



BIRTHWISE MIDWIFERY SCHOOL

STUDENT HANDBOOK 2016-17



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Mission Statement

Birthwise Midwifery School trains students to be skilled and compassionate direct-entry midwives who provide care informed both by tradition and evidence-based science. We are an educational resource for aspiring and professional maternity care providers

Program Objectives

- A. To have at least 80% of graduates become nationally certified by NARM and/or licensed to practice midwifery in their own states.

- B. To prepare graduates to be autonomous providers of prenatal, intrapartum, postpartum, and early newborn care for families and healthy women who choose to have their babies at home or in birth centers.

- C. To prepare graduates to provide routine well body care.

- D. To deliver an effective and accountable educational model for direct-entry midwives.

- E. To prepare our students for entry into and involvement in the political landscape for midwifery in the US.

- F. To offer continuing education opportunities to practicing midwives and maternity care providers.

- G. To offer classes and education to aspiring midwives.



BIRTHWISE MIDWIFERY SCHOOL

2016-17 Midwifery Program Student Handbook

This handbook includes the policies and procedures of Birthwise Midwifery School and is a resource you will use throughout the academic and clinical components of your time here.

Curriculum Overview

Birthwise Midwifery School is licensed by the Department of Education State of Maine and accredited by the Midwifery Education Accreditation Council (MEAC) and recognized by the United States Department of Education for Title IV Student Financial Aid. The US Immigration and Naturalization Service (SEVIS) has approved the school for enrollment of students from other countries.

The Birthwise program consists of two components: the academic component and the preceptorship, which can run concurrently. The program of study is designed to be completed in 3 calendar years if the student enrolls full time but can take up to 6 years for the part time student. There are two arrangements of our program that applicants can choose from: The Campus Program and the Community Program. The distinctions between these two programs are detailed below.

Our academic program is an intensive course of study. It is based on an adult learning model and therefore expects a high level of commitment, self-motivation and out-of-class work on the part of the student. Class time is divided between theoretical learning and hands-on skill development. Preparation for each 6 - 8 hour class day usually involves 6 - 8 hours of study outside of class. In order to fully participate in class discussions, each student is expected to keep up with the reading and homework. This frees class time for interactive learning, such as discussion, case studies, student presentations, exercises and skill development.

Our faculty is diverse in their training and practices. It is our hope that students will appreciate and benefit from the strengths of all faculty members. Although we are firmly rooted in the art of

traditional midwifery and maintain that perspective throughout the curriculum, Birthwise does not identify completely with any one midwifery style - you will learn from “traditional” midwives who were trained in the apprenticeship model, as well as those who received their education in formal school settings. This diversity makes the program richer & will encourage a spirit of openness and cooperation among the broad range of midwifery styles.

After successfully completing the academic component along with the Preceptorship, the student graduates from Birthwise and is eligible to sit for the NARM exam to be nationally certified as a Certified Professional Midwife (CPM).

Curriculum Overview—Community Program

The 6-semester Birthwise Community Program utilizes a low-residency educational model consisting of an Orientation week and ten 2-week academic sessions at Birthwise Midwifery School in Bridgton, as well as 5 semesters of clinical work with a midwife in the student’s community. This program allows students to work with a mentor midwife in their home regions for much of their training with trips to Bridgton for their academic classroom hours. This is not an on-line or distance program. Students are in the classroom for the same number of hours as our Campus students but this time is condensed into intensive two-week sessions. Coursework is done at home between sessions so that students are prepared for their class time while in Bridgton.

Semester One (July-Dec 2016)

Total Credits: 13.3 credits

Orientation Session: (August 15th – 19th)

Academic Session 1: (September 26th - October 7th)

Academic Session 2: (December 5th - December 16th)

Orientation	(0.8 credits, 12 hours)
Overview of the Human Body	(4.0 credits, 60 hours)
History of Midwifery	(1.2 credits, 18 hours)
Physical Assessment	(1.6 credits, 24 hours)
Normal Prenatal	(3.0 credits, 45 hours)

Professional Midwifery 1	(1.0 credits, 15 hours)
Skills Practice 1	(1.0 credits, 15 hours)
BLS for Health Care Providers	(0.2 credits, 3 hours)
Writing for Midwives*	(0.5 credits, 8 hours)

*required for students who do not have a Bachelor's Degree

Semester Two (Jan- June 2017)

Total Credits: 20.3 credits

Academic Session 3: (Two weeks in February)

Academic Session 4: (Two weeks in April)

Academic Session 5: (Two weeks in June)

Preceptorship 1	(5.0 credits, 188 hours)
Normal Labor and Birth	(3.2 credits, 48 hours)
Post Partum	(1.6 credits, 24 hours)
Prenatal Complications	(4.0 credits, 60 hours)
Professional Midwifery 2	(1.0 credits, 15 hours)
Normal Newborn	(2.0 credits, 30 hours)
Neonatal Resuscitation	(0.4 credits, 6 hours)
Counseling & Women's Mental Health	(1.4 credits, 21 hours)
Skills Practice 2	(1.7 credits, 25.5 hours)

Semester Three (July- Dec 2017)

Total Credits: 17.5 credits

Academic Session 6: (Two weeks in August)

Academic Session 7: (Two weeks in November)

Preceptorship 2	(7.0 credits, 262 hours)
Complications of Labor & Birth	(4.0 credits, 60 hours)

VBAC/ Cesarean Seminar	(0.6 credits, 9 hours)
Whole Foods Nutrition	(0.8 credits, 12 hours)
Breastfeeding Seminar	(0.8 credits, 12 hours)
Skills Practice 3	(1.4 credits, 18 hours)
Therapeutic Nutrition	(1.6 credits, 24 hours)
Waterbirth Seminar	(0.3 credits, 4.5 hours)
Research Methods	(1.0 credits, 15 hours)

Semester Four (Jan - June 2018)

Total Credits: 19.8 credits

Academic Session 8: (Two weeks in February)

Academic Session 9: (Two weeks in May)

Preceptorship 3	(7.0 credits, 262 hours)
Newborn Complications	(1.6 credits, 24 hours)
Well Woman	(2.0 credits, 30 hours)
Homeopathy	(0.8 credits, 12 hours)
Professional Midwifery 3	(1.6 credits, 24 hours)
Independent Research	(3.0 credits)
Labwork for Midwives	(1.6 credits, 24 hours)
Public Health Issues	(0.8 credits, 12 hours)
Skills Practice 4	(1.2 credits, 18 hours)

Semester Five (July - Dec 2018)

Total Credits: 16.5 credits

Academic Session 10: (Two weeks in August)

Preceptorship 4	(11 credits, 412 hours)
Skills Practice 5	(0.7 credits, 10.5 hours)
Birth Center Seminar	(0.4 credits, 6 hours)

Pharmacology for Midwives	(1.2 credits, 18 hours)
Professional Midwifery 4	(1.6 credits, 24 hours)
Hospital Birth Seminar	(0.4 credits, 6 hours)
Botanicals	(1.2 credits, 18 hours)

Semester Six (Jan - July 2019)

Total Credits: 17.2 credits

Preceptorship 5	(15.0 credits, 562 hours)
Homecoming 2	(1.2 credits, 18 hours)

Total Credits for Graduation: 104.6 credits

Curriculum Overview- Campus Program

The Birthwise Campus Program is a 6-semester program consisting of 3.5 academic semesters at Birthwise Midwifery School in Bridgton, Maine, followed by a 2.5 semester clinical preceptorship with a midwife chosen by the student and approved by the Birthwise Clinical Director. While enrolled in the 2nd and 3rd academic semesters, the student is placed in a clinical rotation with a local provider for 6-8 hours per week. The full time student can expect to carry a course load of 15–20 credits per semester and attend classes approximately 3 days per week. Preceptorships can be located anywhere in the U.S. and most precepting students relocate outside of Maine for that portion of their training. The preceptorship varies in length, depending on the volume of births that occur at that site.

Semester One (Aug - Dec 2016)

Total Credits: 16.3 credits

Orientation	(0.8 credits, 12 hours)
Overview of the Human Body	(4.0 credits, 60 hours)
History of Midwifery	(1.2 credits, 18 hours)
Counseling Skills and Group	(0.8 credits, 12 hours)

Physical Assessment	(1.6 credits, 24 hours)
Normal Prenatal	(3.0 credits, 45 hours)
Professional Midwifery 1	(1.2 credits, 23 hours)
Skills Practice 1	(1.0 credits, 15 hours)
BLS for Health Care Providers	(0.2 credit, 3 hours)
Research Methods	(1.0 credits, 12 hours)
Writing for Midwives*	(0.5 credits, 8 hours)
Electives	(1.0 credits, 15 hours)

*required for all students that do not have a Bachelor's Degree

Semester Two (Jan - May 2017)

Total Credits: 20.3 credits

Normal Labor and Birth	(3.2 credits, 48 hours)
Post Partum	(1.6 credits, 24 hours)
Normal Newborn	(2.0 credits, 30 hours)
Neonatal Resuscitation	(0.4 credits, 6 hours)
Therapeutic Nutrition	(1.6 credits, 24 hours)
Breastfeeding Seminar	(0.8 credits, 12 hours)
Women's Mental Health	(1.0 credits, 15 hours)
Prenatal Complications	(4.0 credits, 60 hours)
Professional Midwifery 2	(1.0 credits, 15 hours)
Skills Practice 2	(1.7 credits, 18 hours)
Electives	(1.0 credits, 15 hours)
Clinical Rotation 1	(2.0 credits, 75 hours)

Semester Three (Aug- Dec 2017)

Total Credits: 19.7 credits

Public Health Issues	(0.8 credits, 12 hours)
Botanicals for Midwives	(1.2 credits, 18 hours)
Art of Traditional Midwifery	(1.0 credits, 16 hours)
Complications of Labor & Birth	(4.0 credits, 60 hours)
Well Body Care	(2.0 credits, 30 hours)
Newborn Complications	(1.6 credits, 24 hours)
Waterbirth Seminar	(0.3 credit, 4.5 hours)
Whole Foods Nutrition	(0.8 credits, 12 hours)
Labwork for Midwives	(1.6 credits, 24 hours)
Professional Midwifery 3	(1.6 credits, 24 hours)
Skills Practice 3	(1.4 credits, 21 hours)
Suturing Workshop	(0.4 credits, 6 hours)
Clinical Rotation 2	(2.0 credits, 75 hours)
Electives	(1.0 credits, 15 hours)

Semester Four (Jan - June 2018)

Total Credits: 17.2 credits

Pharmacology for Midwives	(1.2 credits, 18 hours)
Hospital Birth Semester	(0.4 credit, 6 hours)
Intro to Homeopathy	(0.8 credit, 12 hours)
Independent Research	(3.0 credits, 45 hours)
VBAC/ Cesarean Semester	(0.6 credits, 9 hours)
Birth Center Seminar	(0.4 credit, 6 hours)
Skills Practice 4	(1.2 credits, 18 hours)
Professional Midwifery 4	(1.6 credits, 24 hours)
Preceptorship 1	(8.0 credit, 300 hours)

Semester Five (July - Dec 2018)

Total Credits: 18.2 credits

Preceptorship 2 (17 credits, 637 hours)

Homecoming Workshop 1 (1.2 credits, 18 hours)

Semester Six (Jan - June 2018)

Total Credits: 18.2 credits

Preceptorship 3 (17.0 credits, 637 hours)

Homecoming Workshop 2 (1.2 credits, 18 hours)

Optional Semester 7 (July – Sept 2018)

Total Credits: 8.0 credits

Preceptorship 4 (8.0 credits, 300 hours)

Total Credits for Graduation: 109.9 credits

Clinical Preceptorship at Birthwise

The preceptorship is where the bulk of the student's clinical midwifery experience will take place. The goal of the preceptorship is to bring the student's skill level to entry-level midwife status. During this component, the emphasis is placed on the student first observing and assisting, then performing primary care in a midwifery practice. Upon entering the Preceptorship, students have a basic skill level in all entry-level midwifery skills; further practice and experience is required to build confidence and proficiency. At the completion of a student's Preceptorship, all requirements concerning experience and skill mastery for graduation from Birthwise must be fulfilled and documented.

An acceptable midwifery practice is found with guidance and assistance from the Birthwise clinical director. Although Birthwise will assist students in locating a clinical site, we do not

guarantee placement or completion of the preceptorship. The majority of students will have to locate outside of Maine to complete their preceptorship. Some high-volume clinic sites may require a fee for their work with students but students are not required to use these sites to complete the program. Length of the preceptorship is determined by the amount of time needed to fulfill the minimum requirements for graduation from Birthwise and to be approved for graduation by their preceptor(s) and the Birthwise administration.

A preceptorship is different from a traditional apprenticeship in several ways:

- A preceptorship involves a third party, the educational institution, which follows the student through their clinical experience. The educational institution requires documentation and evaluation of all experience as well as other written correspondence with the preceptor.
- A preceptorship is a more structured experience for the student and the preceptor; both parties are provided with clearly spelled out learning objectives and requirements.
- In a preceptorship, the student arrives with a comprehensive academic background and a basic skill level allowing the student to progress more quickly and to take more responsibility sooner.

Clinic sites vary greatly in style and volume from small home birth practices in rural areas, busy birth centers in more urban areas, to moderately busy mixed practices. Birthwise communicates regularly with the student and their preceptor to help make the experience positive for the student and the midwife, and to review and monitor the student's progress.

Understandably, there can be difficulties inherent in the preceptor and student relationship; this includes the awkwardness of bringing students into an intimate midwifery practice. However, in order to pass important skills and knowledge on to future midwives as well as to expand the ability of women to choose midwifery care, midwives as well as those in the associated professions often find ways of incorporating students into their practices. Of highest importance is the manner in which this is done: always, women and their families must be respected and given safe care. *Birthwise students enter their clinical sites knowing that it is an honor for them to be brought into the midwife's practice. Further they should always respect the midwife and their clients, and place their best interests before the student's desire to acquire clinical experiences towards graduation.*

Throughout the preceptorship, students must maintain documentation for all experience and submit it via Typhon Group's NPST, an internet based clinical documentation system.

