



BIRTHWISE MIDWIFERY SCHOOL

**STUDENT HANDBOOK 2017-18**



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### **Mission Statement**

Birthwise Midwifery School guides individuals to become skilled and compassionate direct-entry midwives and midwifery assistants who provide care informed by both tradition and 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 of midwifery in the US and abroad.
- F. To offer classes and continuing education opportunities to aspiring and practicing midwives and maternity care providers.



# BIRTHWISE MIDWIFERY SCHOOL

## 2017-18 Midwifery Program Student Handbook

*This handbook includes the policies and other information important to students at Birthwise Midwifery School and is a resource throughout matriculation at Birthwise.*

### 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.

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 six to eight-hour class day usually requires 12 to 16 hours of study outside of class. Each student is expected to keep up with the reading and homework to fully participate in class discussions. 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 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 - students 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 and encourages 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).

The Birthwise program consists of two components: the academic component and the preceptorship, which may run concurrently. The program of study is designed to be completed in three calendar years if the student enrolls full time, but may take up to six 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.

### Community Program Overview

The three-year Community Program utilizes a low-residency educational model consisting of an orientation week and eleven two-week academic sessions at the Birthwise campus in Bridgton, while simultaneously working with a midwifery practice in the student's home community. This is not an online or distance program. Students are in the classroom for the same number of hours

as our Campus students. Course assignments are done at home between sessions so that students are prepared for their class time while on campus.

### **Semester One (July - Dec 2017)**

Total Credits: 13.3 credits

**Orientation Session: (July 31-August 4)**

**Academic Session 1: (September 18-September 29)**

**Academic Session 2: (November 27-December 8)**

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	(0.8 credits, 12 hours)
Midwifery and Social Justice 1	(0.4 credits, 6 hours)
Skills Practice 1	(1.0 credits, 15 hours)
Writing for Midwives*	(0.5 credits, 8 hours)

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

### **Semester Two (Jan - June 2018)**

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)
Introduction to Lactation	(0.8 credits, 12 hours)
Prenatal Complications	(4.0 credits, 60 hours)
Professional Midwifery 2	(1.0 credits, 15 hours)
Normal Newborn	(2.0 credits, 30 hours)
Introduction to 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)
Midwifery and Social Justice	(0.4 credits, 6 hours)
BLS for Health Care Providers	(0.2 credits, 3 hours)

### **Semester Three (July - Dec 2018)**

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)
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)
Midwifery and Social Justice 3	(0.2 credits, 3 hours)
Neonatal Resuscitation Certificate class	(0.4 credits, 6 hours)
Suturing Workshop	(0.4 credits, 6 hours)

### **Semester Four (Jan - June 2019)**

Total Credits: 19.8 credits

#### **Academic Session 8: (Two weeks in January)**

#### **Academic Session 9: (Two weeks in March)**

#### **Academic Session 10: (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 2019)**

Total Credits: 16.5 credits

#### **Academic Session 11: (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	(1.2 credits, 24 hours)
Midwifery and Social Justice 4	(0.4 credits, 6 hours)
Hospital Birth Seminar	(0.4 credits, 6 hours)
Botanicals	(1.2 credits, 18 hours)

### **Semester Six (Jan - July 2020)**

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**

### Campus Program Overview

The Birthwise Campus Program is a three-year program consisting of 3.5 academic semesters at the Birthwise campus, followed by a 2.5 semester clinical preceptorship with a midwife chosen by the student and approved by the Birthwise Clinical Director. The student is placed in a clinical rotation with a local midwife for six to eight hours per week in the second and third academic semesters. The full-time student can expect to carry a course load of fifteen to twenty credits per semester and attend classes approximately three days per week. Preceptorships may be located in certain states in the U.S. and most students relocate outside of Maine for their preceptorship. The preceptorship varies in length, depending on the volume of births that occur at their preceptor's practice.

