion and or group and therefore have nothing entered),
- A copy of test scores
- The student's grade, which the supervisor will approve once the above documentation has been reviewed.

### **SUPERVISOR DESIGNATION POLICY**

Qualifying at the Qualified GE Faculty level in a given area does not mean that NCM considers the faculty member a Supervisor. The designation of Supervisor is given by the Education Committee and requires an employment contract with NCM.

### **PRE-APPROVED LIST OF DISCIPLINES/SUBFIELDS FOR DETERMINING QUALIFIED GE FACULTY IN SPECIFIC GENERAL EDUCATION COURSES**

| Area I:Communications        |             |  | Credit<br>s | Degrees Applicable | Pre Approved Masters Degrees for<br>Supervising Faculty for <i>Specific</i> Subject<br>Areas | Pre Approved Masters<br>Degrees for Supervising<br>Faculty for <i>General</i> Subject<br>Areas |
|------------------------------|-------------|--|-------------|--------------------|--|--|
| A001                         | ENG200G     | College Composition                        | 4.00        | ASM/BSM            | Communications   | English, Literature  |
|                              | ENG202G     | Bus. & Prof. Communications                | 3.00        | ASM/BSM            | Communications, Business,<br>Administration  |  |
| A001B                        | (BSM)ENG404 | Writing & Presenting on Midwifery Projects | 4.00        | BSM                | Communications   |  |
| Area II: Mathematics         |             |  |             |                    |  |  |
| B001                         | HON211G     | Statistics                                 | 3.00        | ASM/BSM            | Engineering (all disciplines), Mathematics, Physics,<br>Statistics, Computer Science         |  |
|                              | MATH112G    | College-Level Math                         | 3.00        | ASM/BSM            |  |  |
| Area III: Laboratory Science |             |  |             |                    |  |  |
| C001                         | BIO120      | Fetal Development                          | 1.00        | ASM/BSM            | Genetic Counselor<br>Certified Nurse Midwife<br>Certified Midwife                            | Medical Doctor,<br>Naturopathic Doctor   |
|                              | BIO155G     | Anatomy and Physiology                     | 4.00        | ASM/BSM            | Physical Therapy   |  |
|                              | HON205G     | Applied Microbiology                       | 3.00        | ASM/BSM            | Microbiology   |  |
|                              | SOC102      | Genetic Screening                          | 1.00        | ASM/BSM            | Genetic Counselor<br>Certified Nurse Midwife<br>Certified Midwife                            |  |
|                              | HON393G     | Community Health                           | 3.00        | ASM/BSM            | Public Health, Community<br>Health, Health Education   |  |

|                                     |             |   |      |                        |                             |  |
|-------------------------------------|-------------|---|------|------------------------|-----------------------------|--|
| C002                                | SCI122G     | Chemistry   | 3.00 | ASM/BSM CA requirement | Chemistry (all disciplines) |  |
| Area IV: Social/Behavioral Sciences |             |   |      |                        |                             |  |
| D001                                | HON223G     | Human Sexuality   | 3.00 | ASM/BSM                |                             | Psychology Counseling (all disciplines), Sociology |
|                                     | HON248G     | Cultural Issues   | 3.00 | ASM/BSM                | Social Work, Human Services |  |
|                                     | PSY224      | Communication & Counseling  | 1.00 | ASM/BSM                | Communications              |  |
|                                     | SOC104      | Child Growth & Development  | 1.00 | ASM/BSM CA requirement | Early Childhood Education   |  |
| D002                                | HON225G     | Midwifery Ethics  | 2.00 | ASM/BSM                | Ethics                      | Philosophy, Law, Political Science                 |
|                                     | HON390G     | Laws/Regulations  | 3.00 | ASM/BSM                | Public Health               |  |
| D002B                               | (BSM)HON450 | Applied Topics in Midwifery Practice: Develop Policy & Procedures | 4.00 | BSM                    |                             |  |
| Area V: Humanities & Fine Arts      |             |   |      |                        |                             |  |
| E001                                | HON220G     | Midwifery Literature & Art  | 3.00 | ASM/BSM                | History, Art                | English, Literature                                |
|                                     | HON222G     | History of Midwifery  | 3.00 | ASM/BSM                | History                     |  |

## **FACULTY TYPES**

### **ASM PRECEPTOR TYPES**

|   |                                   |   |   |  | <b>V. Supervision</b> |  |
|---|-----------------------------------|---|---|--|-----------------------|--|
|   | <b>I. Minimum Degree Required</b> | <b>II. Area of Degree</b>                 | <b>III. Minimum License and Clinical Requirement</b><br>National certification as a midwife (CPM, CM, CNM) AND/OR licensure as a practitioner who provides women's health or maternity care (minimum 2 years current full-scope midwifery practice) | <b>IV. Alternative qualifications to years of experience in the specific academic area</b> | <b>Trimesterly</b>    | <b>Yearly (Review of Student Evaluations and Annual Preceptor Education)</b> |
| <b>Clinical Preceptor</b>   | Associate/ CPM Equivalent         | see III                                   | Yes   | n/a  | No                    | Yes  |
| <b>ASM Qualified Midwifery Faculty (teaches only MW Courses)</b>      | Associate/ CPM Equivalent         | see III                                   | Yes   | n/a  | No                    | Yes  |
| <b>ASM Minimally Qualified General Education Faculty (supervised)</b> | Associate/ CPM Equivalent         | any                                       | Yes   | n/a  | Yes                   | Yes  |
| <b>ASM Qualified General Education Faculty</b>                        | Bachelors                         | pre-approved specific area of instruction | n/a   | *see Petition Process  | No                    | Yes  |

### **BSM PRECEPTOR TYPES**

|  |                                   |                           |   |  | <b>V. Supervision</b> |  |
|--|-----------------------------------|---------------------------|---|--|-----------------------|--|
|  | <b>I. Minimum Degree Required</b> | <b>II. Area of Degree</b> | <b>III. Minimum Clinical Requirement</b><br>National certification as a midwife (CPM, CM, CNM) AND/OR licensure as a practitioner who provides women's health or maternity care (minimum 2 years current full-scope midwifery practice) | <b>IV. Alternative qualifications to years of experience in the specific academic area</b> | <b>Trimesterly</b>    | <b>Yearly (Review of Student Evaluations and Annual Preceptor Education)</b> |
| <b>BSM Qualified Midwifery Faculty (teaches)</b> | Bachelor                          | any                       | Yes   | n/a  | No                    | Yes  |

|  |          |   |     |                       |     |     |
|--|----------|---|-----|-----------------------|-----|-----|
| only MW Courses)   |          |   |     |                       |     |     |
| BSM Minimally Qualified General Education Faculty (supervised) | Bachelor | any                                       | Yes | n/a                   | Yes | Yes |
| BSM Qualified General Education Faculty                        | Bachelor | pre-approved specific area of instruction | n/a | *see Petition Process | No  | Yes |

### **SUPERVISOR TRIMESTER RESPONSIBILITIES POLICY AND PROCEDURES**

In keeping with the HLC requirements related to qualified faculty, NCM will not terminate and may renew contracts with current Supervisors. However, this updated policy on Determining Qualified Faculty will be utilized to hire any new Supervisors with all current Supervisors required to meet the new criteria by September 1, 2019.

Supervision of instructional lesson planning and teaching is provided on an institutional level through the Preceptor Orientation Course and through the Annual Preceptor Guidelines Course.

The Registration course forces dyads to be enrolled by staff so that staff can inform a supervisor who they will be supervising, this also allows for late trimester enrollment without compromising supervisor communications. The supervisor provides ongoing communication, minimum 1 time per month each trimester they are supervising, to both students and supervised preceptors via Canvas. The first communication should be to introduce themselves. (Used by Executive Staff as proof of interactions with Preceptor/Student dyads being supervised.)

The Supervisor is responsible for loading relevant, meaningful and up to date audio and video resources that the student and supervised preceptor can utilize during community instruction. This is uploaded in the "Audio/Video Resources" section of the OLR. (Used by Executive Staff as proof of supervisor providing subject matter expertise.)

The Supervisor is responsible for providing any student requested resources and learning strategies within 1 week of the request. The Supervisor is responsible for providing any supervised preceptor requested resources and teaching strategies within 1 week of the request. (Used by Executive Staff as proof of interactions with student whose preceptor is being supervised and with supervised preceptor.)

The Supervisor is responsible for requesting the full set of didactic assessments graded by the supervised preceptor. The request if unanswered shall be sent no more than two more times, sent every 2-4 weeks to both the student and the supervised preceptor. If the didactic assessment is not received the grade is not recorded in the student's official transcript. (Used by Executive Staff as proof of preceptor assessment by supervisor)

The Supervisor is responsible for evaluating per grading policy at least 10% of the didactic assessments of at least one student per trimester per supervised preceptor. This audit must be completed within 4 weeks of receipt. (Used by Executive Staff as proof of preceptor assessment by supervisor.)

The Supervisor is responsible for sending a confirmation of supervision and final grade approval (or denial) to the AA when the preceptor has concluded instruction and grading and the required review has been completed. (Used by Executive Staff as proof supervision policy is being followed.)

Supervisors are expected to make meaningful suggestions for the augmentation, expansion and prioritization of innovative learning activities; submitting these to the Education Committee on a trimesterly basis. (Used by Executive Staff as proof of supervisor providing subject matter expertise.)

When students choose to engage in the optional online discussions via the OLR it is the responsibility of the Supervisor to monitor and mediate these discussions per the online discussion policy.

Students and preceptors are made aware of the responsibilities and the availability of the Supervisor before they begin the course. (Used by Executive Staff as proof that the policy is being followed, can be found in Preceptor and Student Orientation course, the fact that the CDO has to register student/preceptor dyads and notify the Supervisor who must make introduction as first interaction.)

### **PRECEPTOR QUALIFICATION REVIEW PROCEDURE**

Preceptors must complete the Preceptor Orientation course prior to being enrolled. Preceptor qualifications are reviewed during the enrollment process. Once a preceptor is approved, both student and preceptor are notified by email. New preceptors are sent an enrollment packet in the mail.

Potential preceptors who do not meet NCM qualifications are notified and their paperwork is returned to them.

### **OFFICE PROCEDURES WITH REGARDS TO SUPERVISION OF GE PRECEPTORS**

When a grade is submitted in a course by a Minimally Qualified Preceptor, the AA contacts the Supervisor for the course via email for confirmation of Supervision and approval of the student's final grade. The AA provides the student's and supervised preceptor's name and email and the course in question. The submitted grade is highlighted in purple on the Student Record and the words Academic Supervision Required is placed in the note section of the Student Record also in purple. The email sent to the Supervisor is printed and placed in the student file. When Supervision is approved the Supervisor sends an email to the AA and it is printed and put into the student file. The grade being supervised is returned to normal black colored font and the note is deleted from the Student record.

### **OFFICE EXAMPLES FOR DETERMINING QUALIFIED FACULTY**

The following list of questions is meant to help potential supervisors, instructors, students and staff evaluate at what level a potential faculty member qualifies.