Preceptors must approve experiences online. Students will need dependable transportation, regular internet access, a cell phone and/or pager, and 24-hour on-call capabilities.

Birthwise Students in Clinical Sites

The heart of midwifery training is working with and learning from practicing midwives as well as the mothers and babies these midwives serve. The strong academic background provided at Birthwise is an important component of the craft of midwifery; however, the theoretical principles and lessons concerning the care of clients are enhanced and given context by direct client contact.

The Investment of the Preceptor

Midwives who accept students into their practice are dedicated to providing future women and their families with access to more midwives. However, this dedication to the future of the profession and birthing women comes at a cost to the midwife, both professionally and personally. Having a student in their practice often means that the midwife spends more time at clinic, at births, and at home visits because they take time to inform, instruct and listen to their student. The additional person in the form of a student can create an intrusion in the midwife-client relationship; many precepting midwives feel they lose some of the actual hands-on aspect of midwifery. Finally, precepting midwives entrust their practice and their reputation in their community to the actions and inactions of a student.

The Investment of the Midwife's Clients

Clients who agree to allow a student to participate in their care also invest themselves in the student's best interest and not necessarily their own. They give their time because care often takes longer with a student present. They often have two sets of hands examining their bodies and their babies. Also, as the student takes more responsibility and interacts more frequently with clients, the client may lose the intimacy with the midwife they entrusted with their care and birth.

The Investment of the Student

Students are guests in the practices of midwives and other care providers as these providers try to meet the needs of their clients. Being a guest carries with it certain obligations to accommodate oneself to the host in certain ways. The midwife honors the clients they serve by being protective of their clientele. This is especially true in home birth when the care providers enter the home of the client.

*Some of the most important issues that arise for preceptors are that students show appropriate appearance and behavior in respect to their clients. **The student should attempt to blend into the culture of the midwife and their clients, and not make a loud personal statement.** Particularly in non-urban communities and overseas sites, some types of behavior and appearance can prevent a student from gaining access to clinical experience; midwives or the women they serve may decline to have such a student involved with them.*

Preceptor and Clinical Site Qualifications

Clinical sites for primary births under supervision will be approved by the Birthwise Clinical Director only if the conditions below are met. These conditions apply to all sites (quoted portions are NARM's).

1) The preceptor must be qualified as follows:

a) A nationally certified midwife (CPM, CNM, CM) with at least 2 years of current experience in full scope midwifery practice

OR

b) Legally recognized in a jurisdiction, province, or state as a practitioner who provides women's health or maternity care with at least 2 years of experience.

2) "The clinical site must allow the student, while under the direct supervision of a preceptor, to perform all aspects of midwifery care according to the Midwives Model of Care.¹ The preceptor must be physically present during all clinical skills performed by the student. The student must be allowed to follow the Midwives Model of Care in evaluation and management of labor, birth, and postpartum. This model includes the ability to provide continuous hands-on physical and psychological support during the birth and postpartum period, minimal use of technological

¹ <http://cfmidwifery.org/mmoc/define.aspx>

interventions only when needed, and the responsibility to evaluate and refer to additional health care providers when appropriate.”

3) The clinical site has documentation that the clinical site has policies and procedures that meet federal and state safety standards, universal precautions, hazardous materials management, and hazardous waste management.

4) “The clinical site must be clearly defined as either a hospital or an out-of-hospital (OOH) setting. An OOH setting may not have surgical facilities on site.” A maximum of 10 births attended as primary under supervision in a hospital setting may be included in the required experiences.

Preceptors of students enrolled in Preceptorship should have a commitment to sharing their experience and knowledge with students in an intentional way. This includes creating opportunities within their practice for students to achieve their skill development goals. Preceptors must be willing to interface with Birthwise Midwifery School on a periodic basis throughout the student’s time in their practice, and complete all necessary signatures and evaluations. All preceptors must be approved by the Birthwise Clinical Director and must complete the application requirements to become a *Birthwise Adjunct Faculty Member* **BEFORE** a student begins documenting clinical experience under that preceptor.

Birthwise reserves the final right to choose appropriate preceptors for its students. *Birthwise also encourages its students to receive training from allied professions such as lactation consultants, pediatricians, nurses and practitioners of complementary therapies.*

Role Description for Preceptors

Preceptors are considered Adjunct Faculty members of Birthwise Midwifery School for the period of time they work with a student. With this relationship comes a certain amount of support and accountability.

- Create a way for students who have completed the academic program of Birthwise to obtain clinical experience in the field of midwifery.

- Should expose students to all aspects of midwifery care, including direct care in the prenatal, intrapartum, postpartum, newborn, well woman periods, business and logistical aspects of practice, and information on the legalities and political environment of that preceptor's locality.
-
- Aid student learning by providing opportunities to discuss clinical situations away from clients.
- Give the student increasing responsibility as their skills develop. Creating opportunities for a student to practice their hands-on skills whenever possible will allow them to take more responsibility.
- Supervise the student while they provide all required primary care to clients. (*Note that NARM requirements for all MEAC students include the following. "A student midwife acting in the role of primary midwife under supervision provides all aspects of care as if s/he were in practice, although a supervising midwife has primary responsibility and is physically present in the room during any care required."*)

Supervision during Clinical Experiences

As a student moves from an Observation role to Active Assistant to Primary under Supervision and beyond sometimes questions arise about supervision. The following information is included to clarify the Birthwise policy about supervision during clinical experiences.

As is stated throughout this handbook, NARM requires that Preceptors of students attending MEAC accredited schools directly supervise all required clinical experiences. This means on-site, direct supervision of the student while they are providing care. Any care provided by a Birthwise student that is not directly supervised by the Preceptor may not be recorded in Typhon *as one of the required numbers of exams/skills*.

However, once the student has achieved the required number of exams in the prenatal, postpartum, and well woman sections **and** if the Preceptor feels comfortable with the student's level of competence and experience, the student may see the Preceptor's clients independently (prenatal, postpartum after the first postpartum visit, and well woman) in the office or in the client's home provided that the Preceptor is readily available for consultation and instruction.

The student should record these independent exams in the extra spaces provided in the applicable section of Typhon Group. The student should remember, however, that all care provided for clients to meet the “continuity of care” requirement must be directly supervised by the Preceptor even if the student has previously completed the required number of exams.

Under no circumstances should a Birthwise student:

- Attend any portion of intrapartum independent of the supervising Preceptor.
- Attend any portion of immediate postpartum care (up to the first postpartum visit after the birth) independent of the supervising Preceptor.
- Take on their own midwifery clients until they have completed the Birthwise program.
- Provide prenatal care, postpartum care up to or during the first postpartum visit, or well woman care independent of Preceptor supervision unless all required numbers for these categories have been achieved and the Preceptor feels comfortable with the student’s competence and experience.

Expectations of the Student during the Preceptorship

Each student is expected to:

- Contribute to and sign the **Preceptor-Student Agreement** and return it to Birthwise upon starting at a new site.
- Document clinical experiences in Typhon each time the student attends clinic and acquire preceptor approval within 14 days of the experience. *Failure to do this will result in not receiving credit for those experiences.*
- Complete a **Quarterly Evaluation of Preceptorship** each quarter.
- Be reliable, respectful, self-motivated and honest in their clinical settings. This includes dressing neatly and appropriately for each setting. They will adapt their behavior to fit each particular situation, remembering that they are a guest in the preceptor’s practice (see *Guidelines for Appropriate Student Behavior*).
- Begin in each practice by observing and then progress to actively participating as the preceptor indicates and as their skill level increases.
- Monitor their own experience by setting goals for themselves in the area of skill development and communicating those goals with their preceptor in order to achieve them.

- Honor confidentiality appropriate for all aspects of client care.
- Be on call and reachable by phone or pager 24 hours a day (as required) as well as participate in clinic days on a regular basis.
- Have own reliable transportation.
- Be available to help with administrative/office work and cleanup as reasonably requested by the preceptor.
- Maintain clear and honest communications with preceptor at all times. This includes letting the preceptor know when the student will be present at the clinic, and also expressing any grievances.
- Students are expected to have access to e-mail for easy communication with Birthwise during the preceptorship. At least monthly communications via e-mail or phone with the Clinical Director are required in order to track each student's progress.
- Initiate contact with Birthwise if, at any point, the student feels that the preceptor has violated the **Preceptor-Student Agreement** or the relationship is otherwise unacceptable. Birthwise will help to explore whether the situation can be improved and resolved or whether the student will be removed from the preceptor's practice via the Grievance Process. (See *Grievance Process* on page 44 in this book.) Students must abide by the outcome(s) of the Grievance Process.

Expectations of the Preceptor during the Preceptor Program

Each preceptor is expected to:

- Complete the preceptor application process prior to the start of the student's preceptorship.
- Contribute to and sign the **Preceptor-Student Agreement**. This document should clearly state the terms of the arrangement the preceptor desires with the student. This allows the preceptor to define the relationship, as well as inform the student of all expectations. The student then accepts this preceptorship arrangement.
- Approve the student's documentation of experience on Typhon Group on a regular basis, no less frequently than monthly.
- Complete a **quarterly Student Evaluation marked as "Preceptor Evaluating Student"** as provided on Typhon Group, our online student documentation software.

- Provide as much quality experience as is possible, practical or appropriate for each student. Preceptors should allow the student to perform primary care when the student has reached that level of ability. Preceptors must create ways for students to reach their goals for skill development by inviting and challenging the student to perform all aspects of midwifery care.
- Directly supervise the student at all births and when required in all tasks in which they act as primary student midwife. (See *Supervision during Clinical Experiences* section.)
- Maintain open and honest communications with the student at all times. This includes verbal feedback to the student on a regular basis in order to assure their success as a midwifery candidate. Additionally, preceptors are asked to set aside time after each clinic day and birth to review the charts and to give feedback to the student on their participation.
- Initiate contact with Birthwise if, at any point, the preceptor feels that the student has violated the **Preceptor-Student Agreement** or the relationship is otherwise unacceptable. Birthwise will help to explore whether the situation can be improved and resolved or whether the student will be dismissed. (See *Grievance Process* on page 29 in this book.)
- Make an official recommendation for graduation of their student(s). When a student has completed 18 PUS births of the minimum required 25, the preceptor will thoroughly evaluate the student at this point and determine if the student will be recommended for graduation once 25 PUS have been performed, or if more experience is required for competency.
- Complete a final Graduation Student Evaluation upon the student's completion of their requirements for Birthwise.

Guidelines for Appropriate Student Behavior during Clinical Experiences

Students who invest time and effort to respect the midwives and clients by adapting to their needs, will find themselves better accepted and respected. Students will be better appreciated in a mutually respectful relationship rather than an antagonistic one. The student will often find s/he is appreciated and highly desired if s/he routinely benefits the preceptor in some way. This can include offers to: set up or tidy up on clinic days; perform office tasks such as filing; create client handouts for the practice; provide free childbirth education or postpartum doula work; or promotion of the midwife's practice in local events.

Office Attendance and Clinic Participation Guidelines

- Student Midwife is required to attend office appointments in a schedule discussed with the Preceptor.
- Student Midwife must alert Preceptor if they are unable to attend a scheduled office day.
- For office appointments, Student Midwife should wear clothing deemed appropriate by the Preceptor and may include clean, modest, and proper fitting pants, shirts, skirts, clean denim jeans, etc. The Student should avoid wearing shorts, tank tops, short skirts, torn clothing, clothing bearing commercial logos, etc. unless specifically approved by the Preceptor.
- Student may need to cover visible tattoos and/or remove facial piercings as deemed necessary by the Preceptor.
- Student Midwife should be clean and keep hair appropriately groomed.
- Student Midwife should refrain from the use of slang and profanity.
- Student Midwife may be required to work for a period of hours each week doing office work. The number of hours will be determined by the Preceptor.
- Student Midwife must arrive 30 minutes prior to first scheduled visit to review charts unless the Preceptor outlines an alternate procedure.

On-call Guidelines

- Student Midwife will be available by phone or pager at all times while on-call.
- Student Midwife will stay within a 1-hour geographical radius of the expected birth site while on-call unless Preceptor outlines an alternate guideline.
- Student Midwife will respond to calls within 15 minutes.
- Student Midwife will alert Preceptor immediately if illness or urgent matter occurs that prevents them from being on-call.
- Student Midwife should have a reliable mode of transportation.
- Student Midwife will make prior arrangements for childcare.
- Student Midwife will refrain from alcohol and recreational drug use at all times while on-call.

Birth Attendance

- Student Midwife will arrive within one hour of receiving call unless previously discussed with the Preceptor.

- An Active Participant means that the student is assisting the midwife or primary care provider (with the student's full attention) on the labor and birth processes. Any role that interferes with this full attention cannot be counted in this category. This includes being the childcare provider for the children of the laboring mother (even if this is in the birth room) or being the photographer for the birth. Charting, providing labor support, obtaining equipment/supplies for the preceptor are all appropriate responsibilities for an Active Participant.
- A Student Midwife acting as Primary under Supervision provides all aspects of midwifery care as if s/he were in practice, although a supervising midwife has primary responsibility and is present in the room during any care provided. Therefore, **in order for a student's experience to count towards graduation from Birthwise, a Supervisor or Preceptor MUST be present in the room when the student is providing care.**
- Student Midwife will follow directions given by the Preceptor. If the Student Midwife has a question or concern regarding these directions they should arrange to discuss this with the Preceptor. The Student Midwife should refrain from questioning the Preceptor in front of a client.
- For births, Student Midwife should wear clothing deemed appropriate by the Preceptor and may include clean and proper fitting pants, shirts, skirts, clean denim jeans, positive logo birthing T-shirt etc. The Student should avoid wearing shorts, tank tops, short skirts, torn clothing, clothing bearing commercial logos, or anything that may hang or drape too loosely, etc. unless specifically approved by the Preceptor.
- Student may need to cover visible tattoos and/or remove facial piercings as deemed necessary by the Preceptor.
- Student Midwife should be clean and keep hair appropriately groomed. Long hair should be tied back. The Student should avoid strong smelling perfumes and smoking.