### Semester One (Aug - Dec 2017)

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	(0.8 credits, 12 hours)
Midwifery and Social Justice 1	(0.4 credits, 6 hours)
Skills Practice 1	(1.0 credits, 15 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 2018)

Total Credits: 20.3 credits	
Normal Labor and Birth	(3.2 credits, 48 hours)
Postpartum	(1.6 credits, 24 hours)
Introduction to Lactation	(0.8 credits, 12 hours)
Normal Newborn	(2.0 credits, 30 hours)
Neonatal Resuscitation	(0.4 credits, 6 hours)
Therapeutic Nutrition	(1.6 credits, 24 hours)
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)
Introduction to Neonatal Resuscitation	(0.4 credits, 6 hours)
BLS for Health Care Providers	(0.2 credits, 3 hours)
Electives	(1.0 credits, 15 hours)
Clinical Rotation 1	(2.0 credits, 75 hours)

### **Semester Three (Aug- Dec 2018)**

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)
Neonatal Resuscitation Certificate class	(0.4 credits, 6 hours)
Clinical Rotation 2	(2.0 credits, 75 hours)
Electives	(1.0 credits, 15 hours)

### **Semester Four (Jan - June 2019)**

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 2019)**

Total Credits: 18.2 credits

Preceptorship 2	(17 credits, 637 hours)
Homecoming Workshop 1	(1.2 credits, 18 hours)

## Semester Six (Jan - June 2020)

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 2020)

Total Credits: 8.0 credits

Preceptorship 4 (8.0 credits, 300 hours)

**Total Credits for Graduation: 109.9 credits**

## Birthwise Academic Policies

### 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.

Students sign a written honor code document upon their arrival at Birthwise. We present this Academic Honor Code to bring an awareness of the ethical responsibilities of each person at the school. We 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 are the specific actions that Birthwise considers outside our Honor Code and a process for dealing with violations.

### 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 is 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 five school days.

### **Results of Honor Code Violations**

Students found in violation of the Academic Honor Code receive a failing grade for that test, assignment, or course.

### **Appeals Process**

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

A committee meets within ten days of the notification to review the faculty decision. This committee is 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 five days' notice of the hearing to all parties involved.
- ❖ Shall make decisions by majority vote
- ❖ Shall keep minutes of the proceedings, and make these minutes available to all involved parties within ten days of the decision.
- ❖ Shall notify the student of the committee's decision within ten 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

Sanctions are the discretion of the Academic Director and the Executive Director.

## **Attendance**

- ❖ Regular and prompt attendance at classes is required; chronic absence (more than two class days per semester), whether they are excused or unexcused, may be grounds for dismissal. *Three late arrivals of more than thirty minutes equals one absence.*
- ❖ Absence at more than 25% of the overall classroom hours for any given course leads to an incomplete and requires the student to retake those hours in a subsequent year to receive credit for the course. Students are expected to notify the instructor prior to any absence and to take responsibility for obtaining missed information and arrange 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; prenatal or postpartum 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.
- ❖ 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 to receive credit for that course. Planned absence cannot occur during orientation, periodic exams, or skills exams (OSATS).

## Grades

- ❖ Each instructor designs their own method for assessing students' competency, using traditional and non-traditional evaluation methods, as appropriate. These evaluation methods are written clearly in the syllabus for each course.
- ❖ A score of 80% and above is considered a passing grade. To graduate from Birthwise a student must pass each course (both core courses and 3 credits of elective courses for Campus students) with a score of 80%.
- ❖ A student's failing grade results in a faculty designed remediation plan for the student to improve their grade with specific assignments, retakes, and time frames. This written plan is done on or before the last day of the course, and submitted to the Academic Director. If the student is not able to achieve passing grade in the time frame given, they must repeat the course in a following semester to receive credit. If they do not pass the course on the second try, the student is dismissed from the program.

## Grading Scale at Birthwise

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

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

## Elective Policy

Students who have registered for an elective must attend the elective. If a student cannot attend an elective after registration, they must unregister by contacting the Registrar one week prior to the date of the elective. If the student fails to unregister one week prior a \$20 fee is charged to the student's account. Exceptions to this rule are made for students attending births.

## Late work

Students must complete and submit to the instructor late assignment proposal forms on the original assignment due date. Late work is penalized and all work for a course must be completed within two weeks of the last class day of that course to receive credit. Late work penalties of 10% are included on the syllabus for each course.

If at the end of a course a student must remediate assignments, then the student and instructor sign an Incomplete Agreement Form. The student receives an I (Incomplete) grade in Sycamore. If missing assignments are not completed and sent to the instructor by the dates agreed upon, then the Incomplete reverts to a fail grade and the student must retake the course. If the student completes the assignments within the agreed upon timeframe, then the instructor grades the assignments and changes the course grade to the corresponding letter grade. Incomplete grades are considered unsatisfactory when reviewing for SAP and must be resolved by two weeks after the close of the semester or count towards the 25% limit (see SAP policy for more detail).