*Does the applying instructor have one of the following:*

- *hold the same or higher academic credential the student is seeking or, ☐*
- *hold certificates or degrees appropriate to their area of instruction or, ☐*
- *when neither certificates or degrees are available in this subject area, have a ☐ minimum of three years' experience in the relevant field?*

**If yes, then the preceptor qualifies as a general education instructor under supervision for all general subject areas.**

*Does the applying instructor hold at least a bachelor's and one of the following:*

- 3 years documented relevant experience in the specific subject area with at least 6 months experience within the last 5 years AND has petitioned the Education Committee AND been granted status as a Qualified GE Faculty, or,

- 18 college credits in the specific subject area with at least 9 credits within the last 5 years, AND has petitioned the Education Committee AND been granted status as a Qualified GE Faculty

**If yes, then the preceptor qualifies as a Qualified GE Faculty member and does not require supervision for the above specific area.**

*Does the applying instructor have a Masters or PhD level degree listed in the second to last or last column of table 1?*

**If yes, then the preceptor qualifies as Qualified GE Faculty for the corresponding general education courses.**

## **PRECEPTOR OPT-IN LIST POLICY AND PROCEDURE**

The college will maintain an “opt-in preceptor list” and will make this list available via email and the website. Each preceptor will need to contact the college to be part of the list. Any midwife may be part of the list. The college will maintain editing abilities for the entire sheet, individual preceptors may only edit their line. Preceptors are required to use a gmail account and are responsible for updating and maintaining their information. Preceptors are not required to fill out all information.

### **1. Format of the List**

- a. The list will be controlled by the college with each individual preceptor line available for editing only by that preceptor and the college.
- b. Columns are carefully selected with the help of staff, midwifery advisors, and the equity task force. The current top level list includes:
  - i. Contact Information
  - ii. Personal Characteristics of Preceptor
  - iii. Academic Apprenticeship
  - iv. Clinical Information
  - v. Clinical Apprenticeship
  - vi. Mentorship
  - vii. Preceptor Type
  - viii. Credentials
  - ix. Other

### **2. Maintaining the list**

- a. The CDO or assigned staff person in charge of the maintaining the list will update the preceptor list weekly with any preceptors who have contacted the school to be added.
- b. A protected line is added using the preceptor’s name and email address.

### **3. Dissemination of the List**

- a. The college will provide on request the list to any person who requests the list.
- b. The college will provide a link on the web page under student services to the list.

See also [Integrity and Validation Policies and Procedures](#).

## **PRECEPTOR OFFICE SPACE, TECHNOLOGY, EQUIPMENT AND SUPPLIES POLICY**

Academic preceptors are required to provide their own office space, internet, computer, teaching equipment and supplies as necessary to provide adequate instruction.

Clinical preceptors are required to provide their own clinical space, internet, computer and clinical equipment and supplies as necessary and required by the College.

### **PRECEPTOR EVALUATION POLICY**

Beginning in 2011, all preceptors must participate in an evaluation along with the other end of trimester submissions for any trimester in which they were active.

NCM evaluates the preceptor approximately six weeks after the end of the trimester using the following:

- Student/preceptor evaluation form submitted at the end of each trimester
- Consideration of the communications between preceptor, student, and NCM staff
- Complaints
- Incident reports
- Termination forms
- Public comments

### **PRECEPTORS NEEDING EXTRA SUPPORT**

Preceptors who are identified as needing extra support and guidance will be placed on Counseling and Remediation Status. Preceptor Counseling and Remediation is meant to ensure that the preceptor understands and follows NCM's policies and procedures, and is meant to help resolve issues in the preceptor's training methods, skills or student-preceptor interactions. Preceptor who are put on Counseling and Remediation Status will remain on this status until issues are resolved at the determination of the president or her designee.

Items falling within the period of review that initiate Counseling and Remediation Status include:

- complaints,
- abusive communications between preceptor, student, and/or NCM staff,
- incident reports,
- termination agreements,
- any of the following scores on NCM's Student Evaluation of Preceptor survey:
  - A score of 1 or more questions answered as "Poor"
  - A score of 3 or more questions answered as below "Satisfactory"

### **STEPS FOR COUNSELING AND REMEDIATION**

NCM President or her designee will contact the individual who issued the complaint, filed the incident report, signed the termination agreement or filled out the negative evaluation. NCM President or their designee will offer support and guidance to the student and will strongly encourage the student to approach the preceptor directly in search of a resolution. Students will be given clear information about what is expected of the preceptor/student relationship and specific guidance for how to pursue resolution through direct communication.

**Student requests for confidentiality will be strictly honored by NCM President and staff though it will be explained to students that NCM may not be able to offer resolution without open communication. The only exception to this is in situations where blatant abuse or dangerous practices are reported.**

Two courses of action are outlined below. The direction the NCM president will take will be determined by the student's choice regarding confidentiality.

**So long as confidentiality can be maintained to the extent requested by the student,** NCM president or her designee will contact the preceptor directly to share specific feedback and offer whatever support is deemed necessary in order to identify the issue and ensure that the preceptor acquires the necessary knowledge and skills to correct the issue. This support may come in the form of counseling sessions between preceptor and president and/or other NCM staff, peer review sessions with other preceptors, shared resources and/or participation in required online courses. Preceptors are still allowed to sign off on student work when on Counseling and Remediation Status. If it is determined that the issue involves unique dynamics between the student who submitted the review and their preceptor, then that student may be included in certain aspects of the counseling and remediation process. Resolution will be determined at the discretion of the president or her designee and may include:

- determination through communication with student and preceptor (including evaluation forms) that issue is resolved, in which case preceptor will be taken off of Counseling and Remediation Status.
- determination that issue is a unique issue between individual student and preceptor in which case it may be recommended or required that the student and preceptor engage in mediation or that the relationship be terminated.
- determination that the preceptor is not taking proper responsibility for their position, in which case they may be dis-enrolled as a preceptor. Policies regarding re-enrollment are as follows:

At the conclusion of dis-enrolling a preceptor, the president will write a letter that will be kept in the preceptor's file that clearly states what steps are required in order for that individual preceptor to re-enroll. If a preceptor is dis-enrolled and has other students, those students will be notified by NCM and the student(s) will be required to find other preceptors as appropriate. NCM is not responsible for refunds in this situation.

To re-enroll, the preceptor must write a statement to NCM explaining what steps they has taken to resolve the issue. This must include a clear and honest representation of the issues that contributed to disenrollment, and description of any training completed and/or life experience that has informed certain behavioral changes and attitudes. It is at the president's discretion whether to re-accept the preceptor or not.

Preceptors may be permanently dis-enrolled at the discretion of the president. In this case, the president will notify the preceptor in writing and will include reference to specific NCM policies or contracts that have not been adhered to.

**In the case that the student requests confidentiality,** it will be clearly explained to the student that their request for confidentiality will substantially limit NCM's ability to support and help resolve the issues. If student still desires confidentiality following this explanation, the preceptor will be selected as a member of a group that will be required to participate in an online course addressing the area of concern as well as other topics. For example, if the preceptor has been identified by their student for having issues with bullying, the preceptor will be selected to participate in an anti-bullying course. The group selected to take the required course, whenever possible, will include preceptors identified as also having challenges with the specific evaluation measure and preceptors who are known to be strong in the area of concern. Because the course will include required discussions, this will inherently offer an opportunity for peer support and guidance.

In the case that peers express concern through this process for a preceptor's ability, the steps outlined above will be followed for a peer as they would otherwise be followed for a student.

### **TERMINATION OF STUDENT AND PRECEPTOR CONTRACT POLICY**

The student-preceptor contract lasts for as long as the student and preceptor:

1. Indicate on the contract,
2. Continue working together during enrollment in NCM,
3. Contract ends upon graduation or upon completion of a Termination of Contract form with the preceptor.

If a student or preceptor decides to discontinue their working relationship, both student and preceptor fill out a "Termination of Student and Preceptor Contract" form and submit it to the office.

Any work completed by the student should be signed off by the preceptor and submitted to the College within 30 days. Students should make sure that financial obligations are fulfilled.

Mediation is available through the office only if both parties agree.

### **TERMINATION OF STUDENT AND PRECEPTOR CONTRACT PROCEDURE**

A copy of the Termination of Contract form is placed in the student's and preceptor's file. This information is updated in Access. Office staff keeps a copy of Termination of Contract forms in Grievance folder in dropbox.



## **PART 15: ACADEMIC COURSE INSTRUCTION, EVALUATION, GRADING AND CLINICAL TRAINING AND EVALUATION**

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## **ACADEMIC/CLINICAL INTEGRITY POLICY**

See this position statement under Student Policies.

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### **PRECEPTOR TEACHING GUIDES**

Preceptors and Students are encouraged to use the teaching and learning materials in tandem.

#### **Preceptor Guidance and Teaching Requirements:**

|  |
|--|
| <b>The Preceptor creates a learning plan with the Student and assures appropriate degree-level work:</b>   |
| Completion of a "Plan of Completion" prior to starting work together, clarifies the timeframe and expectations of progress throughout the program.   |
| For Academic requirements: The Student and Preceptor use <u>NCM's course syllabi</u> , which outline the time/credit requirements, Learning Activities, Resources, Learning Objectives, and Evaluation Methods.  |
| For Clinical requirements: The Student and Preceptor use <u>NCM's Clinical Record Forms and Instructions</u> , which outline the requirements and the level of student demonstration for each clinical experience, the type of preceptor supervision required, and the student demonstration necessary to be awarded credit. NARM Skills must be completed based on the <b><u>NARM SKILLS POLICY</u></b> and must be completed at "Mastery" level. |
| <b>The Preceptor evaluates the Student Learning Outcomes:</b>  |
| For Academic courses: The Student will be able to answer the Learning Objective questions, and will complete course content and credit requirements. They will be able to utilize this information as it corresponds to the practice of midwifery. The Student will be able to apply the information to clinical and real-world practice.  |
| For Clinical and NARM Skills: The Student will be able to competently and confidently perform all skills when appropriate, and demonstrate all clinical skills to "mastery" level prior to being signed off on Clinical Record Forms.  |
| <b>The Preceptor tailors their teaching approach to the Student's learning style:</b>  |
| Regularly scheduled meetings between Student and Preceptor allow time to review clinical and academic progress, troubleshoot problem areas, build on areas of strength, and debrief any adverse clinical outcomes.   |
| <b>The Preceptor addresses any obstacles or resistance the Student may have to learning:</b>   |
| Stating clear expectations and following-through with review and evaluation of student work in a timely manner allows for identification of student obstacles or resistance to learning, as well as addressing the student needs. This interaction and feedback gives the Student and Preceptor the ability to experiment or adjust to improve Student learning.   |
| <b>The Preceptor maximizes the Student's special talents:</b>  |
| Through encouragement, personal interaction, and immediate feedback, the Preceptor reinforces good habits and addresses any learning, study or performance issues for the Student that need adjustment. This allows the building of Student confidence and cements the Student's special talents, while allowing for growth and building of new skills.  |
| <b>The Preceptor uses the following FORMATIVE (learning process) assessment tools:</b>   |

|  |
|--|
| NCM Formative Assessment Tools include the Preceptor's personal evaluation of the Student's demonstration of clinical skills to ensure the student achieves " <u>Mastery</u> ."  |
| NCM Clinical Record Forms and instructions state the level of student demonstration required in order to receive credit. The Preceptor personally evaluates each clinical experience that they signs off. Generally the student must demonstrate completion of each Clinical and NARM Skill to the preceptor, to "mastery" level of competence and confidence. |
| <b>The Preceptor uses the following SUMMATIVE (final evaluation, such as testing) assessment tools:</b>  |
| NCM Summative Assessment Tools include <u>Learning Objectives and Tests</u> completed during NCM Academic courses.   |
| The <u>Syllabus</u> for each academic course outlines the <u>Evaluation Methods</u> that the Preceptor will use to assess Student achievement, and clarify how to grade each course. The minimum score required for a passing grade is 80%.  |
| <b>Preceptors resolve Incident Reports in the following manner:</b>  |
| Preceptors agree to engage in Peer Review of all negative clinical outcomes within 60 days, and must file an NCM Incident Report with the College, within the same timeframe.  |

## **ACADEMIC COURSE SYLLABI POLICY**

Syllabi can be found on NCM Online Platform Canvas. Each course syllabus gives the following information that the student & preceptor will need to complete and evaluate each course:

### **COURSE TITLE**

Module and Name of the Course

### **CREDITS**

Number of credits for the course.