Client Confidentiality

- Student Midwife is not to disclose client information (including photographs) under any circumstances.
- Client names are not to be revealed in discussion with anyone not directly involved in the client's care, nor in documentation.
- Student Midwife will review any case to be presented in class, in peer review, or with Birthwise staff with the Preceptor prior to presentation.

- Student Midwife will not refer to the attending midwife by name during case presentations.
- Student Midwife will not copy or remove any charts or paperwork from the Preceptor's files without permission of the Preceptor.

When to Begin Recording Primary Care: NARM Policy Statement on Primary Births (January 2002)

When documenting apprenticeship/student training, NARM considers a student as providing care as "primary under supervision" *if the student has full responsibility for provision of all aspects of midwifery care (prenatal, intrapartal, and postpartal) without the **need** for supervisory personnel.* However, *NARM requires that all of these clinical experiences still be performed under the direct, on site supervision of the preceptor.*

In a logical progression of learning experiences there will be increasing levels of responsibility assumed by the apprentice/student during the active participation births, leading to full responsibility assumed by the apprentice/student for primary births. Some preceptors have very structured (even written) jobs and responsibilities to be performed by an "assistant" or as a "primary" while other apprentice/student-preceptor relationships are more flexible and the jobs are less defined. But in all supervised experiences, the preceptor has ultimate responsibility.

Some apprentices/students and preceptors have asked for more clarification as to when births may be counted as primary. Questions have been raised about four-handed catches, daddy-catches, preceptor catches and transports. These situations question the role of the "catch" in the definition of primary midwife. It is expected that, when acting in the role of a primary midwife, the apprentice/student will also be catching the baby. The apprentice/student might also catch a baby well before they are really functioning as the primary midwife. Therefore, NARM offers these suggestions to preceptors and apprentices/students in determining which experiences count toward certification:

The role of the midwife involves both the performance of skills and the use of judgment and evaluation. It is fairly easy to determine which person performs a skill. When there is more than one person in a room, judgment and responsibility may be a joint responsibility. It is expected that an apprentice/student will learn judgment and evaluation by interacting with the preceptor. Even when acting as primary midwife, the apprentice may utilize the resources of other people

in the room. It is expected that the student will perform most of the skills on any single client, and all the appropriate skills on most clients when functioning as a primary midwife. If the preceptor or any other attendee performs any part of that role it should still be the primary apprentice/student who attends to most of the job, including performance of most skills and leading the team through the evaluation process.

Functioning in the role of primary midwife means performing or being capable of performing all the skills necessary to insure adequate midwifery care of the client, including the catch. This means that the apprentice/student will usually perform all the required skills, but that if someone else performs some of the skills, the preceptor may still determine that the apprentice/student was capable of performing that skill and may count the experience towards NARM requirements. The decision on counting the birth as a primary birth rests with the preceptor and their evaluation of the apprentice/student's role and responsibility.

NARM's requirement that the primary apprentice/student must be "responsible for all aspects of midwifery care (prenatal, intrapartal, postpartal)" does not mean that they must attend to all of the prenatal, intrapartal and postpartal care of every client. However, at least **five of the twenty primary births must have continuity of care whereby the apprentice/student provides primary care during at least five prenatal exams spanning 2 trimesters, the birth, the newborn exam, and two postpartum exam.**

In all aspects of clinical care, the final decision on whether the apprentice is performing at the level of "active participant" or "primary midwife" rests with the preceptor. It is the student's responsibility to determine how the preceptor is evaluating her experiences and to document these experiences.

Birthwise Policy Regarding Documentation of Birth Transports as Primary Midwife under Supervision

Birthwise will accept up to two transports as primary births under supervision, provided the following conditions are met:

- The student must have been serving in the role of primary midwife under supervision prior to the transport and throughout the transport.
- The transport must occur during active labor (4 cm or more dilation).

- The student as primary midwife under supervision must remain with the client throughout the birth of the baby, whether the birth is via NSVD, assisted, or by cesarean.
- The student as primary midwife under supervision must remain under physical supervision of the preceptor (therefore, the preceptor must also be present).
- The student must have full responsibility for provision of all aspects of midwifery care without the need for supervisory personnel (such as continued labor support, advocacy, and education), although obstetrical care may be handled by hospital staff.

Be sure to document any transports clearly so that it is obvious that these conditions have been met.

Preceptorship Termination

A student may leave their Preceptorship at their or their preceptor's request for the following reasons:

1. Incompatibility with the mentor midwife or their clientele.
2. Breach of the student/preceptor agreement (not fulfilling the duties and responsibilities as outlined there).
3. Inappropriate or unethical behavior that is not able to be mediated through the Grievance Process.
4. Drug or alcohol abuse.
5. Unsatisfactory academic progress.

Skill Objectives for the Preceptorship: Skills Mastered Checklist

By the end of the Academic Program, each Birthwise Student in the classroom setting will have learned and practiced all of the skills listed in the Skills Mastered Checklist. As much as possible, these skills should be thoroughly practiced and mastered in a clinical setting. Prior to graduation from Birthwise, all skills listed in the Preceptorship Skills Mastered Checklist must be signed off by a Preceptor.

Reference for the step-by-step procedure of each skill is outlined in the Birthwise Midwifery Skills Guide. Upon request, students can bring their copy of the Skills Guide to clinic as a reference for both the student and Preceptor.

Note: A Preceptor should only sign off on those skills that they feel the student can perform consistently and accurately without a preceptor present.

Birthwise Academic Policies

Attendance

Regular and prompt attendance at classes is required; chronic absence (more than 2 class days per semester), whether they are excused or unexcused, may be grounds for dismissal. *Three late arrivals of more than thirty minutes will equal one absence.*

Absence at more than 25% of the overall classroom hours for any given course will require the student to retake those hours in a subsequent year in order to receive credit for this course. Students are expected to notify the instructor prior to any absence and to take responsibility for obtaining missed information and making arrangements to make up all missed work.

Absence from the classroom during a clinical rotation due to attendance at a birth is an acceptable reason to miss class, while prenatal or post partum visits are not. Students are expected to notify the school of the reason for their absence prior to class by calling or emailing the instructor or school directly.

Planned absence due to travel, other activities or obligations must be approved by the instructor or Academic Director and cannot encompass more than 25% of the class hours of any given course in order to receive credit for that course. Planned absence cannot occur during Program Orientation, Periodic Exams, or Skills Exams (OSATS).

Course Drop Policy

A course can be dropped after the first class meeting without penalty. After that time, the course will be included on the student's transcript as a withdrawal (WD) and the full credit amount for the course will be included on the student's transcript as "attempted" credits for calculating Satisfactory Academic Progress (SAP).

If the course has only one class day and the student attends that class, they cannot drop or withdraw from the course.

Withdrawal from a Course

A student can withdraw from a course up to the point at which 60% of the classroom hours have been reached. The course will be included on the student's transcript as a withdrawal (WD) and the full credit amount for the course will be added to the "attempted" credits when calculating SAP.

After 60% of the class time has passed, a student cannot withdraw from the course and the grade achieved will appear on their transcript and used when calculating grade point average.

Grades

Each instructor will design their own method for assessing students' competency, using traditional and non-traditional evaluation methods, as appropriate. These evaluation methods will be clearly written in the syllabus for each course. A score of 80% and above is considered a passing grade and each course (both core courses and 3 credits of elective courses for Campus students) must be passed in order to graduate from Birthwise. In the case of a failing grade, instructors will negotiate a written plan for the student to remediate their grade with specific assignments and time frames. This written plan will be done on or before the last day of the course, and it should be submitted to the Academic Director. If the student is not able to achieve a passing grade in the time frame given, they must repeat the course in a following semester. If they do not pass the course on the second try, they may be dismissed from the program.

Grading Scale at Birthwise

<i>Percentage</i>	<i>Letter</i>	<i>Grade</i>	<i>Grade Points</i>	<i>Description</i>
93-100%	A	4.0	Excellent	PASS
86-92%	B	3.0	Good	PASS
80-85%	C	2.0	Satisfactory	PASS
Below 80%	Fail	1.0-0.0	Unsatisfactory	Must be remediated

All clinical courses and electives will be graded on a PASS/ FAIL system. These courses are not included in the Grade Point Average calculations.

Late work

Late work will be penalized and all work for a course must be completed within two weeks of the last class day of that course in order to receive credit. Late work penalties of 10% will be included on the syllabus for each course.

Testing Policy

- All notes, books, computers, cell phones, and other electronic devices will be closed and not touched during exams unless otherwise instructed.
- Exams are taken in the classroom or with a proctor unless otherwise arranged with the instructor.
- All retake exams must be taken at designated testing times as scheduled by the Academic Director and will be proctored.
- A student caught cheating during an exam will automatically fail that exam. A second cheating offense can lead to dismissal from the program.

Course Exams

If a student does not pass an exam (80% or above) within an academic course it must be retaken, or the student must complete some other form of remediation as determined by the instructor, within 2 weeks of the original test date.

Failure to meet the above requirements will result in a failing grade in the course and the student will not receive credit.

Periodic and Senior Exams

Periodic Written Exams and Objective, Structured Assessment of Technical Skills (OSATS) are administered at the end of each semester. A comprehensive Senior Written Exam and OSAT Skills Exams are given during the Preceptorship and at the Homecoming Workshops prior to graduation

All sections of the Periodic and Senior Exams must be passed at 80% or above. If a student fails one or more sections of the exams they must be retaken before the student can begin the following semester.

Students are strongly encouraged (or may be required by the instructor) to attend at least one (1) three hour tutoring session before retaking any exam. Exams can be retaken only once

unless otherwise determined by the instructor. If the Periodic exam is failed a second time, the student may be dismissed from the program.

If one or more sections of the Senior Exam is not passed, the student is encouraged to attend two (2) three hour tutoring sessions before retaking the exam. It can be retaken only once. Failure to pass the Senior Exam on the second try may be grounds for dismissal.

Homecoming Workshops and Senior Exams

Homecoming Workshops are three-day workshops held each year in November and again in June, immediately prior to the annual graduation ceremony. These required workshops (Homecoming 1 and 2 are required for Campus students and Homecoming 2 only is required for Community students) are an opportunity for precepting students to:

- return to Birthwise to update us in person about their progress,
- to practice skills that they may not have been able to use in their preceptor sites,
- to learn new information/techniques,
- to present research they may have completed,
- to process what they are learning,
- to take the Birthwise OSATS,
- and to celebrate, have fun and to rest.

Students will attend Homecoming Workshop 2 in the year that they are expected to graduate.

Senior Skills Exams (OSATS) are administered during Skills 5 (Community students) and Homecoming Workshop 1 and 2. The written Senior Exam is proctored in the student's home community prior to Homecoming 2 as the student approaches graduation.

Objective, Simulated Assessment of Technical Skills (OSATS)

OSATS are simulated skills exams that assess the student's technical skills and clinical judgment. Skills are performed in the context of an actual clinical scenario and a team of faculty members objectively assess the student's abilities. OSATS are administered during Skills 1-5, Homecoming 1, and Homecoming 2.

Graduation Conference

Students must be recommended for graduation during a Graduation Conference by consensus of the student's final Preceptor, the Birthwise Clinical Director and Academic Director, and the student's Faculty Advisor.

This final evaluation will be initiated around the time the student has documented approximately 18 births as the Primary Midwife under Supervision. Prior to the Graduation Conference, the student's final Preceptor will complete a written graduation evaluation. This evaluation will be shared with the Clinical Director, the Academic Director, and the student's Faculty Advisor. A one-hour conference call will then be scheduled and facilitated by the Academic Director. At this time, these mentors for the student will review their progress towards graduation and make a plan for supporting the student in this last phase of their training. It may be decided that the student is on schedule to graduate after they have reached the minimum clinical experiences OR that they will need additional experiences in order to become competent to practice midwifery independently and graduate from Birthwise.

If the student was recommended for graduation on the typical schedule during the Graduation Conference, when the student completes all graduation requirements, the Clinical Director will formally recommend the student for graduation. If the student was required to complete additional experiences, another evaluation process will be initiated by the Clinical Director near the end of those required experiences. This process can be repeated until the Clinical Director can recommend the student for graduation OR the student is dismissed from the program for lack of Satisfactory Academic Progress.

Time Limits for Completing the Program

The Birthwise midwifery programs are designed to be completed in three years (36 months) for full-time matriculating students, excluding any leave of absences or temporary withdrawals. If a student enrolls in the Birthwise program part-time for one or more semester, this will extend their time of enrollment at Birthwise. As long as the Birthwise Academic Director determines the student is making satisfactory academic progress, a full-time student can remain enrolled for a maximum of 4.5 years, or 54 months (150% of the standard timeframe), excluding any leave of absences or temporary withdrawals. Part-time students can extend their time (up to 150% of their projected timeframe up to a maximum of 6 years) at Birthwise as long as they maintain SAP.

Within these time limits, a student's pace through the program can differ due to the birth volume of their preceptorship. Students who exceed the maximum time limit for completion of the program or who re-enroll after a withdrawal of more than one year in duration, must meet with

the Academic Director to develop a plan for assessment of competency and currency in knowledge and skills before they can be approved for graduation.

Advanced Status for Prior Learning

Previous education and/or experience in the field of midwifery may allow students to advance through the Birthwise program more quickly.

To waive an **academic course**, the student must submit the appropriate application giving information about the course previously taken and provide documentation from the institution where it was taken regarding the instructor's qualifications, number of class hours, grade received, and learning objectives covered. The course waiver application must be submitted with the appropriate fee prior to the semester where the course being waived is scheduled. The final decision to waive each course is determined by the Academic Director. In order to confirm equivalent knowledge, the student may be required to take a written exam from Birthwise.

All students, regardless of advanced status, must take and pass all Periodic Exams and the Senior Exam as well as all skills exams (OSATS).

In order to graduate from Birthwise, a minimum of 40% of awarded academic credits must be received while enrolled at Birthwise.

To challenge **clinical credits**, students must provide complete documentation of any previous midwifery experience on the Clinical Challenge application, including information on the preceptor, signed documents specifying the type and amount of experience, and written evaluations from the preceptor on that experience. The Clinical Director will review all applications for advanced clinical status. Clinical credit waivers will be negotiated with the student before the first academic session.

A maximum of 23 clinical credits may be challenged in order to graduate from Birthwise. All approved prior experience must be counted in the Assist under Supervision (AUS) category. All experiences in the Primary Under Supervision (PUS) category must be documented while an enrolled student at Birthwise. Please contact the Clinical Director at clinicaldirector@birthwisemidwifery.edu if you would like to learn more about challenging clinical credits.

Leave of Absence (LOA)

A student in good standing can request, in writing, one or more Leave of Absences (LOA) from Birthwise of up to a total of 180 days. Approval of this leave maintains the student's enrollment status.

Upon applying for the leave, each student must give a date by which they will return to the Academic Program or Preceptorship. If the student does not comply with this contract, they will be automatically withdrawn from Birthwise retroactive to the start date of the Leave of Absence.

Only one Leave of Absence may be granted to a student in a 12-month period and this 12-month period begins on the first day of the student's LOA. However, more than one LOA may be granted in limited, well-documented cases, provided that the total number of days of all LOAs does not exceed 180 days in any 12-month period. An additional LOA of up to 30 days may be granted, if the school determines that it is necessary due to unforeseen circumstances.

In order for an LOA to qualify as an approved LOA –

- The student must follow the school's policy in requesting the LOA;
- There must be a reasonable expectation that the student will return from the LOA;
- The school must approve the student's request for an LOA in accordance with the school's policy;
- The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period;
- The student returning from an LOA must resume training at the same point in the academic program that they began the LOA; and
- If the student is a Title IV loan recipient, the school must explain to the student, prior to granting the LOA, the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.

Temporary Withdrawal (TWD)

A Student in good academic standing may request, in writing, a temporary withdrawal from enrollment at Birthwise. A return to coursework or preceptorship must occur within one year of withdrawal and if done within that time, will require no further application or reinstatement procedures. A re-enrollment fee of \$150 will be charged. Only one temporary withdrawal will be

granted to a student during their time at Birthwise. Details regarding the conditions and plan for re-enrollment, tuition, and resumption of course work or clinical training will be specified in a written agreement developed jointly by the student and the Academic Director and/or Clinical Director. Upon return to school, the student will be expected to pay tuition and fees according to the most current rate and schedule as well as fulfill the most current graduation requirements. If the student does not return to Birthwise within one year of withdrawal, they will be considered withdrawn from the Birthwise program, retroactive to the initial date of the TWD. The student would then be required to reapply to the program as an advanced status applicant should they wish to return.

A TWD does not maintain a student's Title IV Federal Aid status, and loan repayment will be required when the student's grace period is over.

Withdrawal (WD) from Birthwise

If a student wishes to withdraw from Birthwise Midwifery School, they should notify the Academic Director and complete the withdrawal form. Should a student stop attending classes and/or communication, it will be considered that the student has withdrawn and the date of withdrawal will be the last class attended or last communication with Birthwise.

Dismissal from Birthwise

The school reserves the right to dismiss a student for any of the following grounds:

- Unsatisfactory academic progress (failure to maintain passing grades, satisfactory evaluations, or is not progressing towards graduation as determined by the Academic Director as outlined in the Satisfactory Academic Progress section)
- Habitual tardiness or absence (see attendance requirements)
- Failure to pay tuition according to the schedule outlined in the Student Enrollment Agreement
- Conduct unbecoming the standards of the school or profession. This includes, but is not limited to: substance abuse, violating confidentiality in a clinical setting, dishonesty, inappropriate behavior in the classroom or clinical setting, or plagiarism.

Tuition Refunds and Withdrawal/Dismissal

Students requesting a LOA, TWD, WD or are dismissed from Birthwise and are receiving Federal Financial Aid will receive a refund based on the current policy specified by Title IV regulations. Please see paragraph titled "Return of Title IV Funds", located under the Financial Policies Section of this handbook. When students use financial aid to pay for tuition and fees, any refundable amount is returned to the appropriate Title IV program (i.e., Pell Grant, Stafford loans). The full amount of a student's refund will be used to restore funds to the Title IV federal

account from which aid was received, regardless of any unpaid balance that may still be owed to Birthwise. Students not receiving Federal Financial Aid will receive a refund based on the school's refund policy, detailed under the "Policy on Refunds" section under the Financial Policies section.

Satisfactory Academic Progress (SAP)

Birthwise has specific standards which all students are expected to achieve in order to maintain Satisfactory Academic Progress (SAP). This standard is based on course grades, Periodic and Senior exam scores, OSATS grades, progressing through the program at an acceptable pace, and completion of the program within a maximum time frame.

Each student is evaluated for SAP at the end of each academic semester and at the end of the second year. Those students who do not meet SAP will be notified by email of this status.

The student who does not achieve SAP will be put on Academic Probation (and Financial Aid Probation if they receive FFA) for the subsequent semester. In order to return to good academic standing, this student must achieve SAP in that subsequent semester. Students are allowed one semester on Academic Probation during their time enrolled at Birthwise. If the student does not achieve SAP in the semester in which they are on probation, they may be dismissed from the program. **Birthwise does not have an appeals process for students who do not meet SAP.**

As an overview, in order to maintain Satisfactory Academic Progress, Birthwise students must:

1. Receive a passing grade in at least 75% of all attempted academic credits in each semester.
2. Pass all Periodic exams (including one possible retake for each section), by achieving a grade of 80% or above on each section.
3. Pass all Skills exams (OSATS), including one possible retake for each exam.
4. When evaluated for SAP at the end of the second year, have a cumulative GPA of at least 2.0 and be progressing towards graduation at a pace that will allow them to complete the graduation requirements within 4.5 years of enrollment.
5. Pass the Senior Exam (including one possible retake for each section), by achieving 80% or above on each section.
6. Complete all graduation requirements within 54 months (full-time students) or 72 months (part-time students) of initial enrollment, not including any LOA or TWD.

Satisfactory Progress for Academic Coursework

All Birthwise students must pass each required course as well as the required number of elective courses (Campus Program) in order to graduate from Birthwise. Evaluations are given by the faculty member at the completion of each course using the criteria that were spelled out in the course syllabus.

In the case of a failing grade, faculty will propose a plan for the student to improve their grade with specific assignments, retakes and time frames. If the student is not able to achieve passing grade in the time frame given, they must repeat the course in a following semester in order to receive credit. If they do not pass the course on the second try, they will be dismissed from the program.

If the student fails, withdraws, or receives an incomplete in more than 25% of the attempted credit hours during any given semester, regardless of the outcome of their attempt at remediation, they will not meet Satisfactory Academic Progress (SAP) and they will be placed on academic probation. If the student meets the criteria for SAP during the following semester of classes, the probationary status will be removed and the student will return to good standing. If the student does not achieve SAP while on probation, the Academic Director may dismiss the student from the program. Students are allowed only one period of academic probation.

Students must achieve a passing grade in all required academic courses before continuing in their Clinical Rotation or Preceptorship unless otherwise arranged with the Academic Director.

Satisfactory Progress in Preceptorship

The duration of the preceptorship is determined by the amount of time needed to fulfill the clinical requirements for graduation from Birthwise, but must be completed within 4.5 years of initial enrollment (full-time students) or 6 years (part-time students), not including any leave of absences or temporary withdrawals. In addition, when students are evaluated for SAP at the end of their second year, they must have a cumulative GPA of at least 2.0 and be progressing towards graduation at a pace that will allow them to complete the graduation requirements within these maximum time limits.

Semesterly written evaluations of the student are done by their Preceptor(s) during the course of preceptorship. Evaluations by the Preceptor(s) must be appropriate for the level of experience in order for the student to maintain satisfactory academic progress. A less than

satisfactory evaluation by a Preceptor will place a student on probation, which will be lifted by receiving a satisfactory evaluation on the next evaluation. Two unsatisfactory evaluations by a preceptor may indicate dismissal from the Birthwise program.

Preceptorship Probation

A student may be placed on probation during their preceptorship:

- If a student receives an unsatisfactory evaluation from a preceptor.
- If a student violates the terms of the student/preceptor agreement.
- For behavior unbecoming of the standards of the school or profession.

If a student meets any of the above criteria while on probation, they may be dismissed from the program.

SAP and Federal Financial Aid

In order for students to continue to receive Title IV Federal Financial Aid, they must maintain SAP.

Students who receive FFA and do not meet SAP for any given semester will be placed on Financial Aid Probation. While on FA Probation, students can receive financial aid, but must achieve SAP while on probation or they will become ineligible for financial aid (Financial Aid suspension) in the following semester.

Students are eligible for just one semester of financial aid probation as they work toward completion of the program. If students are placed on probation, they should take steps to ensure that they are meeting SAP requirements by the end of the probationary semester or they will be placed on Financial Aid Suspension. This will make students ineligible to receive FFA in the subsequent semester.

Birthwise Honor Code

Birthwise Midwifery School strives to cultivate a culture of integrity, honesty and ethical awareness among the staff, faculty, and student body. Our intention is to create a community that models the high ethical standards we believe essential for the care giving profession of midwifery. A Birthwise education is much more than passing tests and assignments; it is about becoming an excellent midwife in the holistic sense. This requires a student with integrity who is

open to thinking about their actions and intentions within an ethical framework as well as one who has excellent theoretical and clinical knowledge and skills.

You will be asked to sign a written Honor Code document upon your arrival at Birthwise for the first time. We present this Academic Honor code for each student to sign as a way to bring an awareness of the ethical responsibilities of each person at the school. It is a way for us to pledge together to conduct ourselves in a way that respects each member of this community, the intention of the program, and the profession of midwifery. This includes a commitment to not cheat, plagiarize, fabricate or commit any other form of academic misconduct while enrolled in the Birthwise program. Below you will find the specific actions that we consider outside this Honor Code and a process for dealing with violations of this code.

Definitions of Academic Dishonesty

Cheating: The intentional use or attempted use of materials or assistance from unauthorized sources for any academic work.

Cheating includes, but is not limited to:

- Copying from another student during an exam.
- Collaborating with another person on work when it has not been authorized.
- Using a cell phone, pager, PDA or other electronic device to obtain unauthorized information during an exam.

Plagiarism: Representing another person's ideas, work, or information as your own without giving proper credit to the source.

Plagiarism includes, but is not limited to:

- Quoting another person's words or writing without acknowledgment of the source.
- Using resources on an exercise that was to be completed without resources.
- Working with another individual on an assignment, sharing information and files, and then turning in separate copies of an assignment, as one's own individual work.

Fabrication: The invention of, or falsification of information, for use on academic exercises.

Fabrication includes, but is not limited to:

- Citation of a source from which information was not actually acquired.
- Listing a source from which no information was used.
- Using false or fictitious data for an academic exercise.
- Documentation of clinical experiences in which you did not participate at all or as reported.

Academic Misconduct: Other academically dishonest acts.

Academic Misconduct includes, but is not limited to:

- Allowing another student to use your work and claim it as their own.
- Obtaining all or part of an exam that has not yet been administered.
- Selling, giving away, or discussing all or part of an exam that has not yet been administered.
- Attempting to change a grade for any coursework.
- Attempting to falsify an excuse to receive an extension on a deadline.

Procedures for dealing with violation of the Academic Honor Code

It is the responsibility of all students, faculty, and staff to report any violations of the Academic Honor Code to the course instructor or the Academic Director.

When a report has been made, the instructor has the responsibility to:

- Investigate the suspected violation and document any findings,
- Complete a violation report and give the report to the Academic Director,
- Notify the student, in writing, that a report has been filed.

The preceding should be completed within 5 school days.

Results of Honor Code Violations

Students who are found in violation of the Academic Honor Code will receive a failing grade for that test or assignment.

Appeals Process

A student who is found to be in violation of the Academic Honor Code may appeal the decision. The student must notify the Academic Director that they are appealing the decision within 10

days of the original report being filed. This notification should be in writing, and must include the date and brief summary of the alleged incident, and the student's reasons for appealing.

A committee will meet within 10 days of the notification to review the faculty decision. This committee will be made up of:

- Academic Director, or another faculty member if the Academic Director was involved in the incident
- Faculty Member
- Executive Director
- One other faculty member
- One student representative.

Parties involved in the process have the following rights and responsibilities during the process:

The Student

- Shall receive at least five days' notice of the appeals hearing. This notice shall be given in writing.
- Shall present their own arguments.
- May be present during the hearing until the time of deliberations.
- May produce witnesses, documents, or other evidence in their defense.
- May ask questions directed toward the committee.

Faculty

- Shall receive at least five days' notice of the appeals hearing. This notice shall be given in writing.
- Shall present their findings from their own investigation.
- May be present during the hearing until the time of deliberations.
- May ask questions directed toward the committee.

Committee Members

- Shall give at least 5 days' notice of the hearing to all parties involved.

- Shall make a decision by majority vote
- Shall keep minutes of the proceedings, and make these minutes available to all involved parties within 10 days.
- Shall notify the student of the committee's decision within 10 days.

Sanctions for Repeated violations for the Academic Honor Code

Students who have more than one violation of the Academic Honor code may be subject to the following sanctions:

- Academic Probation
- Loss of any Birthwise Scholarship
- Dismissal from the Birthwise program

These sanctions will be at the discretion of the Academic Director and the Executive Director.

Satisfactory Progress in the Academic Program

Birthwise has a specific standard which students are expected to achieve in order to maintain Satisfactory Progress in their program of study. These standards are based on course evaluations, preceptor evaluations, Periodic and Senior exam scores, and the completion of program requirements within a maximum time frame.