### **COURSE DESCRIPTION**

A basic overview of the topics to be covered.

### **LEARNING OBJECTIVES**

Learning objectives are identified through the linking of MEAC Essential Competencies, NARM Knowledge and Skills, MANA Core Competencies, ICM Essential Competencies, and the NCM Degree Qualification Profile.

### **LEARNING ACTIVITIES**

- A. Student reads appropriate sections from the Learning Materials/Resources.
- B. Student answers the questions listed in the didactic assessments by researching the learning materials/resources for the course and correctly citing the sources and page numbers for each of their answers.
- C. Student presents the answers to the questions listed in the didactic assessments for review by preceptor.
- D. Student participates in preceptor elaboration/discussion of didactic assessments.
- E. In the case that the required texts are more than 5 years old, the student must research, prepare & present a summary of current best midwifery care/practices appropriate to the topic of the course from a current journal article/study, less than 5 years old.
- F. Student participates in recommended role-playing and/or clinical interactions

G. Student participates in recommended enrichment activities within the online learning resource.

Note: The clinical requirement of NARM /Clinical Skills is completed at any time throughout the ASM apprenticeship during actual clinical practice and is NOT a requirement to complete this academic course.

### **LEARNING MATERIALS / RESOURCES**

*Recommended texts and resources are listed on each individual syllabus.*

### **ACADEMIC COURSE EVALUATION**

Minimum passing grade for each course is a cumulative 80%. Students and preceptors are encouraged to work together until the student masters the information.

### **ACADEMIC GRADING POLICY**

All assignments must be completed a grade of 80% or higher in the course is required. Academic evaluation: Grades must be 80% or higher. Lower grades are not accepted and the course must be retaken. As of 9/1/2018, NCM does not accept letter grades or "Pass"/"Fail" grades. "Pass" grades given prior to 9/1/2018 will be calculated as 80% and letter grades given prior to 9/1/2018 will be calculated to the lowest number per letter grade as described in table below. When grading assignments preceptors should use the rubrics provided. Transfer grades for general education courses from other accredited colleges and universities are accepted to C-.

| Grades:  |   |         |
|----------|---|---------|
| Letter   | Number  | GPA     |
| A+       | 97-100  | 4.0     |
| A        | 94-96   | 3.9-4.0 |
| A-       | 90-93   | 3.5-3.8 |
| B+       | 87-89   | 3.2-3.4 |
| B        | 84-86   | 2.9-3.1 |
| B-       | 80-83   | 2.5-2.8 |
| C+       | 77-79   |         |
| C        | 74-76   |         |
| C-       | 70-73   |         |
| D+       | 67-69   |         |
| D        | 65-66   |         |
| F        | 0-64  |         |
| N/A      | Not Applicable  |         |
| Cert     | Certified by an approved certifying agency such as American Heart Association or American Red Cross or Equivalent   |         |
| I        | Incomplete  |         |
| W        | Withdrawn   |         |
| TX or TR | Transfer credits from other accredited institution may fulfill some of the NCM course requirements. Credit will be determined at the discretion of NCM based on course content and grade. |         |

## **GRADING RUBRIC USED BY PRECEPTORS**

Grading rubrics are provided to preceptors via the preceptor orientation course and throughout Canvas when linked to assignments. Master rubrics are maintained by the CDO in the online platform under institutional rubrics and include but are not limited to rubrics for the following types of assignments:

- Case Studies
- Client Handouts
- Informed Decision Making
- Community Resources
- Client Demonstrations
- Role Playing
- Definition/Single Answer Questions
- Descriptive Assessment
- Providing Critical Example
- Flashcards
- Discussion Questions
- Drawings
- Essay/Evaluation/Opinion/Multiple Question Answer
- Explanations
- Lists
- Presentation of Responses
- Research Summary
- Class Outlines
- Survey

Criteria used in the rubrics include but are not limited to:

- Accurate Information
- Articulate COmmunication
- Clarity of COmmunication
- Comprehensive Information
- Concise Communication
- Layout/Organization
- Level of Engagement
- Preparedness
- Presentation
- Respectful Communication
- Reliable Resources

## **Evaluation Tools / Methods**

All courses use the following Evaluation Methods. A few courses have additional methods used. Refer to the course syllabus for methods and percentages given for each course. In general the final grade for the course is based on preceptor evaluation of the following:

A. Didactic assessments count for 50% of the final grade. The preceptor evaluates each answer based on

three elements:

1. Answers should reflect a thorough review of current literature regarding best current practices in midwifery care.
2. Each answer should be formed in the student's own words or paraphrased from the text. The answer should be minimal, not a rewrite of the entire text, but enough to show appropriate comprehension of the learning objective.
3. Student identification of sources and page numbers for each of the didactic assessments. (Preceptor should do a random check to determine that sources cited are correctly identified.)

B. Enrichment Activities, including research essays and summaries of articles: 20%

C. Discussions: 15%

D. Tests and Exams: 15%

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## **INSTRUCTION OF ACADEMICS, CLINICAL VISITS/NARM SKILLS, AND BIRTHS:**

### **ELEMENTS OF ACADEMIC TRAINING/LEARNING**

1. Please refer to the individual course syllabi on NCM online platform Canvas.
2. Preceptor and student review the course syllabus for credit value, learning objectives, learning materials, learning activities, and evaluation methods.
3. Student reads text(s)/source listed in the syllabus.
4. Student answers didactic assessments from course syllabus, and cites text and page number where they found the answer.
5. Preceptor teaches course, grading assignments using rubric provided and being an active participant in the student's enrichment activities and discussions.

### **ACADEMIC LESSON PLANNING OVERVIEW**

See Preceptor Orientation Course for detailed information on developing academic lessons.

### **CRITERIA USED TO ASSESS STUDENT READINESS FOR CLINICAL TRAINING**

The preceptor determines the criteria they use to assess student readiness for clinical training following the clinical requirements for the program the student is enrolled in. Generally, NCM recommends that students practice the clinical skill at least one time with the clinical preceptor prior to attempting on or with a client. There may however, be times that this is not possible.

### **CLINICAL GRADING/EVALUATION POLICY**

The student must complete each NARM Skill or clinical encounter to mastery (see definition in this document or on NCM clinical forms)..

### **LESSON PLAN FOR CLINICAL VISITS (ACTUAL OR ROLE PLAY) AND NARM SKILLS**

(Please see Student Orientation Course for NARM Skills Requirements and Comprehensive Clinical Care Requirements, as well as recording and record keeping guidelines)

#### **Briefing**

*Briefing ensures that the student knows what is the purpose of the visit is, knows what they has to learn or practice during the visit, knows what to do to be an effective assistant, and knows how to conduct herself/himself during the visit.*

- Who is the Client?
- Purpose / Goals for the visit?
- Learning Objectives (for the student): “By the end of this visit you will be able to...\_\_\_\_\_”
- Issues, if any (this could be special considerations for the particular client or for the procedures you are going to perform)
- Student conduct during visit birth (very clear Expectations), Example: stand to one side and watch and chart the visit. Or- Student will perform pelvic exam. Or- Preceptor will demonstrate and then will ask the student to practice\_\_\_\_\_.
- What should a student do if they have a question or disagree with the preceptor during the visit? Example: ask at debrief, do not do so in front of the client, or for technical questions they can ask the preceptor during the visit.
- Step-by-step instructions for the skill that you are going to perform.
- Important notes- Example: When you are going to touch the client, don’t forget to ask first, when you use the stethoscope, don’t forget to make sure it is warm first, etc.

#### During the visit

Preceptor demonstrates and then students practice one at a time under the *direct supervision\*\** of the preceptor.

Appropriate Charting & *preceptor and student initials must appear at the appropriate places.*

#### Debrief

Debriefing ensures that the student knows what they learned/practiced, has instant feedback on what they did well and specifically what to do to improve.

- Praise: “I really liked the way you \_\_\_\_\_”
- Identify problems, give specific corrections: “I saw some problems\_\_\_\_\_. Next time avoid the problem by doing \_\_\_\_\_.”
- Restate Learning Objectives: “You are now able to \_\_\_\_\_.”
- Restate Value: Answer the question why did we do what we did and why it is helpful or necessary to the midwife or client.
- Preceptor immediately signs off relevant clinical and NARM forms for items which the student has achieved mastery\*. If mastery\* was not achieved, the preceptor must immediately explain why it was not achieved and explain how mastery can be achieved later.
- Ask the student/s if they has Questions?

### **PREPARATION FOR BIRTHS FOR STUDENTS IN TRAINING**

#### Briefing:

#### Identify:

- Client
- Client’s family or people attending the birth or doulas, etc.
- Supervisory midwife (Preceptor/s)
- Primary midwife (Student/s)
- Assistant midwife (Student/s)
- Issues, if any for the particular client or location or type of birth: ie waterbirth.
- Learning Objectives (for each student): “By the end of this birth you will be able to...\_\_\_\_\_”

- Student conduct during birth (very clear Expectations), for example: the Assistant midwife will stand to one side and watch and chart the birth. Help whenever and wherever asked. Or Student acts as Primary Midwife under direct supervision of the Preceptor.
- What should a student do if they have a question or disagree with the preceptor during the birth? Example: ask at debrief, do not do so in front of the client. Or ask the preceptor out of the presence of the client.
- Important notes- Example: When you are going to touch the client, don't forget to ask first, when you use the stethoscope, don't forget to make sure it is warm first, etc.

#### During the birth:

- Preceptor *Directly supervises\*\** students acting as primary midwife and assistant midwife.
- Appropriate Charting & *preceptor and student initials must appear at the appropriate places.*

#### Debrief:

- Praise: "I really liked the way you \_\_\_\_\_"
  - Identify problems: "I saw some problems\_\_\_\_\_. Next time avoid the problem by doing \_\_\_\_\_."
  - Restate Learning Objectives: "You are now able to \_\_\_\_\_."
  - Restate Value
  - Preceptor immediately signs off relevant clinical and NARM forms for items which the student has achieved mastery. If mastery was not achieved, the preceptor must immediately explain why it was not achieved and explain how mastery can be achieved later.
  - Chart Review
  - Answer additional student questions
-



## **PART 16: STUDENT POLICIES**

## **NON-DISCRIMINATION POSITION STATEMENT**

See this position statement under Part I: Institutional Policies and Procedures.

## **AMERICANS WITH DISABILITIES ACT POSITION STATEMENT**

See this position statement under Part I: Institutional Policies and Procedures.

## **INCIVILITY, BULLYING AND WORKPLACE VIOLENCE POSITION STATEMENT**

See this position statement under Part I: Institutional Policies and Procedures.

## **REGISTRATION COURSE DEVELOPMENT POLICY AND PROCEDURE**

Students affirm acceptance of policy and handbook revisions in each registration course. A link to the new/revised handbook is provided. A registration course is set up for each program. The registration is based on the block system with a new block opening up when a student affirms completion of a previous block. To make a new trimester registration a copy of the previous registration is made and links to the courses are reattached. General Education courses cannot be self-enrolled the student must email the CDO with the name of their academic preceptor, their email and the GE course(s) they wish to be enrolled in. This allows the CDO to contact the Supervisor that a new dyad has been added to their course and triggers the Supervisor to contact the dyad with the requirements and available resources.