Attendance

Regular and prompt attendance at classes is required; chronic absence (more than 6 over the three year program), whether they are excused or unexcused, may be grounds for dismissal.

Three late arrivals of more than thirty minutes will equal one absence.

Absence at more than 25% of the overall classroom hours for any given course will require the student to retake those hours in a subsequent year in order to receive credit for this course. Students are expected to notify the instructor prior to any absence and to take responsibility for obtaining missed information and making arrangements to make up all missed work.

Absence from the classroom during a clinical rotation due to attendance at a birth is an acceptable reason to miss class, while prenatal or post partum visits are not. Students are

expected to notify the school of the reason for their absence prior to class by calling the instructor or school directly.

Planned absence due to travel, other activities or obligations must be approved by the instructor or Academic Director and cannot encompass more than 25% of the class hours of any given course in order to receive credit for that course. Planned absence cannot occur during Orientation or Periodic Exam, Skills Exam or Senior Exam days.

Grades

Each instructor will design their own method for evaluating students' abilities, using traditional and non-traditional evaluation methods, as appropriate. These evaluation methods will be clearly written in the syllabus for each course. A score of 80% and above is considered a passing grade and each course (both core courses and 3 credits of elective courses) must be passed in order to graduate from Birthwise. In the case of a failing grade, instructors will propose a plan for the student to remediate their grade with specific assignments and time frames. If the student is not able to achieve a passing grade in the time frame given, they must repeat the course in the following year. If they do not pass the course on the second try, they will be dismissed from the program.

Grading Scale at Birthwise

<i>Percentage</i>	<i>Letter</i>	<i>Grade</i>	<i>Grade Points</i>	<i>Description</i>
93-100%	A	4.0	Excellent	PASS
86-92%	B	3.0	Good	PASS
80-85%	C	2.0	Satisfactory	PASS
Below 80%	Fail	1.0-0.0	Unsatisfactory	Must be remediated

All clinical courses and electives will be graded on a PASS/ FAIL system. These courses are not included in the Grade Point Average calculations.

Late work

Late work will be penalized and all work for a course must be completed by two weeks past the last class day of that course in order to receive credit.

Satisfactory Progress for Academic Coursework

All Birthwise students must pass each required course as well as the required number of elective courses in order to graduate from Birthwise. Evaluations are given by the faculty member at the completion of each course using the criteria that were spelled out in the course syllabus.

In the case of a failing grade, faculty will propose a plan for the student to improve their grade with specific assignments, retakes and time frames. If the student is not able to achieve passing grade in the time frame given, they must repeat the course in the following year in order to receive credit. If they do not pass the course on the second try, they will be dismissed from the program.

If the student fails or receives an incomplete in more than one course, regardless of the outcome of their attempt at remediation, they will be placed on academic probation. If the student passes all courses during the following semester of classes, the probationary status will be removed. If the student fails a course while on probation, the Academic Director may dismiss the student from the program. Students are allowed only one period of academic probation. Students must achieve a passing grade in all required academic courses before continuing in their Clinical Rotation or Preceptorship unless otherwise arranged with the Academic Director.

Exams

Periodic Exams and Skills Exams (OSATS) are administered to all students at the end of the semester to evaluate each student's overall progress. Each section of these exams must be passed at 80% or above in order to graduate from the program.

Senior OSATS are given during Homecoming Workshop 1 and 2 and a comprehensive written Senior Exam is administered during the last semester of Preceptorship.

Testing Policy

- All notes, books, computers, cell phones, and other electronic devices will be closed and not touched during exams unless otherwise instructed.
- Exams are taken in the classroom or with a proctor unless otherwise arranged with the instructor.

- All retake exams must be taken at designated testing times as scheduled by the Academic Director and will be proctored.
- A student caught cheating during an exam will automatically fail that exam. A second cheating offense can lead to dismissal from the program.

Course Exams

If a student does not pass an exam it must be retaken, or the student must complete some other form of remediation as decided by the faculty member, within 2 weeks of the original test date.

Failure to meet the above requirements will result in a failing grade in the course.

Periodic and Senior Exams

Periodic Written Exams and Objective, Structured Assessment of Technical Skills (OSATS) are administered at the end of each semester. A comprehensive Senior Written Exam and OSAT Skills Exams are given during the Preceptorship and at the Homecoming Workshops prior to graduation

All sections of the Periodic and Senior Exams must be passed at 80% or above. If a student fails one or more sections of the exams they must be retaken before the student can begin the following semester.

If one or more sections of a Periodic Exam are not passed, the student must retake these sections. Students are strongly encouraged to attend at least one (1) three hour tutoring session before retaking the exam. It can be retaken only once. If the exam is failed a second time, the student may be dismissed from the program.

If one or more sections of the Senior Exam is not passed, the student is encouraged to attend two (2) three hour tutoring sessions before retaking the exam. It can be retaken only once. Failure to pass the Senior Exam on the second try may be grounds for dismissal.

A student may not fail more than 50% of the sections on these exams.

Academic Probation

A student may be placed on academic probation if:

- They fail or receive an incomplete in two or more non-elective courses, regardless of whether they remediate the grade within the time limits given by the faculty member.

- They have received a failing grade in one or more courses even after an attempt at remediation.
- They fail two or more sections of the Periodic Exam or Senior Exam, regardless of whether they pass the retake exam.

If a student does not pass a course or fails one or more sections of a Periodic or Senior Exam while on probation, the Academic Director may dismiss the student from the program. This student will lose their eligibility to receive financial aid.

A student on academic probation during the academic component of the Birthwise program may be required to discontinue their clinical rotation or preceptorship if it is deemed necessary by the Clinical Director.

The student will be removed from probationary status after one semester of satisfactory progress.

A student is allowed only one probationary period during their enrollment at Birthwise. Failing to meet satisfactory progress a second time will lead to dismissal from the program.

Satisfactory Progress in Preceptorship

Length of the preceptorship is determined by the amount of time needed to fulfill the minimum clinical requirements for graduation from Birthwise, but must be completed within 6 years of initial enrollment (not including any leave of absences or temporary withdrawals).

Quarterly written evaluations of the student are done by their Preceptor(s) during the course of preceptorship. Evaluations by the Preceptor(s) must be appropriate for the level of experience in order for the student to maintain satisfactory academic progress. A less than satisfactory evaluation by a Preceptor will place a student on probation, which will be lifted by receiving a satisfactory evaluation on the next evaluation. Two unsatisfactory evaluations by a preceptor may indicate dismissal from the Birthwise program.

Preceptorship Probation

A student may be placed on probation during their preceptorship:

- If a student receives an unsatisfactory evaluation from a preceptor.

- If a student violates the terms of the student/preceptor agreement.
- For behavior unbecoming of the standards of the school or profession.

If a student meets any of the above criteria while on probation, they may be dismissed from the program.

Homecoming Workshops and Senior Exams

Homecoming Workshops are three-day workshops held each year in October and again in June, immediately prior to the annual graduation ceremony. These required workshops (Homecoming 1 and 2 are required for Campus students and Homecoming 2 only is required for Community students) are an opportunity for precepting students to:

- return to Birthwise to update us in person about their progress,
- to practice skills that they may not have been able to use in their preceptor sites,
- to learn new information/techniques,
- to present research they may have completed,
- to process what they are learning,
- to take the Birthwise OSATS,
- and to celebrate, have fun and to rest.

Students will attend Homecoming Workshop 2 in the year that they are expected to graduate.

Senior Skills Exams (OSATS) are administered during Skills 5 (Community students) and Homecoming Workshop 1 and 2. The written Senior Exam is proctored in the student's home community prior to Homecoming 2 as the student approaches graduation.

Objective, Simulated Assessment of Technical Skills (OSATS)

OSATS are simulated skills exams that assess the student's technical skills and clinical judgment. Skills are performed in the context of an actual clinical scenario and a team of faculty members objectively assess the student's abilities. OSATS are administered during Skills 1-5, Homecoming 1, and Homecoming 2.

Graduation Conference

Students must be recommended for graduation during a Graduation Conference by consensus of the student's final Preceptor, the Birthwise Clinical Director and Academic Director, and the student's Faculty Advisor.

This final evaluation will be initiated around the time the student has documented approximately 18 births as the Primary Midwife under Supervision. Prior to the Graduation Conference, the student's final Preceptor will complete a written graduation evaluation. This evaluation will be shared with the Clinical Director, the Academic Director, and the student's Faculty Advisor. A one-hour conference call will then be scheduled and facilitated by the Academic Director. At this time, these mentors for the student will review their progress towards graduation and make a plan for supporting the student in this last phase of their training. It may be decided that the student is on schedule to graduate after they have reached the minimum clinical experiences OR that they will need additional experiences in order to become competent to practice midwifery independently and graduate from Birthwise.

If the student was recommended for graduation on the typical schedule during the Graduation Conference, when the student completes all graduation requirements, the Clinical Director will formally recommend the student for graduation. If the student was required to complete additional experiences, another evaluation process will be initiated by the Clinical Director near the end of those required experiences. This process can be repeated until the Clinical Director can recommend the student for graduation OR the student is dismissed from the program for lack of Satisfactory Academic Progress.

Educational Requirements to Becoming a CPM

The Certified Professional Midwife (CPM) credential is overseen by the North American Registry of Midwives (NARM). For more information about certification requirements, please download and read the Candidate Information Bulletin and Certification Application forms, found at www.narm.org.

The Certified Professional Midwife (CPM) is a knowledgeable, skilled professional midwife who has been educated through a variety of routes. Candidates eligible to apply for the Certified Professional Midwife (CPM) credential include:

- Graduates of programs accredited by the Midwifery Education Accreditation Council (MEAC);
- midwives certified by the ACNM Certification Council (ACC), Inc. as CNMs or CMs; and
- Candidates who have completed NARM's competency-based portfolio evaluation process called the PEP Program.

The Certified Professional Midwife practices The Midwifery Model of Care® in predominantly out-of-hospital settings. The CPM is the only national credential that requires knowledge and experience in out-of-hospital settings.

The educational components required to become a CPM include didactic and clinical experience. NARM requires that the clinical component of the educational process be at least two years in duration, and must include a minimum of 1,350 clinical contact hours under the supervision of one or more preceptors.

Birthwise Graduation Requirements

In order to graduate from Birthwise Midwifery School and receive certification, students must:

1. Successfully complete and pass each required course. The student must pass each section of the periodic exams administered to all students at the end of each of the academic semester with a score of 80% or above.
2. Fulfill the following minimum clinical experience requirements as specified below:

Clinical Requirements for Graduation

By the end of the preceptorship, in both the Campus and Community Programs, each student must document the following experience:

Clinicals as an Assistant under Supervision (AUS)

- 10 initial exams (includes history taking and EDD)
- 75 prenatal exams
- 20 newborn exams (complete newborn exams)
- 30 postpartum exams
- 20 well woman exams (includes complete physical exam with pap)
- 10 Complete physical exams

Births as Assistant under Supervision (AUS)

30 births (*Up to 10 of these may be attended as a doula. 5 must involve continuity of care**). **18 births in this category must be completed before beginning primary births.**

Clinicals as the Primary under Supervision (PUS):

20 initial exams (includes history taking and EDD)

75 prenatal exams

20 newborn exams (complete newborn exams)

40 postpartum exams

10 gynecological exams

10 complete physical exams

Births as the Primary under Supervision (PUS):

25 births (*of which 5 must involve continuity of care*, 10 must be in out-of-hospital settings, and 10 more require attendance at one prenatal. Birthwise will except up to two births that occur following transport/transfer of care.*)

**The MEAC and NARM definition of continuity of care is attendance at “at least 5 prenatal visits spanning 2 trimesters, birth, newborn exam, and 2 postpartum visits for the same woman.”*

Experience in Specific Settings

A minimum of 5 home births must be attended in any role. A minimum of two planned hospital births must be attended in any role. These cannot be intrapartum transports but may be antepartum referrals. At least 10 births as primary under supervision must occur in out-of-hospital settings.

Time Frames

NARM requires that at least 10 out-of-hospital births as Primary under Supervision must have been completed within the last 3 years prior to application for certification.

3. Document all clinical experience in Typhon Group. **All experiences must be entered within 15 days of them occurring. After 15 days the system will lock and you will not receive credit for these experiences.**
4. Have faculty and Preceptors sign off all mastered skills on the Birthwise Skills Mastered list found in the Birthwise Documentation Record.
5. Document attendance at a childbirth education series (minimum 12.0 hours).
6. Document a minimum of 40 hours of midwifery-related community service at no more than two sites.
7. Pass the written Senior Exam prior to Homecoming 2.
8. Return for Homecoming Workshop 1 and 2 (Homecoming 2 only is required for Community students).
9. Pass the Senior Skills Exams (OSATS) with a grade of 80% or above.
10. Be approved for graduation by a team of advisors consisting of the Clinical Director, the Academic Director, the student's last Preceptor, and the student's Faculty Advisor.
11. Pay all Birthwise expenses in full before receiving a certificate of graduation from Birthwise.
12. Students who exceed the 6-year maximum time limit for completion of the program or who re-enroll after a withdrawal of more than one year in duration, must meet with the Academic Director to develop a plan for assessment of competency and currency in knowledge and skills before they can be approved for graduation.

Childbirth Education Requirement

All Birthwise students are required to complete 12.0 hours of childbirth education during their enrollment at Birthwise. This can be completed by observing, participating in, or assisting at a childbirth education course, or by participation in a childbirth educator certification course. The course must focus on normal vaginal birth; therefore, most hospital-based courses (which tend to emphasize medical options) will not be appropriate. The following types of childbirth education courses are appropriate: Bradley, Lamaze, Hypnobirthing, CAPP, Baby Body Birth, and Birthing from Within. Other non-hospital based courses may be appropriate – approval may be obtained from the Birthwise Clinical Director. The requirement may be completed through a single day-long course or through a series of shorter sessions. If the complete course does not cover 12.0 hours, it may be supplemented with attendance or participation in a shorter postnatal education course, such as breastfeeding preparation, newborn parenting, or sibling preparation.

Current certification as a childbirth educator may be demonstrated to waive this requirement.

This requirement must be completed prior to conclusion of the Birthwise midwifery program. Documentation, demonstrated either via the childbirth educator's signature or via a certificate of attendance/participation, must be recorded in the Birthwise Documentation Book.

Community Service Requirement

During the academic program at Birthwise all students are required to complete a minimum of 40 hours of community service working with midwifery-related organizations or endeavors. The intent of this requirement is to allow students the opportunity to take part in midwifery legislative or policy-making efforts and in the promotion of the profession. In order to obtain a quality experience, *these hours must be completed at no more than two sites and must be completed by graduation.*

Community service must support either a midwifery or maternal wellness-related organization or pregnant, postpartum, or breastfeeding women or their partners.

Acceptable projects include:

- planning/assisting in public outreach events
- assisting with fundraisers or conferences
- distributing midwifery related information in the community
- teaching classes on pregnancy, birth, or parenting newborns
- assisting with midwifery-related legislative efforts
- office assistance in a maternal wellness or education center
- volunteering with pregnant teens

Projects should be pre-approved by the Birthwise Clinical Director. Please note that assisting a midwife at a birth or encapsulating placentas is generally not considered community service. Midwifery services, breastfeeding support groups, childbirth educators, and pregnancy support centers may also be appropriate places to volunteer.

Students are expected to locate an appropriate site, have the site approved by the Clinical Director, make necessary arrangements, and document their work in their documentation records. *Community service must be performed with an entity other than the student's*

preceptor. It is expected that you will participate in business development, projects, and events during your clinical experience.

Please remember *you are a representative of Birthwise Midwifery School* when you are doing midwifery community service. The same considerations you would have for a preceptor site apply to your work, including: confidentiality, dependability, and appropriate behavior and dress. The midwifery community service requirement is an opportunity for your growth as a midwifery student, as well as an opportunity to give back to the community.

Post-Graduation Placement Assistance

Upon graduation from Birthwise, students are eligible to sit for the North American National Registry of Midwives (NARM) exam. Passing the NARM written exam in conjunction with graduation from Birthwise results in being nationally credentialed as a CPM. Many U.S. states use the CPM credential as a requirement for licensure. Certified Professional Midwives are regulated on a state-by-state basis. Students are encouraged to do their own research regarding the state in which they will eventually want to practice. Contacts in each state are listed on the MANA website: <http://mana.org/about-midwives/state-by-state#top>

For applicants interested in practicing in the state of California, they have a unique law that requires an applicant for licensure to not only to have their NARM certification, but to have graduated from an educational program approved by the state. Birthwise is currently an approved school, allowing graduates to apply for licensure in California.

Although Birthwise does not guarantee employment upon completion of the program, most graduates are self-employed in independent, or private midwifery practices. The Birthwise Academic Staff works with students while they are in the program to identify their goals for midwifery practice through individual conferences with the Academic and Clinical Directors and in their Professional Midwifery courses. The school receives many postings for job openings and these are posted for student access on Birthwise Connects on Facebook (a private group for alumni and current students only) and are also sent via email to Birthwise alumni.

Student Services

Financial Aid Counseling

Our Financial Aid Officer is available to counsel students on their financial aid options. Hours are posted and appointments can be made for the student's convenience.

Library and Computer Resources

Birthwise has a library of midwifery and women's healthcare related books, periodicals and videos. There are also computers with high-speed internet access, printers, and photocopiers available for student use. This library and the lounge are available for student use at all times. Our book collection can be searched through our Library Link on our website under the STUDENTS/Resources tab.

Books can be checked out from the Birthwise library for 3 weeks at a time. There is a card file system that must be used when taking books from the library. Periodicals and literature from the files must be copied for use outside of the Birthwise facility. Videos may not be removed from Birthwise except by special permission. If a book is not returned, the student will be billed for the cost of replacement.

Student Email Address

Students are given access to the Office 365 suite of on-line software and are given a @birthwisemidwifery.edu email addresses while enrolled. Communication from the school will be sent via this email, so it is expected that you are able to check this on a daily basis. If you have another email that you would prefer to use and check on a daily basis, you will need to forward your birthwisemidwifery.edu email inbox to the email inbox of your choosing.

Document storage and sharing is also available in the Office 365 cloud based system OneDrive.

Wireless Internet Service

The entire facility has wireless internet access for those with laptop computers.

Student Orientation

Two days of orientation are provided for incoming students at the beginning of the first semester. This time includes orientation to the facility, the learning technology and resources available at Birthwise, our philosophy, the Bridgton area, the campus, activities, and a workshop on study skills. It is mandatory that students attend this orientation.

Faculty Advisors

Each enrolled student is assigned a faculty mentor/advisor who meets with the student at least once per academic semester. The goal of this relationship is to provide continuous support for students as they progress through the program that will increase their success. The faculty advisor monitors the student's emotional health and academic progress and seeks the support the student needs. Faculty Advisors also participate in their advisee's graduation conference near the end of their time at Birthwise.

Tutoring

Birthwise provides access to tutors free of charge for individual needs, facilitating study sessions before exam time, and for remedial work in the case of failed exams. As a small institution, Birthwise is limited in the services it can provide to students with learning challenges.

Healthcare services

All students have free access, by appointment, to our student-led Birthwise Community Clinic for basic well-body healthcare needs. Student health insurance is not offered through Birthwise.

Use of Kitchen Facility

The kitchen on the first floor of the main building may be used by students. It is requested that students wash their own dishes and help with kitchen maintenance by unloading the dishwasher when needed, wiping counters and clearing the drainer. This keeps the kitchen inviting for all students/staff to use. All containers of food items need to be labeled with your name or kept in a personal lunch bag.

Birthwise Fun Gear Sharing

Bicycles, kayaks, and a stand-up paddle-board are available for student use. Gear must be reserved by signing up in the front office and must be returned in good condition to the Carriage House when finished.

Classes that range from yoga to Belly Dance are offered occasionally in the Carriage House on campus at additional cost.

The Birthwise Culture

Classroom Culture

At Birthwise we like to strive to create a classroom environment that reflects our philosophy, values and ethics. We expect all staff, faculty and students to act with respect for all, with sound ethics and cultural sensitivity, cooperatively, honestly, thoughtfully and ecologically. The Birthwise classroom is informal and interactive. Our goal is to create an environment in which students can grow academically, personally, clinically and professionally. This holistic approach acknowledges that the practice of midwifery draws on the midwife's knowledge, interpersonal skills, clinical skills, and intuition, thus requiring growth in all those areas on the part of the aspiring midwife. Our adult learning model requires that students be very self-motivated and disciplined in their studies. Class time is spent in expanding on, illustrating, practicing and integrating the information that the students are required to read or complete outside of class. This active learning model creates a more dynamic classroom and encourages the development of the student's critical thinking skills.

Birthwise tries to be socially and environmentally responsible and expects students to participate on our attempts to conserve resources, recycle, and preserve the beauty of our facility and grounds.

Use of Cell Phones and Computers

No personal phone conversations or texting are allowed during administration of patient/client care or in the classroom.

If a student needs to respond to an emergent text or phone call during class or patient/client care, the student is expected to leave the classroom or patient/client care area and respond as deemed necessary.

Use of computers, PDAs, mobile devices and other electronic devices during class shall be restricted to note taking and classroom activities unless otherwise instructed by faculty.

Expectations of All Birthwise Community Members

- Students are expected to be on time and to attend classes regularly. If absence is necessary, prior notice to the instructor or the school is required. Chronic absences (more than 6 total during the 3 year session) could result in dismissal.
- Students are expected to obtain notes and assignments from other students in the case of a missed class. All missed work must be discussed with the instructor in timely fashion and completed to their satisfaction before the completion of the course. In ordinary circumstances late work is not acceptable and a penalty will be attached. Clear communication with the instructor in cases of tardy work is of utmost importance.
- Students are expected to be active in class discussion and participate enthusiastically in practical skill exercises.
- Students are expected to offer their bodies as models when learning practical skills such as internal exams, venipuncture, catheterization, etc. If a student needs to decline being a model, s/he will notify the instructor ahead of class so that other arrangements can be made.
- Students are expected to be sensitive to the need for optimum use of class time, i.e. whether they are participating appropriately in class discussion, whether all students have a chance to be heard, the relevancy of your comments and questions.
- Students are expected to follow the Grievance Procedure as outlined in this handbook in the case of unresolved conflict or disagreement with sister students, faculty members or administration.
- Students are expected to be responsible and clean up after themselves when using the Birthwise facility.
- Students are expected to have regular access to a well-functioning computer, have an email address and check their e-mail on a daily basis.
- Students must be able to produce documents in Word format for submission or assignments to faculty.
- Students are expected to have a car in good working order.

Class Cancellation

Class is occasionally cancelled due to faculty members being called to births or, very rarely, for snow-storms. Because of the difficulty in rescheduling classes that accommodate everyone's schedule, we try to avoid cancelling class except when absolutely necessary. Therefore, students are expected to drive in snowy conditions in some circumstances, just as they will be required to if they get called to a birth during inclement weather.

If class is cancelled, students will be notified by phone, email, or text as soon as it is known. The faculty member will then negotiate a make-up date with the students.

Day-to-Day Logistics

- Alcohol or drugs or smoking are not permitted in the school or on the grounds.
- Parking is limited at Birthwise. Students are asked to park close together starting from the street end. Three spaces near the barn are reserved for Birth House clients. Overflow parking is available in the parking lot across the street from the church (one block south on High St.) and in back of the church.
- All students are required to have a cell phone.
- A mailbox is assigned each student, which should be checked when the student is in the building
Cubbies are assigned students where personal belongings may be kept.
- Purified chilled and hot water for tea is available. Students will provide tea bags.
- Classes begin promptly at the scheduled time with an hour break for lunch. Students may eat- out, bring lunch to school, or prepare lunch communally on a rotating schedule. The kitchen is available for student use with the assumption that everyone cleans up after themselves and leaves the kitchen a welcoming environment for all.
- Infants and children are discouraged from attendance during class hours.
- No pets are allowed in the BW facility. Service Dogs and/or Emotional Support Animals will only be allowed at Birthwise in cases where the animal works or performs duties for the student that are deemed necessary for their educational success. Paper work and documentation will be necessary from owners in these situations.

Rules for Use of Social Media

- Do NOT post confidential or proprietary information about the School, staff, faculty, Preceptors, clinical facilities, patients/clients, or others with whom one has contact in their role at Birthwise Midwifery School.
- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of Birthwise Midwifery School.
- Use of Birthwise Midwifery School logos and graphics for School sanctioned events must be approved by the administration.
- Be aware of your association with Birthwise Midwifery School on social media and online social networks. When posting information, always represent your views as our own. You should NOT claim nor imply that you are speaking on Birthwise's behalf unless you are authorized to do so by the administration in writing.
- HIPPA guidelines must be followed at all times. Identifiable information regarding patients/clients, clinical facilities, and Preceptors must NOT be posted in any social media site.
- In our small community, even vague references to Preceptors or births can be identified. Birth related postings should be avoided at all times.
- Do NOT use ethnic slurs, personal insults, obscenity, and pornographic images or engage in any conduct that could be deemed defamatory or libelous in nature

Student Email Policy

- Students must immediately tell a member of the staff if they receive any inappropriate or offensive emails to their @birthwisemidwifery.edu email address.
- @birthwisemidwifery.edu email accounts will not be used in connection with any money making or advertising purposes not associated with the school.
- Students are expected to have a @birthwisemidwifery email address that is checked on a daily basis.
- Communication from Birthwise will come via email. If you have another email that you prefer to use, you will need to reroute your @birthwisemidwifery.edu account to your preferred account.
- @birthwisemidwifery.edu email addresses will not be used for transmitting any elicited, pornographic, sensitive or confidential information.

- All communication sent via a @birthwisemidwifery.edu email address will compile with HIPPA and FERPA regulations.
- It is the responsibility of each student to keep their @birthwisemidwifery.edu email password safe and secure.
- All students with active @birthwisemidwifery.edu email accounts are expected to adhere to the generally accepted rules of netiquette; particularly in relation to the use of appropriate language.

Extra-Curricular Activities

Students are encouraged to join their local Midwifery organization and to attend at least one of their business meetings during their time at Birthwise.

Students are encouraged to join MANA Midwife's Alliance of North America and/or the National Association of Certified Professional Midwives, NACPM, to keep abreast of current political issues in midwifery.

Students are encouraged to be pro-active and promote midwifery locally by joining groups such as Birth Roots in Portland or by planning consciousness-raising events in their area.

Graduation and Completion Statistics

Current and past statistics are posted on our website, www.birthwisemidwifery.edu, under the Admission Section.

Student Representation

Student class meetings are held on the first and last day of each academic session for the Community Program, and monthly for the Campus Program. This is a time to have input into the program and to maintain a cohesive student body. Members of the student body facilitate these meetings.

Each student is expected to complete an evaluation form at the conclusion of each course to give feedback to the instructor and the administration.

Institutional Evaluations are completed by students at the end of each academic year.

A student representative from each class is chosen to serve on the Grievance Board as needed. Students participate in admissions interviews.

Administrative Policies

Complaint & Grievance Resolution Policy

If a student, faculty member, preceptor or staff member has a complaint with regards to actions that occurred while engaged in activities related to the school, they may choose to utilize the process below. Complaints and grievances are handled in two steps at Birthwise. The first step is to submit a written explanation of the complaint which activates the Complaint Process described below. If that process does not satisfactorily resolve the complaint, a formal Grievance can be filed which activates a Grievance Committee Hearing as described below.

Step One: The Complaint Process

Definition of a Complaint

A complaint is a written statement that provides detailed information describing discontent with actions that occurred that were not able to be resolved between the involved parties directly. A written complaint does not automatically constitute filing a grievance.