## **STUDENT'S RIGHTS AND RESPONSIBILITIES**

Students agree to all of the following:

1. Must have read and understand the description of the curriculum in the National College of Midwifery Student Handbook for the Associate Degree in Midwifery.
2. Must keep a current working email address as well as current contact information on file with the College, and understands that if the College is unable to contact the student for a period of 9 months, without prior arrangement, the student will be withdrawn.
3. Understand that enrollment by itself does not guarantee the issuing of a degree. The Associate of Science in Midwifery Degree will be awarded only when all of the following are completed and documentation of all is on file at the College administration headquarters:
  - When skills, clinical and academic course requirements are successfully completed;
  - When outside examination is successfully completed;
  - When the student has paid all college fees in full
4. Understand that if the student chooses not to take an outside examination, after completion of all other coursework, or if the student fails the exam, the National College of Midwifery will issue a Certificate of Midwifery.

5. If the student has not completed their program within 3 years, the student must submit a plan for completion to NCM signed by preceptor and student, and the student will be responsible for annual accreditation fees. The student further understands that ASM is a 3-year equivalent program, which can be completed from 2 to 5 years. The 5-year limit for completion of the degree includes any time taken on inactive status, and that the annual accreditation fee must be paid even during those years the student may be on inactive status.
6. Must understand that the student, not the preceptor, is responsible for organizing and directing the student's studies and all attendant NCM paperwork.
7. Must submit a progress report consisting of copies of the following: Student-Preceptor Evaluation, Student Record with new grades, Clinical Record Forms, and updated MEAC Abbreviated NARM Skills form. All submissions must be signed and dated by the supervising preceptor and all work submitted to the College must be accompanied by an evaluation with every preceptor with whom the student has worked during the trimester.
8. Must agree to contact NCM for counseling and/or mediation services in the case of any conflict or dispute with the preceptor
9. Understands that the student will not receive their diploma and final transcript until any outstanding fees are paid to the College.
10. Must complete all 8 academic modules of the NCM Learning Objectives, including: 12 credit hours in Math and Human Life Science, 14 credit hours in Critical Thinking and Psychosocial Issues, 6 credit hours Antepartum Management, 6 credit hours in Intrapartum Management, 6 credit hours in Postpartum Management, 6 credit hours in Newborn Management, 6 credit hours in Well-Woman Reproductive Health Care, and 25 credit hours in Professional Issues.
11. Must meet Clinical Experience Requirements adhering to the requirements of the North American Registry of Midwives (NARM). These clinicals must take place over at least 2 years under the direct supervision of an approved, credentialed preceptor/s with whom the student has a Contract between the Student, Preceptor, and the National College of Midwifery on file with NCM. These can take place at a single site or a variety of sites.
12. Must note student's presence at supervised clinical experiences in patient charts by name or initials, subject to audit.
13. Understand it is the student's responsibility to keep a detailed and updated logbook of all their clinical experiences and to have their preceptor personally supervise, evaluate and sign off on all their clinical experiences.
14. Understand that if the student desires more clinical experience they can request the College refer the student to a high volume birth clinic.
15. Understand that NARM requires the signatures of 2 preceptors on 4 of the NARM Skills.
16. Understand that all academic and clinical work submitted towards the student's degree is subject to approval by NCM.

17. The National College of Midwifery does not issue 1098 T forms. NCM does not qualify as an eligible educational institution because chooses not to participate in the Department of Education's student aid programs. Please refer to IRS Publication 970.
18. Understand that there are different routes of entry to midwifery. The National College of Midwifery trains Direct Entry Midwives not Nurse Midwives.
19. Understand that the National College of Midwifery does not have a career placement program and that upon graduation; it is the student's, not the College's responsibility to find employment as a midwife.
20. Understand that the legal status of midwifery varies from state to state. It is the student's responsibility to know the laws in the state in which the student will practice upon completion of the NCM program.
21. Understand the steps the student must take to become a CPM and/or gain state licensure.
22. Understand that if the student is planning to continue with another college or university, it is their responsibility to check with them if they will accept credit from NCM.
23. Understand that if the student plans to seek licensure in **California** they must complete two additional courses, in Chemistry and Child Development, and additional Learning Objectives in anesthesia/analgesia, suturing and episiotomies.
24. Understand the clinical requirements for the student's degree and the number of clinical experiences they will receive with each preceptor. If the number of clinical experiences they will receive with a particular preceptor will not suffice for the student's program requirements, the will need an *additional clinical preceptor enrolled* with the National College of Midwifery. The student further understands that they will not be enrolled until they has contracts accounting for all clinical experiences.
25. Understands that in the case of any adverse clinical outcome, the preceptor agrees to debrief with my student to the satisfaction of both of preceptor and student. If either preceptor or student cannot reach satisfaction on the completion of the debriefing process, both agree to contact the College administration for mediation services.
26. Work done prior to enrollment, or with someone who is not the student's official NCM preceptor at the time the work was done will not be eligible to satisfy program requirements.

## **STUDENT DISMISSAL POLICY**

### **STUDENT DISMISSAL FROM AN ACADEMIC PRECEPTOR**

Student dismissal from an academic preceptor is at the sole discretion of the preceptor. Refunds for remuneration are between the student and the preceptor per their contract which must be in alignment with New Mexico Higher Education statute concerning educational refunds.

### **STUDENT DISMISSAL FROM A CANVAS COURSE**

NCM reserves the right to dismiss a student from participation in a general education course using the online resource platform for a given trimester for the following:

- Unsatisfactory academic progress.

- Students or Preceptors will be dismissed for unprofessional or unethical conduct including, but not limited to, violation of NCM policy, confidentiality, dishonesty, stealing, plagiarism, sexual harassment, and violation of any local, state and federal laws.

#### **STUDENT DISMISSAL FROM A CLINICAL SETTING**

Student dismissal from a clinical setting and/or with a clinical preceptor is at the sole discretion of the clinic or clinical preceptor. Refunds for clinical fees and/or remuneration are between the student and the preceptor per their contract which must be in alignment with New Mexico Higher Education statute concerning educational refunds.

#### **STUDENT DISMISSAL FROM NCM AND THEIR PROGRAM POLICY**

Students can be dismissed from the National College of Midwifery for the following:

- Failure to comply with the trimesterly reporting requirements.
- Failure to meet the financial obligations to the College.
- Unsatisfactory academic progress.
- Failure to contact the College or respond to College communications over the course of 9 months.
- Failure to complete the program within 5 years.
- Students or Preceptors will be dismissed for unprofessional or unethical conduct including, but not limited to, violation of NCM policy, confidentiality, dishonesty, stealing, plagiarism, sexual harassment, and violation of any local, state and federal laws.

#### **STUDENT DISMISSAL BY PRECEPTOR**

Refer to “Termination of Student and Preceptor Contract Policy and Procedure”.

#### **STUDENT DISMISSAL FROM NCM AND THEIR PROGRAM PROCEDURE**

NCM tries to work with students for a successful completion of their program. Office staff will follow-up with student with first line of communication in an email to respond by a deadline. The office staff will make a second attempt by phone and email before withdrawing students. Students are withdrawn from the program after efforts of working with the student and meeting deadlines has failed. A letter of withdrawal is sent by mail. Withdrawn students can request program reinstatement within 5 years of original enrollment date.

Student record is updated in Access to reflect the withdrawal. A withdrawn sticker with the withdrawal date is placed on the front of the student file, and filed in the withdrawn filing cabinet.

NCM will dismiss students and preceptors for unprofessional or unethical conduct including, but not limited to, violation of NCM policy, confidentiality, dishonesty, stealing, plagiarism, copyright infringement, sexual harassment, and violation of any local, state and federal laws.

NCM will document all information and contact any persons involved in the unprofessional or unethical conduct. The President of the College will make a decision and will inform the student of dismissal in writing within 45 days. The President can appoint a review committee if necessary.

If the President’s response is unsatisfactory, a complaint can be submitted to the Board of Directors. The Board of Directors will respond within 60 days of receipt of the complaint. If the student or preceptor is still unsatisfied with the decision, they can use the grievance mechanism for the State of New Mexico.

All grievances, written notes from phone calls and mediations, the NCM Board, detailing the outcome of these processes, will be maintained in the College’s complaint file for a minimum of seven years. NCM will add all documentation to individual files in the Complaint/Grievance file in dropbox.

## **WITHDRAWAL FROM THE PROGRAM POLICY**

Students and preceptors will notify the College of the student's withdrawal from the program in writing and include the following information:

- Reason for withdrawal.
- Submission of completed academic and clinical work to date.
- Preceptor's final evaluation of the student.
- Student's final evaluation of the preceptor.

## **WITHDRAWAL FROM THE PROGRAM PROCEDURE**

Student record is updated in Access to reflect the withdrawal. A copy of the updated student record sheet is printed from Access and placed in the student file.

If refund is applicable, the amount of refund is calculated. Amount of check is entered into the payments section in Access. Refund check is sent by registered mail with return receipt. Once the mail receipt is returned to the office, it is stapled into the student file.

A withdrawn sticker with the withdrawal date is placed on the front of the student file, and filed in the withdrawn filing cabinet.

## **REINSTATEMENT AND RE-ENROLLMENT**

### **REINSTATEMENT POLICY**

Students have 5 years to complete their program. If a student withdrew and are still within the original 5 year timeframe, they can apply for reinstatement.

Example: Student enrolled in 2000, but needed to withdraw due to medical reasons in 2002. Then in 2003, student wanted to complete the program. The student would need to finish her program by 2005.

- There is a \$500 reinstatement fee.
- Student would also be responsible for past due, current, and future accreditation fees for each year that they are enrolled.
- Student would need new contracts with preceptors
- Submits a plan of completion signed by student and the preceptors. This plan of completion will include a month to month outline of work to be completed, and submissions at the end of each trimester, within the remaining time frame. The plan must be approved by NCM.
- All current academic and clinical requirements will apply.
- Student understands that missing any of the deadlines will result in being permanently withdrawn from the program.

Reinstatement is at the discretion of the National College of Midwifery.

### **REINSTATEMENT PROCEDURE**

When a student is reinstated, they must send in a new application and new preceptor contracts, reinstatement fee and any accreditation fees due.

NCM will review the student record to see if the work completed previously meets the current academic and clinical requirements, and will approve the plan of completion.

Student and preceptor information is updated into the Access database.

- Check to see if preceptor is already in Access to eliminate the possibility of a duplicate file
  - Either enter in new preceptor or check existing preceptor information, and update if necessary
- Print out student and/or Preceptor Access information sheet

Set up new file folder if needed for the preceptor.

Send an enrollment packet to student/preceptor

- Welcome letter
- Student record

Send an email to both student and preceptor to notify them of the enrollment date.

Log out in mail log.

### **RE-ENROLLMENT POLICY**

Student will send in new application as well as current application and administrative fees. The new enrollment date allows student 5 years to complete the program. New contracts with preceptors are needed. All current requirements will apply.

*Re-enrollment is at the discretion of the National College of Midwifery.*

### **RE-ENROLLMENT PROCEDURE**

Students who are re-enrolling must send in a new application and new preceptor contracts as well as current application and administrative fees.

NCM will review the student record to see if the work completed previously meets the current academic and clinical requirements.

Student and preceptor information is entered into the Access database.

- Open the student file
- The new enrollment dates are entered onto the student record. The old enrollment dates must be noted in the file.
- Check to see if preceptor is already in Access to eliminate the possibility of a duplicate file
  - Either enter in new preceptor or check existing preceptor information, and update if necessary
- Enter information for student/preceptor in Access
- Print out student and/or Preceptor Access information sheet

Set up new file folders if needed for the preceptor.