The Process

Birthwise encourages all students, faculty, staff and preceptors to make every attempt to reconcile grievances between the individuals concerned. However, Birthwise also recognizes that there are instances when a mediation process can best provide an optimal environment for reaching common ground on issues left unresolved by other means. *Of critical importance is the need for confidentiality by all participants in the following process at every step.*

When those in conflict require mediation, the following process will be initiated:

- 1) A written statement will be submitted to the Executive Director that describes the complaint in detail.
- 2) The Executive Director will initiate one or both of the following actions:

Parties will meet face to face on at least two occasions in an effort to resolve their differences. This can be done with the Executive Director present if the complainant requests this.

OR

Parties will meet with peer mediators in an effort to resolve their conflict. Mediators will be selected by the individuals involved with the goal of providing objective feedback and clarification for the purpose of resolving conflict.

3) If the complaint is resolved satisfactorily:

Parties will meet with the Executive Director or their assign in an effort to complete a written **Compromise Agreement** that outlines individual responsibilities, goals and plans of action that will resolve current conflict issues. Both parties and the Executive Director must sign the Agreement and meet again within 30 days to review the efficacy in addressing the issue(s).

Step Two: Grievance Committee Hearing

Definition of a Grievance

A grievance involves a formal written request for the Grievance Committee Hearing. This would follow a complaint process outlined above that failed to resolve the complaint satisfactorily.

The Process

The Grievance Committee shall be appointed as needed by the Executive Director. The committee shall be composed of two faculty or staff members, two students and the Executive Director or their assign. None of the committee members may be directly involved with the grievance issue(s) or participants. Upon discovery, the Executive Director may re-assign a seat on the committee to either another faculty member, student or staff member, ensuring that the philosophy and objectives of Birthwise Midwifery School are represented during the mediation process.

1) If, after completing and documenting the above efforts and any issue(s) is/are outstanding, an individual may file a Request for a Grievance Committee Hearing. The Grievance Committee must meet within 30 days of the request.

2) Upon requesting a hearing, individuals involved in the grievance must submit written statements outlining the nature of the conflict and all efforts at reconciliation. Statements from peer mediators, copies of the **Compromise Agreement**, and any other pertinent attempts must be included at the time of the request.

3) The Grievance Committee shall review all documentation surrounding the grievance and will, at its discretion, call upon any individuals involved for clarification and/or information as it deems necessary to complete its review of the conflict.

4) The Grievance Committee shall submit in writing to all parties involved a **Conflict Resolution Agreement**. This will outline specific responsibilities, consequences, time limitations, etc. for an equitable resolution to the submitted grievance. The **Conflict Resolution Agreement** is the last, best attempt at reconciliation and all individuals requesting a meeting of the Grievance Committee agree to abide by the **Conflict Resolution Agreement**.

5) All activities of the Grievance Committee will be held confidential and individuals will not be discriminated against as a consequence of making a complaint.

If you feel that your complaints concerning your education were not resolved adequately by Birthwise, you may contact the Maine Department of Education or the Midwifery Education Accreditation Council. They will act on all written and signed complaints. Please direct your concerns to:

Maine State Department of Education, Higher Education Specialist

23 State House Station

August Maine 04333-0023 (207) 624-6846

MEAC Midwifery Education Accreditation Council

1935 Pauline Blvd, Suite 100B

Ann Arbor, MI 48103 (360) 466-208

Policy on Non-Discrimination

Birthwise Midwifery School operates in accordance with Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1973 which provides that: Birthwise Midwifery

School does not discriminate on the basis of sex, race, color, gender, gender identity, religion, sexual orientation, marital status, ethnic origin, nationality, age or physical ability.

Specific complaints alleging discrimination should be in written form and referred to: Heidi Fillmore, Birthwise Midwifery School. 24 S. High St. Bridgton, Maine 04009.

Birthwise Policy on Complaints

Procedures used in conjunction with the Non-Discrimination Policy of this school if an employee and student believe they have been subjected to discrimination; they have means to make their concerns known. Regardless of the means selected for resolving allegations of the initiation of a complaint will not cause any reflection on the reporting party nor will it affect such person's future business dealings with the school, her or his employment, compensation or work assignments or, in the case of students, grades, or other matters pertaining to her or his status as a student at the school. Every effort should be made to resolve any incident as soon as possible while the facts and potential testimony of witnesses, if any, are current. It is the policy of Birthwise Midwifery School that retaliation against reporting parties is prohibited. The school acts vigorously to prevent any retaliation being taken against those initiating inquiries or filing complaints; retaliation constitutes separate grounds for filing a complaint with these procedures and for potential disciplinary action against the alleged violator.

Relationship between Discrimination Complaint Procedures and Disciplinary Action

Any complaint alleging discrimination in any form will be investigated according. This investigation will result in findings being made and if necessary, recommendations for sanctions, and will serve as the investigation normally carried out prior to deciding to initiate discipline. Facts gathered and any findings made during resolution process may be sufficient to obligate the school to take disciplinary action against a faculty member, staff member or student or for the school to initiate a criminal investigation. If the school pursues disciplinary action against an alleged violator, a hearing may be required. The investigation will be conducted independent of any criminal investigation. However, to the extent permissible by law, those conducting the criminal investigation and the discrimination investigation will cooperate.

Resolution Process

If a person believes that they have been discriminated against; the following are the optional procedures for resolution. Those initiating a resolution process often want the school to engage in informal action (mediation or conflict resolution) so that the behavior stops. This may require the school to engage in fact-finding to determine if there is a discriminatory basis to their allegation. The person requesting a resolution may or may not wish to be identified. There are some alternatives, which may be taken prior to requesting the school's assistance. For discriminatory or harassing conduct persons who feel comfortable doing so may inform (either orally or in writing) the individual perceived as engaging in discriminatory conduct or communication as soon as possible that such conduct or communication is offensive and must stop. Document all incidents and attempts at resolution. If a meeting is arranged, a neutral witness should be present. If a person does not wish to or feel comfortable communicating directly with the alleged violator the person should contact the Academic Director or Administrative Director as soon as possible.

Resolution Procedures

Resolve the complaint. This may include informing the alleged violator of the issues involved in the informal resolution process. It may also include, if appropriate, advising the alleged violator of behaviors or actions which are discriminatory by providing information and education with the purpose of eliminating illegal or inappropriate behaviors or actions.

Reach an informal resolution within 15 working days and inform the reporting party of the decision.

Every effort will be made to resolve the complaint at the lowest level possible and consistent with the desires of the person bringing forward the complaint. However, the school recognizes that, it has a legal obligation to ascertain where discrimination exists.

Disciplinary Action

For violations, which involve inappropriate behavior or actions, the sanctions may include: an oral warning, probation, suspension, and/or expulsion. Criminal investigation if deemed necessary will be brought into action.

Record of Complaint

Records on all complaints will be maintained at the office of the school for at least seven years.

ADA - Students with Disabilities

Birthiswise welcomes students with disabilities. We work with Applicants to discuss the impact that their limitations might have on their education here at Birthiswise and their ability to practice midwifery after graduation. It is Birthiswise's policy to provide students who have disabilities with reasonable educational accommodation based upon relevant law, the school's educational standards, and sound ethical practice in disability services.

Students who attend Birthiswise need to be aware of the "basic functions" necessary for school and for the midwifery workplace. These basic functions range from reading and understanding scientific and technical material, performing motor skills such as suturing, doing examinations, driving vehicles, working long shifts without breaks, acting as a supervisor, lifting and repositioning clients, administering medications, communicating with clients, laboratories, and many other functions.

Educational accommodations are defined as any reasonable adjustment required for a student to participate fully in the school community, inside or outside the classroom. Students entering the school for the first time should submit information related to disability prior to enrollment. The Executive Director is responsible for deciding whether a disability has been adequately documented and they will identify a list of potential accommodations in accordance with the manifestations of the disability, a copy of which will be shared with the student.

Confidentiality, Student Rights & FERPA, Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their academic records which include:

The right to inspect and review the student's academic records within 45 days of the day the College receives a request for access. The right to request the amendment of the student's academic records that the student believes is inaccurate. The right to consent to disclosures of personally identifiable information contained in the student's academic records, except to the extent that FERPA authorizes disclosure without consent. Student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education Washington, DC 20202-4605

At Birthwise, the student contact information (Name, address, phone number, e-mail, and matriculation year) is made available to all matriculated students in the published "Student Contact List." Students, graduates, and alumni directory information may also be provided to the community by Birthwise. Students may decline inclusion in the "Student Contact List" or release of directory information to the public by written notification to the Birthwise office upon registration.

Student Right to Know

Under the Student-Right-To-Know Act Birthwise is required to report annually on the completion (or graduation) rates for certificate seeking full-time first-time undergraduate students. Statistics address whether or not these students complete their program within 150% of the normal time.

The Family Educational Rights and Privacy Act of 1974 protect the privacy of your student education records. Your records cannot be released without your written permission, with the exceptions listed here:

Birthwise makes every effort to maintain your academic records in confidence by keeping information from individuals who are not authorized to receive it. You may inspect all records relating to yourself. When reviewing your files administrative staff will supervise you. Faculty, administration, accreditors and auditors that have a legitimate need to access your records will be allowed access to such without your permission. A request for information from an educational institution to which you have applied for admission, or from an agency from which you are seeking financial assistance will be granted permission without first seeking your permission. No student information will be given to any third party, except those mentioned above, without your written consent.

Campus Safety Policy and Plan

Birthwise Midwifery School is located on a main town road in a quiet residential neighborhood in a rural town with a population of 7,000. The town has a very low crime rate and the school has had no incidence of crime in any category in our 12- year history. The Birthwise facility is a large 175-year-old home, which includes our offices, library and classrooms. The facility is open for student use at all times. The entrances are locked during off hours and students are encouraged to be aware and to lock doors when using the library when the staff is not on the premises. The surrounding area has streetlights that keep the area lit in the evening hours. Students are asked to immediately report any incidence related to safety directly to faculty or Administrative staff.

Fire Drills

Fire drills will be conducted during Orientation of each incoming cohort of students and randomly once every semester when the campus is full of students. This practice will include instruction to where the students should meet in the event of a fire or other campus emergency so that we can account for all students.

Drug and Alcohol Policy

Birthwise prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students, faculty or staff in the school facility or at preceptor sites. Students are prohibited from being under the influence of drugs or alcohol while in class, at their preceptor sites or while on-call for births. Any violation of this policy will initiate disciplinary action (consistent with local, state and federal law) by the Academic Director.

Disciplinary action will occur as follows:

Suspected substance use in violation of the above will be confronted in private counsel with the Academic Director. If the suspicion is confirmed, probation or suspension will be given as deemed appropriate, requiring rehabilitation efforts on the part of the student, faculty member or staff in order to return to good standing or to resume their place at Birthwise. If these rehabilitation efforts are not successful or if a second violation of policy occurs, the student, faculty member or staff will be terminated from Birthwise until which time they can document their ability to return to Birthwise in full compliance with our Drug and Alcohol policy. If a student, faculty member or staff receives a criminal drug conviction, they must notify the school in writing within 5 days of the conviction.

Financial Policies

Tuition Payment and Schedule

Tuition is \$6,250.00 per semester for full-time* matriculating students in the 2016-17 academic year.

Tuition for part-time** students is \$350.00 per credit hour.

Tuition for non-matriculating students is \$390.00 per credit hour.

Courses can be audited for \$250.00 per credit hour.

These tuition rates are subject to change in subsequent years.

Tuition Cost and Financial Aid Information Letters will be mailed prior to the start of each semester.

Lab fees are required for a few select courses where additional supplies are required.

**Full time student is defined as a student registered for 12 or more credits.*

***Part time students is defined as a student registered for less than 12 credits.*

Book costs are approximately \$1,400.00 over the course of the program with the majority of the books needed the first semester.

Tuition Payment Due Dates are as follows:

Campus Program

Semester 1 August 15
Semester 2 January 1
Semester 3 August 15
Semester 4 January 1
Semester 5 June 15
Semester 6 January 1
Semester 7 June 15

Community Program

Semester 1 July 15
Semester 2 December 15
Semester 3 June 15
Semester 4 December 15
Semester 5 June 15
Semester 6 December 15

Policy on Refunds

In the case of a student who requests cancellation and/or refund within two (2) weeks after signing the Enrollment Agreement, the school shall cancel the agreement and return in full all of the confirmation monies paid to the school by the student.

In the case of cancellation of the Enrollment agreement after 2 weeks of signing and before school begins; the school may retain the student enrollment fee not to exceed \$150.00 and the student application fee.

Tuition will be prorated and refunded during the first 60% of each semester. After that no refunds will be granted.

Any prepaid tuition or fee amounts will be refunded when a student withdraws or terminates from Birthwise.

Refunds shall be made within thirty (30) days after the effective date of withdrawal or termination.

Installment Plans

If the student is unable to make payment in full at the beginning of the semester, they must contact the Office Manager within the first week of the semester to establish a payment plan and sign an installment contract. There is a \$20 per installment fee and a student must pay the balance by the end of the semester. *If the balance is not paid in full by the end of the semester, the student will not be allowed to register for classes in the following semester until the balance is paid off.*

Other Fees

There will be a \$15 fee for all checks returned to Birthwise for insufficient funds.

A 2% late fee will be charged if the tuition payment is not received within 7 days of the due day. The late fees will apply when there is no signed contract or if payments are not made according to the installment contract schedule. The 2% late fee will be charged every 30 days on unpaid balances but fees will not be capitalized.

Advanced Standing Fee

There are fees associated with the applications for Advanced Standing. Payment must be submitted along with the application and proper documentation. Please refer to the Advanced Standing Application(s) for more detail.

Clinical Documentation Fee

Clinical Documentation Fee in Semester 2 (Spring 2017) will be \$100. This fee will cover the cost of the Clinical Documentation Record and the TyphonGroup Account.