Send an enrollment packet to student/preceptor

- Welcome letter
- Student record
- NCM Sticker

Send an email to both student and preceptor to notify them of the enrollment date.

Welcome letter is Logged out in mail log.

## **EXTENSION OF PROGRAM POLICY**

Students have 5 years to complete their program. At the end of the 5 years, a student can request an extension. Extensions are decided on a case to case basis, taking into consideration if the student has consistently submitted coursework and the amount of work that is needed to complete the program. Extensions are meant to be a way for a student who has only 2 births or 1 course to complete their program. All academic credit must follow the “Maximum Time Frame requirement” policy. If credits our outside of maximum timeframe student pays a la carte fees or transfers in credits per “Transfer of Academic Credit Policy and Procedure”. Extensions are granted for up to 6 months to allow the student to complete their program. Extensions are granted by the President.

Students must request the extension in writing. Students must also submit a plan of completion that shows how the remaining work will completed within the extension time period, signed by both student and preceptor. Student will be required to pay the current extensions rate including but not limited to fees associated with a la carte non-general education courses necessary to replace expired courses.

The request for extension will be reviewed and a response will be sent to the student within 30 days.

If the request for extension is denied, the student can file a grievance, following our grievance process.

If the student does not complete the coursework according the agreement, the student will be withdrawn. If withdrawn, the student can decide whether to re-enroll to complete their program.

If the student decides to re-enroll, all current fees and program requirements will apply.

## **EXTENSION OF PROGRAM PROCEDURE**

Student must submit a request for the extension and the plan of completion in writing. The extension and plan of completion will be reviewed by the Registrar and/or the Admissions Representative. The Registrar and/or the Admissions Representative will make a recommendation to the President. The President will respond within 30 days. Based on the President grant of extension the COO will inform the student of any courses which must be replaced with current coursework and all fees associated with the extension. Extension fees must be paid in full prior to submission of any academic or clinical work completion.

## **COMPLAINT AND GRIEVANCE POLICY**

NCM encourages the prompt reporting of complaints or grievances so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving complaints and grievances.

Individuals will not be discriminated against as a consequence of making an informal or formal complaint or grievance. Retaliation against an individual for engaging in the informal or formal complaint and grievance process or for participating in an investigation of a complaint or grievance is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Each complaint or grievance will be handled in a respectful and objective manner. The college makes every effort to limit the number of



people within the college who know the identity of the complainant to prevent the opportunity for implicit bias or explicit discrimination to occur. The College's goal is to help reach an amicable solution and to offer assistance in securing the desired result.

### **CONCERNING DISCRIMINATION**

Individuals who believe they have been the victims of conduct prohibited by NCM's Non Discrimination Policy or believe they have witnessed such conduct are encouraged to engage in NCM's Complaint and Grievance Policies and Procedures. In cases of discrimination, the Chief Birth Justice Officer will be consulted or asked to take charge of the grievance process by NCM staff.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include but is not limited to training, referral to counseling, or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as NCM believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

### **COMPLAINT AND GRIEVANCE PROCEDURES**

The college recognizes that a complaint or grievance may not begin with a formal process by the complainant but rather may begin as a "soft" indicator of an issue. When an individual contacts NCM staff with a grievance, complaint or venting, the complainant is asked directly if they desire to engage in:

1. a counseling process,
2. a mediation process or
3. the formal complaint process.

Each of the processes is described to the complainant so that they may make an informed decision about which process is most appropriate. Counseling is confidential and can be provided by the appropriate staff per policy. Mediation opens discussion between conflicting parties. Formal complaints/grievance require written documentation based on NCM's specific requirements, are handled by the President or their designee and initiates an investigation by NCM of the situation without direct contact between the complainant and the accused. During the complaint/grievance process, the complainant is informed of outside agencies they can complain to or seek services from if they do not feel NCM's policy offers the appropriate method.

In the case the complaint is about the President the BOD President is notified and the same policies and procedures are followed except that the BOD President or their designee takes responsibility for handling the complaint.

### **COUNSELING**

Counseling in response to a complaint may be provided by any appropriate staff person and is kept confidential. If the complainant desires conflict resolution that involves the person whom they are complaining about, they must choose either the mediation process or the formal complaint process.

If the staff person feels the issue is outside of their abilities, comfort or scope, they will refer the complainant to the President for counseling. If the President feels the issue is outside of their abilities, comfort or scope, the President will refer the complainant to a licensed counselor or counseling service.

Counseling is documented through the archiving of emails. Phone calls are often recapped and documented via email.

### **MEDIATION**

Mediation in response to a complaint is provided by the President or their designee and opens discussion between conflicting parties. The President or their designee educates the parties about and adheres to methods of Nonviolent Communication during mediation. The President or their designee will speak privately first with individuals involved and then will arrange a time to meet with involved parties together. If the President or their designee feels the issue is outside of their abilities, comfort or scope, they will refer the parties to a professional mediator.

Mediation is documented through the archiving of emails. Phone calls are often recapped and documented via email.

### **FORMAL COMPLAINTS**

Formal complaints must be in writing either via email or mail and must include the following:

1. A statement clearly stating the complaint with supporting documentation
2. A description of the steps already taken to resolve the problem
3. The name and contact information of the person making the complaint
4. A statement of the desired resolution

Once the complaint is received:

1. COO will respond to the complainant confirming receipt of complaint and will forward the complaint to the President within 24 hours of receipt.
2. COO will log the complaint into the mail log and assign a Complaint ID in the following format: (P(preceptor initiating), S (for student initiating) date/initials of staff who received initial complaint. i.e. P112119CRJ)
3. COO creates tasks for appropriate follow-up in Asana to ensure timely responses
  - a. 7 calendar days after initial complaint: Request for more information must be sent. (Assign to President).
  - b. 10 calendar days after initial complaint: Schedule phone consultations (Assign to President).
  - c. Conclude Complaint [ID#] Process (within 60 calendar days) OR Next authority takes over complaint process. (Assign to President).
4. COO will create a Complaint/Grievance tracking form which is kept in the dropbox.
5. President will request further information if needed from complainant by calendar day 7 of receipt of complaint. President will inform the complainant that a response is required within 5 calendar days.
6. President will begin the process for scheduling a phone consultation with complainant by calendar day 10 of receipt of initial complaint. In the case that further information is requested, President will begin the process for scheduling a phone consultation with complainant by calendar day 10 of request for further information.
7. After the President initiates setting up a phone consultation, timing of contacts with complainant and timing for resolution of the complaint process will be variable, depending on the response times of the complainant and the extent of the complaint. The President will respond to any communications

from the complainant within 24 hours of receipt and will communicate reasonable deadlines for the complainant's responses.

8. President will have a phone consultation with the complainant in order to initiate a plan and to offer a solution. At this point, options for counseling and/or mediation will be made available again as possible solutions. The complainant will be assured that they are free to accept or reject counseling and/or mediation and will not be discriminated against as a consequence of their decision. The complainant will be informed that in the case that counseling and/or mediation options are accepted by the complainant, the original complaint will be closed. If counseling and/or mediation is not successful, a new complaint can be filed at any point. Complainants will also be given information about outside agencies they can complain to if they do not feel NCM's policy provides the appropriate method for the complaint. They are also informed of their right to terminate their contract.
9. In the case that the complainant chooses to continue with the formal complaint process, they will be clearly asked by the President or their designee to determine what level of confidentiality is to be maintained. All communication will be kept confidential to the extent requested by the complainant, though it will be explained that keeping confidentiality often limits the ability of NCM to be able to conduct investigations and to address issues effectively.
10. The president or their designee will complete an investigation to the extent possible while honoring the complainant's requests for confidentiality. Before or during the investigation, the President or their designee may consult with other staff members, board members, or other consultants to the extent possible while still honoring the complainant's requests for confidentiality. Based on the findings of the investigation, the appropriate corrective actions will be taken.
11. In the case that the complainant requests confidentiality, corrective actions may include Confidentiality Maintained Education and Training (CMET) - See description below
12. Resolution and/or corrective actions must be initiated and The President or their designee must inform the complainant in writing of the resolution and/or corrective actions within 60 calendar days of the receipt of the written formal complaint.
13. If the complainant is dissatisfied with the resolution and/or corrective actions, they may file a written formal complaint with the NCM Board of Directors. The Board of Directors will have 60 calendar days to respond by following the steps outlined in this policy.
14. Notes will be taken and filed on all interactions relating to the matter. The report will include any actions taken by the College and the resolution reached. This report will be placed in the complainant's file and, if appropriate in light of confidentiality issues, in the file of the accused, as well as in the grievance file for easy reference during accreditation reviews. All grievances including the original complaint, the process, timeline and the outcome will be maintained in the College's complaint file for a minimum of seven years.

The following is a list of tasks to be assigned within Asana by the COO to specific positions with timelines to be tracked:

1. Notify Complainant [ID#] of receipt of complaint (within 24 hours of receipt) Assigned to COO
2. Request further information if needed from Complaint [ID#] (by calendar day 7 of receipt, response from complainant is required within 5 calendar days) Assigned to COO or President
3. Begin process for setting up a time for phone consultation with Complaint [ID#] (by calendar day 10 of receipt of original complaint or by calendar day 10 of request for further information) Assigned to COO or President
4. Conclude Complaint [ID#] Process (within 60 days) OR Next authority takes over complaint process
5. Next authority takes over complaint process if resolution is not found by complainant to be satisfactory (Repeat steps 1-3)) Assigned to BOD President
6. Notify Complainant [ID#] of transfer of complaint process to next authority (within 24 hours of receipt) Assigned to NCM President or BOD President

### **FORMAL COMPLAINT OR GRIEVANCE AGAINST NCM PRESIDENT POLICY AND PROCEDURE**

If the complaint is made against the President of the College, the complaint will go directly to the Board of Directors. The Board of Directors will follow the Complaint and Grievance Policies and Procedures outlined above. Written evidence of the outcome of the complaint and the NCM Board report will be maintained in the College's President complaint file held in dropbox, which is password protected with the BOD President and Secretary the only persons to have the password for a minimum of seven years.

### **CONFIDENTIALITY MAINTAINED EDUCATION AND TRAINING (CMET)**

In cases where complainants request that confidentiality be maintained, NCM has created a system called Confidentiality Maintained Education and Training (CMET). This system empowers NCM to respond to complaints without exposing the complainant to possible discrimination. This system may come into play in the case of an informal or formal complaint.

The process provides the accused with required education and/or training on the subject of the complaint in an online course without calling out the accused as having received a complaint. The course is created covering the appropriate material as determined by the President and/or advisors of their choice. The course is then required of the accused and 2 or more mentors of the President's choosing and must be completed within 14 weeks. Since preceptors and students are required to acknowledge upon enrollment that occasionally the college requires additional training/education, the reason for the course requirement is maintained as a general requirement rather than a response to a complaint. The course material created for the purpose of the complaint response may later be integrated into future annual faculty training as deemed appropriate.

### **UNRESOLVED COMPLAINTS POLICY AND PROCEDURES**

#### **NEW MEXICO COMPLAINT REGISTRATION**

If the complainant is unable to resolve their complaints through the National College of Midwifery internal informal or formal complaint process, you can file a complaint through the New Mexico Higher Education Department complaint process.