Extended Preceptorship Fee

Students who have not completed all of their graduation requirements but are beyond their last semester of preceptorship will be charged an administrative fee until those requirements are fulfilled and the student officially graduates from Birthwise. After a two-month grace period, students will be charged a \$50 fee each month until graduation requirements are completed to cover administrative costs. Students in extended preceptorship are considered less than half time students for Federal Financial Aid purposes and therefore a student's 6-month grace period before entering repayment on any federal loans taking while attending Birthwise would begin at the end of the last semester of preceptorship. Please consult with our financial aid officer if you received Federal Financial Aid.

Financial Aid

For complete information on financial aid options at Birthwise, see our Birthwise Financial Handbook on our website.

Federal Financial Aid

U.S. students or permanent residents may be eligible for Federal Stafford Loans (subsidized & unsubsidized), Pell Grants and PLUS Loans. Assessing federal financial aid eligibility starts with filing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available to complete on line. The FAFSA becomes available in December of each year and should be filed early for best results. *Birthwise's Title IV code is: 036123*. You will be notified of your award. Students must update their FAFSA each year *prior* to the semester they intend to receive federal aid.

GI Bill

We are approved for the use of GI Bill benefits by the Maine State approving agency.

Americorps

We are approved for the use of Americorps benefits.

Canadian Financial Aid

Canadian students may be eligible for Canada aid. www.canlearn.ca/nslc.

Return of Title IV Funds

Return of Title IV funds in the event that a student leaves Birthwise during an academic term either voluntarily or involuntary are subject to the school's refund policies. The withdrawal date that is used in determining a student's refund or repayment will be defined as the actual date that the student begins the withdrawal process, or the student's last day of academically related activity should the student leave the school without notification.

The U.S. Department of Education requires Birthwise Midwifery School to use the Return of Title IV Funds Policy for students who withdraw from school and who are receiving Federal Title IV student financial aid. Title IV funds refer to federal financial aid programs authorized under the Higher Education Act of 1965 (as amended).

The Department of Education expects a student to "earn" the financial aid they receive. Students who receive federal aid in the form of a Federal Pell Grant, or Federal Stafford Student

Loan(s) are expected to earn those funds by attending school and completing the time in the term for which they are paid.

If a student leaves school before completing more than 60% of the scheduled hours for which they received aid, they may be required to pay back a portion of the aid they received. They may also be required to pay Birthwise for a part of their tuition in addition to returning money to the Department of Education. Once a student completes over 60% of the scheduled time for which they received aid, it is considered that they have earned all of the aid (100%) and no refund would be given.

How this is done: Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. This percentage is also the percentage of earned aid. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the school. If a student earned more aid than was disbursed to them, the institution would owe the student a post-withdrawal disbursement, which must be paid within 120 days of the student's withdrawal.

EXAMPLES: A Semester starting 9/7 and ending 12/15 would have 100 days as the total days in the payment term. If a student received \$4750 in Financial Aid for this term, the following shows the amount the student earned and the amount that would need to be refunded.

Student Attended	/total days	% earned	\$ Earned	\$\$ to be returned
2 weeks (14 days)	14/100	14% of \$4750	\$665	\$4085
4 weeks (28 days)	28/100	28% “	\$1330	\$3420
6 weeks (42 days)	42/100	42% “	\$1995	\$2755
8 weeks (56 days)	56/100	56% “	\$2660	\$2090
61 days	61/100	61% over 60% 100% earned		no refund

Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal (PLUS) Loans
4. Federal Pell Grants for which a Return of funds is required
5. Other assistance under this Title for which a Return of funds is required

Return of Title IV funds will be determined by the Financial Aid Office, in conjunction with our 3rd party servicer, within 30 days of the determined last day of attendance.

The Financial Aid Officer will provide the student with written notification of the breakdown of which funds are being returned to the Department of Education, which funds the student has earned, and/or portions of awarded funds that the student is responsible for repaying and to whom they must repay.

If it is determined that a portion of the financial aid received on the student's behalf is unearned, Birthwise shares the responsibility of returning those funds in accordance with the Return of Title IV Funds regulations.

Any grant funds that the student is required to return to the federal programs are considered an overpayment. The student must repay the amount in full. If a student fails to repay, or make payments as arranged with the financial aid office and the office manager they may lose eligibility to receive future federal financial aid.

Verification Disclosure

The US Department of Education requires that Federal Title IV applicants provide documentation to verify the accuracy of information submitted on FAFSA each year. If a student is selected for verification they will be contacted by the FA office. To complete the verification process the Financial Aid office will request, and must be provided with, documentation which may include IRS Tax Transcripts, W2 forms, Tax forms, Verification Worksheets or other official documentation. All documentation required to complete any verification related to financial aid must be submitted to the Financial Aid Office within 45 days of the request of the documentation material.

Financial Aid will not be awarded until the verification process is complete.

Policy on Professional Judgement

The Financial Aid office at Birthwise Midwifery School will review requests for professional judgement as they relate to financial aid awards.

In extenuating circumstance the financial aid office in conjunction with the administrative office may exercise professional judgement and change elements of federal needs analysis which they feel have not been adequately considered in the FAFSA.

Requirements for a Professional Judgement Request:

- 1) Initiated by a letter of request from the student which outlines the circumstances and why they would like the request considered.
- 2) Requires 3rd party documentation, and any documentation requested by the financial aid office.
- 3) Requires a valid and current SAR (student aid report which is generated when the FAFSA is done).
- 4) Requires a signed copy of the tax year(s) applicable to the year of financial aid consideration.

Glossary of Clinical Terminology

Births as an Assistant under Supervision – These are births where you are being taught to perform the skills of a midwife, but do not make decisions for client care. Just observing a birth is not considered being an Assistant under Supervision. You must be actively involved in assisting the birth process in some way, such as by charting, providing labor support, setting up the birth tray, or participating in management discussions. Catching the baby is a skill that may be taught while you are acting as an active participant. Furthermore, just assisting at the moment of birth does not count as a birth as an active participant. You should be present throughout labor, birth (of both the baby and placenta), and the immediate postpartum period. Do not record any births on your required documentation sheets for which you were not present for the complete birth of the baby – they will not be included in your required numbers.

Births as Primary Midwife under Supervision – These are births in which you demonstrate the ability to perform all aspects of midwifery care to the satisfaction of the preceptor, who is physically present and supervising your performance of skills and decision-making.

Continuity of Care – Care provided throughout the prenatal, intrapartum, and postpartum periods. In order to document continuity of care for a client, you must document 5 prenatals spanning two trimesters, the birth, 2 postpartum visits, and the complete newborn exam.

Complete Newborn Exam – A complete and thorough exam of the infant within 12 hours of birth, including measurements, cardiac and respiratory assessment, reflex assessment, and a complete physical assessment. Only one exam can be recorded per newborn.

Complete Physical Exam – A thorough physical exam of a woman, including auscultation of heart and lungs, thyroid assessment, vitals, breast exam, abdominal exam, and pelvic exam. May be part of an initial prenatal visit, final postpartum visit, or gynecological exam.

Gynecological Exam – A speculum examination including gynecological testing. Note: Any type of speculum exam including GYN testing (so, pap or cultures) is sufficient for Gynecological Exams as Assistant Under Supervision but you must conduct a pap smear plus bimanual pelvic examination in order to count the experience as a Gynecological Exam as Primary Under Supervision.

Initial Prenatal Exam – A prenatal exam that includes an intake interview, review of history (medical, gynecological, family), physical exam, and review of the EDD.

Out-of-Hospital Birth – A planned birth in a home, freestanding birth center, or other location independent of a hospital.

Postpartum Exam – A complete and thorough routine exam of the mother and baby following the birth.

Prenatal Exam – A complete and thorough routine examination, counseling, and education of the pregnant woman prior to labor.

Transport as Primary Midwife under Supervision – Birthwise will accept up to two transports as primary births under supervision, provided the following conditions are met:

The student must have been serving in the role of primary midwife under supervision prior to the transport and throughout the transport.

The transport must occur during active labor (4 cm or more dilation).

The student as primary midwife under supervision must remain with the client throughout the birth of the baby, whether the birth is via NSVD, assisted, or by cesarean.

The student as primary midwife under supervision must remain under physical supervision of the preceptor (therefore, the preceptor must also be present).

The student must have full responsibility for provision of all aspects of midwifery care without the need for supervisory personnel (such as continued labor support, advocacy, and education), although obstetrical care may be handled by hospital staff.

Per the NARM Policy Statement on Primary Births, in all aspects of clinical care, the final decision on whether the apprentice is performing at the level of "assistant" or "primary midwife" rests with the preceptor.

Be sure to document any transports clearly so that it is obvious that these conditions have been met.

Birthwise Contact List

Birthwise Office (207) 647-5968 phone
(207) 647-5919 fax

Staff

Heidi Fillmore heidi@birthwisemidwifery.edu
Academic Director/ Executive Director

Sharon Craig Economides sharon@birthwisemidwifery.edu
Associate Academic Director

Beth Bongiolatti clinicaldirector@birthwisemidwifery.edu
Clinical Director

Melissa Mayo info@birthwisemidwifery.edu
Financial & Administrative Coordinator

Elizabeth McKinnon elizabeth@birthwisemidwifery.edu
Financial Aid Officer

Abby Luca abby@birthwisemidwifery.edu
Student Affairs Coordinator

Faculty

Sarah Ackerly, ND, CPM: drsarahnd@gmail.com

Sarah is a Naturopathic Physician and CPM with a busy family practice and home birth practice. She graduated from National College of Naturopathic Medicine and was a faculty member at the National College of Naturopathic Medicine in Portland, OR. She practices in Topsham, ME and has been on the Birthwise faculty since 1995.

Holly Arends Murphy, CPM: holly@birchmoonmidwifery.com

Holly received a B.A. in Religion and Philosophy from Saint Mary's College. She lived and worked with people with disabilities in a volunteer community in Washington state for three years before moving to Maine. Holly graduated from Birthwise, and as part of her training spent a month working in a birth center in the Philippines. In 2005 she opened Birch Moon Midwifery, a private home birth practice in Bath, Maine.

Beth Bongiolatti, MA, CPM, NHCM: beth@birthwisemidwifery.edu

Beth is a supervising midwife at the Birthwise Community Clinic, in November of 2014. She is a 2013 graduate of Birthwise, and began her work as a midwife at the Birth Cottage of Milford in Southern New Hampshire in early 2013. She began her training as a midwife at Yayasan Bumi

Sehat midwifery clinic in Bali, Indonesia, while completing the practicum portion of her Master's degree in Sustainable International Development.

Dolores Carbonneau, CNM: Dolores.carbonneau@gmail.com

Once a CPM with a home birth practice, Dolores completed her nurse midwifery education and works in a Maine hospital as a CNM.

Gretchen Davidson: milasamma@yahoo.com

Gretchen has a BA in Sociology and minor in Women's Studies. When she is not teaching here at Birthwise, she offers counseling services to Victims of Domestic and Sexual Violence.

Susi Delaney, MA, CPM: midwifesusi@maine.rr.com

Susi is a graduate of Birthwise. She opened Red Tent Midwifery, a private home birth practice based in New Gloucester, Maine, in 2007. She holds a bachelor's degree in History from the University of Rochester (1995) and a master's degree in History & Sociology of Science from the University of Pennsylvania (1997).

Sharon Craig Economides, CPM: Sharon@birthwisemidwifery.edu

Born at home with a midwife, Sharon Craig Economides heard about and valued the midwifery model of care from an early age. At the heart of midwifery is individualized care with a continuity of care relationship that fosters informed decision-making. When giving birth to her own son, she valued the intimacy and autonomy of midwifery care.

Sharon has been serving childbearing families since 2002 when she began attending births as a doula. In 2005, Sharon completed the clinical requirements of midwifery training and passed the North American Registry of Midwives exam to become a Certified Professional Midwife (CPM). After becoming a CPM, Sharon worked in Afghanistan as a midwife trainer and community health educator trainer. Sharon became a California Licensed Midwife (LM) in 2008 and has enjoyed serving home birthing families in the San Francisco Bay Area. In 2009, Sharon completed her Master's degree in Midwifery and became an International Board Certified Lactation Consultant (IBCLC). Sharon joined the Birth House and Birthwise Midwifery School as the Associate Academic Director in 2016.

Heidi Fillmore, CPM, NHCM: heidi@birthwisemidwifery.edu/ (647-5968, 756-9272)

Heidi is the founder & current Executive Director of Birthwise. She has a Bachelor's degree in Architectural Technology from Southern Illinois University (1982) and graduated from the Midwifery Training Institute in 1987. She has been practicing midwifery in Maine and New Hampshire for 23 years and has been a faculty member since the founding of Birthwise in 1994. She is currently a member of the Midwifery Education Accreditation Council Board of Directors.

Robin Illian, CPM: midwiferobin@gmail.com

Robin is a homebirth midwife who is a partner in the Sacopee Valley Midwives. She has a bachelor's degree in Anthropology and Biology from James Madison University (1999) and is an

alumnus of Birthwise. Robin has attended births and been part of the midwifery community in California and Colorado.

Abby Luca, CPM: abby@birthwisemidwifery.edu

Abby received a B.A. in English and Religious Studies from the University of Alabama in 2006. She went on and received her M.A. in English from the University of Alabama in 2010. She taught 3 courses at the University of Alabama as a primary instructor between 2008 and 2010. Abby graduated from Birthwise in 2016 and will be starting her midwifery practice in North Conway.

Jacqueline Dubord, MPH,CPM, NHCM: jackie.lamberto@gmail.com

Jacqueline has a homebirth midwifery practice in central Maine. Jacqueline has her Master's Degree in public health, specializing in maternal and child health, and is also an alumnus of Birthwise. She has a bachelor's degree in Psychology and Biology.

ADJUNCT FACULTY

Brenda Surabian, CPM

Nell Tharpe, CNM

Jenny Spang, CPM,

Autumn Vergo, CPM, NHCM

Carrie Werner, ND

Dana Fadal

Rachel Randall

Shosh Ruskin, NAP-BC, WHNP-BC

Katey Branch