*In accordance with the new Federal Program Integrity rules effective July 1, 2011, the New Mexico Higher Education Department (NMHED) will review complaints regarding public and private postsecondary institutions in New Mexico as well as New Mexico resident students attending out-of-state institutions.*

*NMHED will receive complaints that were unable to be resolved through the institution's internal complaint process. Generally, in order to file a complaint with NMHED, you must have already filed with and received a response from the institution which you are complaining against. If you have legitimate reasons preventing you from filing a complaint with the institution, you must provide supporting documentation to that regard.*

*All submitted complaints must include:*

- Complaint Form;
- FERPA Release Form;
- A copy of the complaint that was filed with the institution; and
- A copy of the response/ruling received from the institution; or

- *Supporting documentation why a complaint could not be filed with the institution.*
- The following form is only to be submitted if the complaint is medical in nature (i. e. it involves disability, injury, illness, etc):*
- HIPAA Release Form

*Please use this link to go to New Mexico Higher Education Department complaints webpage:*  
<http://hed.state.nm.us/Complaint.aspx>

NOTE: All Forms must be notarized.

### **MEAC COMPLAINT POLICY**

If the complainant is unable to resolve their complaints through the National College of Midwifery's internal complaint process and the New Mexico Higher Education Department complaint process, please follow the MEAC Complaint Policy below:

MEAC encourages parties to pursue informal grievance mediation attempts with each other, or with MEAC staff or Board members, to attempt to resolve grievances informally before commencing a formal written complaint process with MEAC. If those attempts fail, MEAC will review complaints received against an institution or program if it is in writing and complies with the guidelines set forth in the Accreditation Handbook:

[http://meacschools.org/wp-content/uploads/2014/07/2014-Section-G\\_Policies-and-Procedures\\_Accreditation-Handbook.pdf](http://meacschools.org/wp-content/uploads/2014/07/2014-Section-G_Policies-and-Procedures_Accreditation-Handbook.pdf)

Midwifery Education Accreditation Council  
1935 Pauline Blvd., Ste. 100B  
Ann Arbor, MI 48103

Phone: (360) 466-2080

Fax: (480) 907-2936

[info@meacschools.org](mailto:info@meacschools.org)

### **COMPLAINTS REGARDING NCM'S INTERNSHIPS IN SARA STATES**

SARA Policies and Standards, including those for consumer protection and the resolution of complaints, apply to interstate distance education offered by participating SARA institutions to students in other SARA states, including internships taking place in these states. Only those complaints resulting from distance education courses offered by participating institutions to students in other SARA states come under the terms of the agreement.

Complaints about a SARA institution's in-state operations are to be resolved under the state's provisions, not those of SARA.

### **SARA POLICIES AND STANDARDS**

(From SARA's Website)

SARA consumer protection provisions require the home state, through its SARA "portal" entity or agency, to investigate and resolve allegations of dishonest or fraudulent activity by a provider, including the provision of false or misleading information.

Consumer protection within SARA, in addition to dealing with alleged fraudulent activity, also provides for the investigation and resolution of complaints that an institution is operating a course or program contrary to practices set forth in the C-RAC Guidelines (see below) in such a way that a student is harmed.

Examples of issues that may arise in regard to alleged fraudulent activity or more general complaints include, but are not limited to:

1. Veracity of recruitment and marketing materials;
2. Accuracy of job placement data;
3. Accuracy of information about tuition, fees and financial aid;
4. Complete and accurate admission requirements for courses and programs;
5. Accuracy of information about the institution's accreditation and/or any programmatic/specialized accreditation held by the institution's programs;
6. Accuracy of information about whether course work meets any relevant professional licensing requirements or the requirements of specialized accrediting bodies;
7. Accuracy of information about whether the institution's course work will transfer to other institutions; and
8. Operation of distance education programs consistent with practices expected by institutional accreditors (and, if applicable, programmatic/specialized accreditors) and/or the C-RAC Guidelines for distance education.

Responsibilities for resolving complaints Initial responsibility for the investigation and resolution of complaints resides with the institution against which the complaint is made. Further consideration and resolution, if necessary, is the responsibility of the SARA portal agency, and other responsible agencies of the institution's home state (see the following section: Complaint Resolution Processes). The portal agency is responsible for staffing the investigation and resolution of complaints that are not resolved at the institutional level. (The portal agency may enlist the assistance of other responsible entities in the state in carrying out the work of complaint resolution.) Institutions operating under SARA shall make their and SARA's complaint resolution policies and procedures readily available to students taking courses under SARA provisions.

### **SARA's COMPLAINT RESOLUTION PROCESSES**

(From SARA's Website)

1. Complaints against an institution operating under SARA go first through the institution's own procedures for resolution of grievances.
2. Complaints regarding student grades or student conduct violations are governed entirely by institutional policy and the laws of the SARA institution's home state.
3. If a person bringing a complaint is not satisfied with the outcome of the institutional process for handling complaints, the complaint (except for complaints about grades or student conduct violations) may be appealed, within two years of the incident about which the complaint is made, to the SARA portal agency in the home state of the institution against which the complaint has been lodged. That agency shall notify the SARA portal agency for SARA Policies and Standards May 5, 2016 – Page 13 the state in which the student is located of receipt of that appealed complaint. The resolution of the complaint by the institution's home state SARA portal agency, through its SARA complaint resolution process, will be final, except for complaints that fall under the provisions of (g), below.
4. While the final resolution of the complaint rests with the SARA portal agency in the home state of the institution against which the complaint has been lodged, nothing precludes the state in which the complaining person is located from also working to resolve the complaint, preferably through that

state's SARA portal agency. Indeed, it is expected that SARA states will facilitate the resolution of any complaints brought to their attention.

5. While final resolution of complaints (for purposes of adjudication of the complaint and enforcement of any resultant remedies or redress) resides in certain cases with institutions (complaints about grades or student conduct violations), or more generally with the relevant institution's home state SARA portal agency (all other complaints), the regional compact(s) administering SARA may consider a disputed complaint as a "case file" if concerns are raised against a participating state with regard to whether that state is abiding by SARA Policies and Standards. The regional compact may review such complaints in determining whether a state under its purview is abiding by the SARA standards. Similarly, a complaint "case file" may also be reviewed by NC-SARA in considering whether a regional compact is ensuring that its member states are abiding by the SARA standards required for their participation in the agreement.
6. SARA shall develop policies and procedures for reporting the number and disposition of complaints that are not resolved at the institutional level. Such data will create transparency and can be used in determining whether a regional compact is ensuring that its SARA member states and those states' institutions are abiding by the standards required for participation in the agreement.
7. Nothing in SARA Policies and Standards precludes a state from using its laws of general application to pursue action against an institution that violates those laws.

### **SARA's OVERSIGHT OF COMPLAINT INVESTIGATION**

(From SARA's Website)

Investigation of a SARA-related complaint against an institution requires that a board or agency outside the institution's immediate management be available to handle complaints that are not resolved within the institution. A system board responsible for more than one separately accredited institution may serve this role under SARA provisions. A board responsible for only one accredited institution, or which lacks enforcement authority over an institution, cannot serve as the SARA external oversight agency for such an institution. In such circumstances, the institution's home-state SARA portal agency may serve that function. <http://nc-sara.org/sara-states-institutions>

### **INTEGRITY CODE**

NCM's Integrity Code is a commitment, even in the face of adversity, to five fundamental values:

- honesty
- trust
- fairness
- respect
- responsibility

(The Center for Academic Integrity (CAI) <http://www.academicintegrity.org/ica/assets/FVProject.pdf>)

### **ACADEMIC/CLINICAL INTEGRITY POLICY**

NCM's academic integrity policy maintains the Integrity Code and applies it to all work for any class, academic activity, clinical encounter and/or skill completed as part of an NCM program including activities such as enrollment, withdrawal, termination of contract, and/or complaints/grievances. When misconduct is reported and formal resolution is required the President utilizes the Integrity Council in order to reach resolution per NCM's Academic/Clinical Integrity Policy.

### **INTEGRITY COUNCIL**

The Integrity Council shall be convened as required, advised by a board appointed by the President, with representation from faculty, students, and others as appropriate.

#### **ACADEMIC DISHONESTY, ACADEMIC MISCONDUCT OR ACADEMIC FRAUD DEFINITIONS**

Any type of cheating that occurs in relation to a formal academic exercise. It can include:

- **Plagiarism**: The adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors) without due acknowledgment.
- **Fabrication**: The falsification of data, information, or citations in any formal academic exercise.
- **Deception**: Providing false information to an instructor concerning a formal academic exercise—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- **Cheating**: Any attempt to obtain assistance in a formal academic exercise or test without due acknowledgment.
- **Bribery** or paid services: Giving assignment answers or test answers for money.
- **Sabotage**: Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.
- **Professorial misconduct**: includes improper grading of students' papers and oral exams, grade fraud, deliberate negligence towards cheating or assistance in cheating.
- **Impersonation**: assuming a student's identity with intent to provide an advantage for the student.

#### **ACADEMIC INTEGRITY RESOURCES**

- <https://static.lib.ou.edu/academicintegrity/player.html>
- [http://integrity.ou.edu/files/nine\\_things\\_you\\_should\\_know.pdf](http://integrity.ou.edu/files/nine_things_you_should_know.pdf)

### **ACADEMIC/CLINICAL INTEGRITY PROCEDURE**

#### **REPORTING ACADEMIC MISCONDUCT**

- Any person may report suspected misconduct to an instructor (or to the relevant administrator as appropriate).
- Instructors and administrators who receive a report or otherwise learn of suspected misconduct may first investigate and should report the matter to NCM Administrative Office as described below.

#### **INFORMAL RESOLUTION**

An admonition is a warning from the instructor to the student. It may be accompanied by a grade reduction up to a zero on the assignment and/or additional required work. An admonition is not an adjudication of academic misconduct. However, in any subsequent misconduct preceding the admonition will establish the student's familiarity with integrity standards.

#### **FORMAL RESOLUTION**

Report to NCM Administration Upon receipt of a report of misconduct, the NCM President and integrity council shall investigate unless the case is referred back to the instructor for review and informal resolution.

- a. Notice to the student, no later than 30 regular class days of when the incident is discovered;
- b. a grade of "N", a temporary neutral grade, to be assigned while the matter is pending;



- c. referral to the President and Integrity Council, or appropriate designee(s), who will answer questions and counsel the student as to the rights, and be available to the student throughout the investigation process as an informative resource only;
- d. a report of findings, in writing, that shall be provided to the student, the instructor or other administrator reporting the incident, and other university officials with a need to know.

At the conclusion of the investigation, the matter may be concluded by dismissal, if insufficient evidence exists to support a finding of responsibility; default, if the student fails to respond to reasonable notice; admission of responsibility by the student; or hearing.

### **HEARINGS**

Upon the student's request for a hearing, the matter shall be assigned to an Integrity Council Inquiry Panel. The Inquiry Panel shall consist of two students, two faculty members, and a student chair. The case shall be adjudicated according to procedures that honor the following principles:

- a. Students are entitled to the presumption of innocence.
- b. Students are entitled to a reasonably prompt hearing.
- c. Hearings are not adversarial: the Panel shall be primarily responsible for eliciting information from all relevant sources, which shall ordinarily include the instructor, investigator, and student.
- d. The student shall represent himself or herself but may be advised by his or her Integrity Council advisor.
- e. Responsibility for misconduct must be established by a preponderance of the evidence.
- f. At the conclusion of the hearing the Panel shall deliberate and decide by majority vote whether the student is responsible for an act of misconduct. If a student is found not responsible for misconduct, the matter shall be dismissed. If a student is found responsible, the Panel shall recommend an institutional penalty to the Provost and may make recommendations to the instructor as to the grade penalty.

### **REMEDATION FOR MISCONDUCT**

- Censure. Censure is a written reprimand for violation of integrity standards and a warning that a further act of academic misconduct will result in more severe action. Censure shall not be noted on a student's transcript, but will be noted in the student's education record.
- Service and Instructional Alternatives. In appropriate cases, a student may be allowed to complete a voluntary community service or instructional exercise in lieu of suspension or expulsion.
- Suspension. Suspension is loss of student status for a period of not less than one academic session. Credits earned elsewhere during the suspension shall not be accepted by NCM. A notation of the suspension shall be made on the student's transcript and shall remain there until the student graduates, or permanently, depending on the severity of the offense.
- Expulsion. Expulsion is termination of student status for an indefinite period, usually intended to be permanent. A notation of expulsion for academic misconduct shall be made on the student's transcript and will remain there permanently. Reconsideration of any expulsion is not guaranteed; it occurs at the discretion of the Provost, in consultation with the Integrity Council.

### **APPEALS AND RECONSIDERATION**

Appeals must be based on procedural irregularities so substantial as to deny the student a fair hearing; or on new and significant evidence that could not have been discovered by a reasonably diligent student. Appeals shall be decided by the President, and the Board of Directors reserves the right to review, at their discretion, any decision for manifest error or inequity.

### **ONLINE DISCUSSION POLICY**

See this position statement under Part I: Institutional Policies and Procedures.

### **COPYRIGHT POLICY**

See this policy under Part I: Institutional Policies and Procedures.

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## **PART 17: STUDENT SERVICES**

## **STUDENT SERVICES POLICY**

The National College of Midwifery is a College without Walls. Our students study in their own communities so we do not have a campus. We welcome students to contact us by phone or email to discuss questions or concerns. If a Student desires a service that is not listed they are encouraged to contact NCM to discuss if the College can begin providing the service on an individual or institutional basis.

## **ACADEMIC ADVISING POLICY AND PROCEDURE**

Academic Advising is made available via the Orientation Course and the Student Resources webpage. In the orientation page, under student services a page as well as on the website the following contact information is made available: For help to develop your [Plan of Completion](#) To make an appointment for advising, please email our office at: [info@midwiferycollege.edu](mailto:info@midwiferycollege.edu), call (575) 758-8914.

The office staff provides academic advising if it concerns paperwork and forwards midwifery specific questions to the midwifery staff who correspond to determine who is best qualified and able to answer the question. If the question lies more in the realm of general education i.e. transfer of credits etc these are forwarded to the CDO/CAO. If the question concerns supervision it is forwarded to the CDO. If the question concerns counseling, mediation, complaints or grievances it is forwarded to the president. If the question centers more around equity, access or diversity it is forwarded to the president and the CBJO. Questions of a nature not specified above shall be directed by the COO to at least two members of the executive staff who will determine how best to advise the student.

## **TUTORING AND MENTORSHIP POLICY AND PROCEDURE**

It is the student's responsibility to meet weekly or at regular intervals with their preceptor(s) to update paperwork, to communicate any difficulties with academic or clinical materials, and to obtain advice and counseling. Students and preceptors will need to determine if tutoring will be needed in any area. If so, the preceptor can direct the student to the CDO who will provide tutoring directly or connect the student with a paid student tutor at the CDOs discretion baring in mind time and expertise in the subject matter.

Tutoring and Mentorship opportunities are made available via the Orientation Course, the Student Resources webpage, and the preceptor Opt-In list. In the orientation page, under student services a page as well as on the website the following information about obtaining help with homework or connecting with a student tutor. "We desire to create an educational atmosphere that students will love being around. Our programs are intended to empower students to tackle challenges and take on experiences that may be new to them. At National College of Midwifery, we are constantly striving to make learning fun and dynamic so that all of our students can accomplish their goals. If you find yourself struggling with your academic goals please reach out to Cassaundra at [cassaundraj@midwiferycollege.org](mailto:cassaundraj@midwiferycollege.org) to be connected with a student tutor. You may also contact Cassaundra to sign up to be a paid student tutor (recommendation from the professor (academic preceptor) in course(s) desired required)." The preceptor opt-in list also has a column dedicated to those preceptors who are available for mentorship.

## **INDIVIDUALIZED GUIDANCE AND SUPPORT FOR STRUGGLING STUDENTS POLICY AND PROCEDURE**

Students and preceptors are encouraged to reach out to the NCM staff to seek individualized guidance and support in the case that students are encountering unique challenges in achieving their goals. In this case,

the president or her designee will create an individualized learning plan for the student and will create methods for monitoring and evaluating achievement within that plan.

In the case that individualized guidance and support is needed for students, the president or her designee will compile all email communications relating to the guidance support within their Brownrice account. Any other communications will be well documented and stored appropriately. Any follow up tasks will be added to the Student Support project within Asana until issues are resolved.

### **NARM STUDY COURSE**

NCM is currently working to make a more robust NARM study course, if the Student is within 6 months of sitting for the NARM exam they may be enrolled by staff in this online course which has a game that creates case studies and a list of pregnancy challenges and necessary knowledge to know from memory for each. In 2019 NCM is working to develop multiple practice tests.

### **FAILING NARM OR OTHER CERTIFYING EXAM POLICY**

When NCM is notified that a student has failed the NARM or other certifying exam the President of the college attempts to make contact via email and/or phone to offer support, guidance, mentorship and counseling to help the student cope with the stress of this event as well as to come up with a plan for studying and passing the exam on the next attempt.

### **FAILING NARM OR OTHER CERTIFYING EXAM PROCEDURE**

Notification of failed attempt is received in the office, the receiving office staff notifies the President via email with the students name and contact information. The President contacts the student within 2 business days of notification to provide counseling.

## **STUDENT ORIENTATION & HANDBOOK**

Students must view the NCM Orientation videos and review the [orientation course](#) in the NCM online resource prior to submitting academic or clinical work to the college. The NCM Handbook/Catalog is posted on the NCM website in its most updated version as well as in the orientation course. Students must download this for their review prior to enrollment. Students and preceptors are welcome to call the College for additional assistance with orientation to the College's materials and their implementation.

## **FINANCIAL AID ADVISEMENT**

The National College of Midwifery does not have any financial aid or student loans available at this time. NCM does have a scholarship program. See [Scholarship Policy and Procedures](#) for details. NCM is not a Title IV school. It does not qualify for this because it does not have a campus. This means that students are not eligible for federal financial aid or deferments of student loans. Payments made to the National College of Midwifery are usually *not* tax deductible and NCM does *not* issue 1098-T forms.

## **CLINICAL PLACEMENT**

Students are required to find and contract with their own preceptors however, NCM supports students in their efforts to find clinical placements and preceptors in the following ways:

- NCM's [Bulletin Board](#), review it for preceptors and clinical sites seeking students or submit your own posting of students seeking preceptors
- Contact the Midwife association of your state.
- Check out available preceptors in NCM's compiled [Preceptor Opt-In List](#) where available preceptors update their information.
- Contact NCM's office for more support: [info@midwiferycollege.edu](mailto:info@midwiferycollege.edu)

### **HIGH VOLUME CLINICAL TRAINING BIRTH CENTERS**

Within the US there are higher volume birth centers, which specialize in providing clinical opportunities for students for a fee (note this is not covered by your NCM tuition and would be an additional fee to you the student).

### **PERSONAL COUNSELING AND MEDIATION POLICY AND PROCEDURE**

The President provides counseling and mentorship to staff, faculty and students. If the President feels the issue is outside her abilities, comfort or scope, the President will refer the staff, faculty or student to a licensed counselor or counseling service.

Mediation is provided by the President as requested by any staff, faculty and/or student. Mediation is offered in the case of a request for contract termination, and/or an informal complaint or grievance. If the President feels the issue is outside her abilities, comfort or scope, the President will refer the staff, faculty or student to a professional mediator.

### **CAREER PLACEMENT**

The National College of Midwifery does not offer direct job placement. Students can look on the bulletin board on our website for posted positions. Access to career placement services, including information about [NARM certification](#) and [state licensure requirements, credentials, practice, and/or employment opportunities](#) can be found on our website and in our Orientation Course.

### **SOCIAL SUPPORT SERVICES**

Social support services are provided via chat capabilities within courses on the Canvas platform, the private student Facebook group, and through the organic process of cohorts being formed by students following the academic blocking. The Canvas chat, online discussions and the private facebook group are all subject to the Online Discussion Policy. Online Discussions and Chats via canvas are only actively supervised in the general education courses by the course supervisor, other courses are supervised by the CDO if and when there is a complaint. The student Facebook group can be accessed by the President and CDO, however, for the purpose of maintaining privacy as much as possible no staff member supervises the group unless there is a complaint. All policies must be followed by all parties when interacting with social support services.

### **LEARNING RESOURCES**

- A booklist is included in the course materials for the Associate and Bachelor Degrees. In the event that a student is unable to obtain a needed book, the College may have it available for lending.
- The Chief Academic Officer can always be consulted for ideas for accessing locally available resources. The College is committed to helping students and preceptors obtain needed resources.

- The Chief Academic Officer and Education Committee updates the library resources each year.
- Resources for Advanced scholarship:
  - NCM has compiled an extensive set of [Resources](#) with access to numerous free journal articles.
  - Students, Faculty and Staff have access to the ScienceDirect database through NCM's articlechoice subscription. Students can query this academic database of millions of scholarly articles, journals and book titles dating back to 1823.
  -
- NCM has all the required textbooks in NCM's library. The estimated cost for all required textbooks and resources is \$2000 (used) \$2600 (new).
- NCM has additionally set up a WorldCat library linked to the NCM website under "resources" and "Library" booklist to show where the text can be bought online in new, used, or electronic format. It additionally shows the closest public library where the book can be found.  
<http://www.worldcat.org/profiles/midwiferycollege/lists/3547316>
- Access to links and resources are explained in the NCM Orientation course on Canvas that all new students must take. See also [Libraries/Librarian Duties](#).

## **LIBRARIES/LIBRARIAN DUTIES**

### **BOOK LENDING POLICY AND PROCEDURE**

Students can borrow up to 3 books at a time for a 2 month period. The student completes a check out form and returns it to the Office. The College sends the library materials via UPS with proper insurance to cover replacement value. The College charges the student via a PayPal invoice for the price of shipping and insurance. An email is sent to the student with the the UPS tracking number and delivery date. Student must pay shipping costs to return the items via UPS, or FedEx and must insure the package for at least the replacement value of the items.

### **PHYSICAL LIBRARY**

NCM maintains a physical library by purchasing books as requested by the student and mailing them directly to the student. The student is responsible for shipment back the the college once finished with the book.

1. Student Notification
  - a. A page is maintained in the Digital Library notifying students that a physical library is available and how to contact the office to request a textbook. Student is notified they are responsible for the cost of shipping the book back to the school.
2. Purchasing
  - a. Note: after a cost analysis it was found to be less expensive to purchases new editions of books on an as needed basis rather than maintaining a current library. A digital library of text was considered in 2018 and found to be cost prohibitive at this time.
  - b. Office staff checks to see that the latest edition of the book is not available in the college's physical library of returned books.
  - c. If not available the office staff orders newest edition of request text from lowest available seller after shipping from Amazon using AmazonSmile account.
    - i. Textbook is shipped directly to the student.
    - ii. Student is sent an invoice via PayPal for the cost of shipping.

## **DIGITAL LIBRARY**

A digital library is made available to all observers, non-degree seeking, and degree seeking students as well as all clinical and academic preceptors and staff.

1. Notification
  - a. All eligible Digital Library participants are automatically enrolled in the Digital Library.
2. Location
  - a. The digital library is maintained on Canvas.
3. Contents
  - a. Technical
    - i. The following information will have a dedicated page to each topic.
      1. Legal Information about content maintained in the Digital Library.
      2. How to Contact and utilize the librarian for accessing digital articles.
      3. Information about the Physical Library
      4. NARM Candidate Information Booklet
  - b. Research Education
    - i. The following education and teaching will be provided in a dedicated page to each topic.
      1. How to utilize PubMed
      2. Finding Free Online Articles
      3. Help Evaluating Research Articles
      4. Works Cited
      5. Finding Research Articles
  - c. Subscriptions
    - i. Midwifery Matters
      1. Copyright agreement does not include preceptors therefore, this journal has a page holder with information how the student can contact the librarian for past and present editions.
    - ii. Elsevier Subscription - Sciencedirect Choice Subscription
      1. Students, staff and faculty contact the librarian for any digital article they are requesting. The librarian follows the steps outlined in Finding Free Online Articles, if the article is not available for free the librarian purchases the article from Science Direct and forwards to the student as well as places it in the Digital Library.
        - a. Placing Articles in the Digital Library
          - i. Upload a file to Canvas in the correct topic area. Name the File the article total with the date the article at the end of the title for example "article title 2018.pdf"
          - ii. Send an announcement concerning the addition through Canvas Digital Library of the new title, date and location of the new article.
  - d. Organization
    - i. The following topics will be utilized to organize the content in the Digital Library.
      1. Academic Precepting
      2. Anatomy and Physiology
      3. Antepartum
      4. Business and Professional Communication
      5. Clinical Precepting
      6. Communication and Counseling
      7. Community Health
      8. Competency Based Education



9. Cultural Issues (includes birth justice topics)
  10. Midwifery Ethics
  11. Fetal Development
  12. GBS
  13. General Observation and Charting
  14. History of Midwifery
  15. Human Sexuality
  16. Insurance Billing
  17. Intrapartum
  18. Lactation
  19. Laws/Regulations
  20. Midwifery Literature and Art
  21. Microbiology
  22. Newborn Care
  23. Online Teaching
  24. Out of Hospital Birth
  25. Perinatal Education
  26. Placenta
  27. Midwifery Policy Development
  28. Postpartum
  29. Midwifery Protocols
  30. Midwifery Research Methods
  31. Statistics
  32. Well-Woman Care
- e. Evaluating and Updating for Currency
- i. During the 5 year curriculum review the librarian reviews and removes using expertise judgement any article over 5 years old.
    1. Common exceptions to removal are resources in which publication is particularly slow to develop i.e. history of midwifery.
  - ii. Education Committee Recommendations
    1. After each Education Committee recommendations there are often suggested updates to resources in courses which are also sent to the librarian for uploading at the discretion of the librarian.
  - iii. Trip Reports
    1. After a staff member files a trip report which goes to the librarian as well handouts, pamphlets and other resources are integrated into the digital library at the discretion of the librarian.
  - iv. Social Media Updates
    1. The librarian monitors and integrates, using their discretion, resources into the digital library which have been posted via NCM social media.

### **TRANSCRIPT / DIPLOMA REQUESTS / ACCESS TO EDUCATIONAL RECORDS**

Requests for official copies of transcripts or other academic records will not be released for students who have a delinquent financial obligation with NCM.

All transcript/ diploma requests are submitted with a completed transcript request form which includes the student's signature along with payment to the office. Requests are processed within 45 days. An email confirmation is sent to the student when the transcript has been processed.

NCM Transcript request forms are available for download on the NCM website. NCM is not a title IV institution; However NCM adheres to FERPA law on confidentiality and access to educational records. All student transcripts are protected from damage or loss by being backed up and securely stored on an external hard drive stored in a fireproof locked filing cabinet and also off site in a secured “cloud” site.

Should the College ever close, the student transcripts will be uploaded onto an online transcript service.

### **TECHNICAL SUPPORT POLICY AND PROCEDURE**

NCM does not offer distance courses. However, since the digital library, orientation and course material is accessed via Canvas technical support is provided by the online resource 24/7/365 through the help tab in Canvas or through staff via email or phone. For help with login and passwords NCM staff is available Monday through Thursday 9am-3pm when the college is open. Contractors who make technical assistance available is provided by Canvas and can be found in Canvas under the help tab (“?”) where the number is listed as 844-653-1468. Staff are available via email [info@midwiferycollege.org](mailto:info@midwiferycollege.org) or by phone at 575-758-8914. During holidays email is checked periodically for log on issues.

## **PART 18: ELECTRONIC MASS COMMUNICATIONS**

## **WEBSITE POLICIES AND PROCEDURES**

### **WEBSITE CONTENT POLICY**

Per other policies and procedures in this document the website must contain the following:

1. Major changes to the curriculum
2. WorldCat library linked to the NCM website under “resources” and “Library”
3. List of states/countries NCM is authorized to accept students
4. Links to State licensing/certification regulations or organizations who keep updated information on this
5. Information about NARM Certification Process
6. Notification of changes in policies and procedures
7. Notification of substantial curriculum changes
8. NCM packet for permission to take the NARM exam
9. Appropriate program NCM Contract between student, preceptor, and NCM
10. Link to Preceptor opt in list
11. Preceptor application form
12. Preceptor Training and Resources
  - a. CEUs for Midwifery Educators,
  - b. Free CEUs for midwives,
  - c. Resources for Healthcare Professionals.
13. Preceptor Reference form
14. Preceptor Facility Verification statement
15. Oversight form
16. Safety form
17. Facility diagram
18. Restocking form
19. Link to student and preceptor orientation courses
20. Bulletin board (job placement)
21. Link or information on how to obtain Transcript, Diploma, and Access to Educational Records
22. Scholarship information
23. Ways to support NCM

- a. Faculty advisory board
- b. Education Committee with approximate dates and how to join
- c. Equity Task Force
- d. Board of Directors
- e. Donate information

24. Payment plans

25. Staff and BOD bios

26. Past newsletters

Website content must be in alignment with all accrediting and recognizing agencies, specifically MEAC, NM Department of Higher Education, US Department of Education, and SARA. Specific examples of content that must be included on the website include but are not limited to the following which may be presented directly on the website or indirectly via a link the the NCM handbook.

- 1. Mission and objectives
- 2. Certificate and/or degrees earned at completion of the program
- 3. Professional opportunities for midwives upon graduation
- 4. Measures of student achievement including but not limited to completion and retention rates, NARM exam pass rates, and graduate placement rates
- 5. Description of curriculum requirements and how students progress through the curriculum
- 6. Faculty qualifications
- 7. Overview of facilities, equipment and supplies
- 8. Availability of student services
  - a. Tutoring
- 9. Admissions criteria, policies and procedures
- 10. Criteria to transfer credit, prior experience and/or advanced placement
- 11. Transferability of credit or degree to other programs
- 12. Attendance requirements
- 13. Criteria for student evaluation and grading
- 14. Definition of satisfactory academic progress
- 15. Academic calendar with the schedule for academic terms, school years, and student completion timelines
- 16. Cost and possible locations of clinical training opportunities

17. Length of program
18. Minimum and maximum time parameters for completing the program
19. Requirements for graduation
20. Tuition, fees, and all other related expenses
21. The payment and refund schedule
22. Requirements for NARM certification
23. Title IV programs must include information on Federal Student Aid program
24. Ability to sponsor student visas if applicable
25. Definition of enrollment status (full time/part time)
26. Policy on academic honesty
27. Minimal technology skills and equipment required by the course design
28. Grievance policy including outside entities where a complaint or grievance can be filed.

See also [Integrity and Validation Policies and Procedures](#).

#### **WEBSITE MAINTENANCE PROCEDURE**

The website is maintained by all staff members and is the responsibility of the executive staff in their areas of expertise i.e. office requirements, enrollment etc is the purview of the COO while Academic Updates are the responsibility of the CDO. Website updates, corrections, and review is done bi-monthly on Fridays by the CDO, however, any staff can make changes anytime. The password to the Wix website is maintained by the office. To prevent saving over someone else's work, when a staff is working on the website they will text each member of the staff and inform them they are working on the website and that no other staff may make updates that work day. If the staff becomes aware of a necessary change but does not have time to implement the website change they will list it in Asana under "Website and Social Media, Updates" assigning it to the CDO for the following Friday.

#### **BULLETIN BOARD**

The main purpose of the bulletin board is to highlight clinical apprenticeship and job opportunities as well as other opportunities to NCM students and preceptors. Anyone can request a posting on the bulletin board from any staff member who has discretion to post it. Post may be kept for one year, when the opportunity expires, or removed at the discretion of staff or the request of the original posting person. Updates are made per the website maintenance procedure.

#### **SOCIAL MEDIA POLICY**

It is the policy of NCM to provide relevant and accurate information for staff, students, and faculty on our primary social media venues (Facebook and Twitter). NCM does not focus on parenting facts and information often but does provide limited information on these topics only as a way to help students think about ways to communicate with clients on these topics. NCM is primarily concerned with information being

read and integrated into critical thinking and may therefore choose a mainstream article to present a topic and provide as a secondary link the peer reviewed journal article for reference or the other way around if the intent is to engage students in the critical appraisal of research. A minimum of 90% of NCM's total social media posts in any given year will pertain to NCMs pillars of knowledge.

### **SOCIAL MEDIA PROCEDURE**

The staff, faculty, students, BOD and advisors collect emails, articles, etc that they feel may be good material to share via social media and send links to the CDO who collects these throughout the month. The CDO has accounts for Sciencedirect, Medscape, National Academies, Good Birth for All Network, MEAC, NARM, Birth, Lippincott, SisterSong, NACPM (among others) linked to their email with relevant content filtering in throughout the month and held in a separate folder entitled, "Hootsuite". Once a month on or around the 12th the CDO creates a CSV file for upload to the Hootsuite account which includes relevant postings for the next month (16th through the 15th of the next month). Creation of the CSV file is actually the ongoing list of postings including three columns, date, comment or title of post, and the link to the relevant materials. The section for the date being uploaded is copied into a new file and temporarily saved to use as the upload. The ongoing multi-year list is kept for tracking purposes.

### **NEWSLETTER POLICY AND PROCEDURE**

A newsletter shall be published electronically three times a year on or around the end of each trimester. The program goal is a 25% opening rate of newsletter recipients.

1. The newsletter shall be sent to all current students, preceptors and board members.
  - a. Audience
    - i. The CAO or assigned office staff will provide an updated student and preceptor roster to the CDO or publishing officer one month prior to the end of the trimester.
  - b. Publication Placement
    - i. Newsletter is created using mailchimp.
    - ii. The newsletter is posted to Facebook the same day it is sent via mailchimp.
    - iii. A link to the newsletter is uploaded to the NCM website at <https://www.midwiferycollege.edu/newsletters>.
  - c. Required Contents
    - i. Each newsletter will make available and known a resource, opportunity, or discussion for preceptor education and support as follows:
      1. Adult teaching and learning, Plagiarism, HIPAA other relevant (spring),
      2. Cultural sensitivity and versatility (summer),
      3. Competency-based education (winter).
    - ii. Available committees and boards students and preceptors may serve on.
      1. Education committee meeting approximate times with contact information for final date and times.
    - iii. The Chief Birth Justice Officer will provide an update in each newsletter about ongoing birth justice efforts.
    - iv. Message from the President
    - v. Ways to Support the School
      1. Ongoing donation campaigns for scholarship
    - vi. Opportunities to Engage
    - vii. Major curriculum changes

d. Optional Contents

- i. Knowledge and Technology Spotlight
- ii. Reminders
- iii. Clinical Education Content
- iv. Congratulations to Graduates
- v. Celebrating Current Student Work
- vi. Featuring Outstanding Graduate
- vii. Book Review
- viii. Notes from the Front Office
- ix. Articles identified and planned for at the annual strategic planning meeting