### **Course Drop Policy**

- ❖ A course can be dropped after the first-class meeting without penalty. After that time, the course is listed on the student's transcript as a withdrawal (WD) and the full credit amount for the course is 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 may withdraw from a course up to the point the course has surpassed 60% of the classroom hours. The course is included on the student's transcript as a withdrawal (WD) and the full credit amount for the course is added to the "attempted" credits when calculating SAP.
- ❖ A Student may not withdraw from a course after 60% of the classroom hours have passed. The student's grade achieved appears on their transcript and is used when calculating SAP.

### **Testing Policy**

- ❖ All notes, books, computers, cell phones, and other electronic devices are 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 are proctored.
- ❖ A student caught cheating during an exam automatically fails that exam. A second cheating offense may lead to dismissal from the program.
- ❖ 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 two weeks of the original test date. Failure to meet the above requirements results in a failing grade and the student receives no course credits.

### **Periodic and Senior Exams**

- ❖ Periodic exams are administered at the end of each semester covering the course material for that semester.
- ❖ A comprehensive senior exam is given during the student's last semester prior to graduation.

- ❖ All sections of periodic and senior exams must be passed with an 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 may be retaken only once unless otherwise determined by the instructor. If a periodic exam is failed a second time, the student may be dismissed from the program.
- ❖ If a student fails one or more sections of the senior exam, they are encouraged to attend two (2) three-hour tutoring sessions before retaking the exam. It may 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.

### Homecoming Workshops

- ❖ Homecoming workshops are three-day workshops held each year - one in October and one in June (immediately prior to the annual graduation ceremony). Homecoming 1 is required for Campus program students only, and Homecoming 2 is required for both Campus and Community program students. These workshops are an opportunity for students who are engaged in preceptorships to:
  - return and update Birthwise on their progress
  - to practice skills that they may not have been able to use in their preceptor sites
  - to learn new information/skills
  - to participate in case reviews taken from their preceptorships
  - to process what they are learning
  - to take the senior skills exams (OSATS)
  - and to celebrate, have fun, and rest
- ❖ Senior skills exams (OSATS) are administered during Skills 5 course for the Community students.
- ❖ Students attend Homecoming Workshop 2 in the year that they are expected to graduate.

### Objective, Simulated Assessment of Technical Skills (OSATS)

OSATS are simulated skills exams that assess the student's technical skills and clinical judgment. OSATS 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.

### Advanced Status for Prior Learning

- ❖ Previous education and/or experience in the field of midwifery may allow advanced placement in the Birthwise program.
- ❖ To waive an academic course, the student must submit the academic course waiver application. The student provides information about the course previously taken and documentation from the credit granting institution regarding the instructor's qualifications, number of class hours, grade received, and learning objectives covered. The course waiver application must be submitted prior to the semester when the course being waived is scheduled. The final decision to waive each course is determined by the Academic Director. The student may be required to take a written exam to confirm equivalent knowledge.
- ❖ To challenge an academic course, the student must submit the academic challenge form, fee, and the necessary documentation/information required. The course challenge application must be submitted prior to the semester when the course being challenged is

scheduled. The final decision to challenge each course is determined by the Academic Director. The student may be required to take a written exam to confirm equivalent knowledge. See the Advanced Standing Fee section.

- ❖ All students, regardless of advanced status, must take and pass all periodic exams, the senior exam, and all skills exams (OSATS).
- ❖ A minimum of 40% of awarded academic credits must be received while enrolled at Birthwise.
- ❖ To challenge clinical credits, students must submit the clinical challenge application. The student provides documentation of any previous midwifery experience including the preceptor's qualifications, signed documents specifying the clinical experience type and amount, and written preceptor evaluations of the student's experience. The Clinical Director reviews all applications for advanced clinical status. Clinical credit waivers are negotiated with the student before the first academic session. See the Advanced Standing Fee section.
- ❖ A maximum of 23 clinical credits may be challenged. All approved prior experience must be counted in the AUS category. All experiences in the PUS category must be documented while an enrolled student at Birthwise. Please contact the Clinical Director at [clinicaldirector@birthwisemidwifery.edu](mailto:clinicaldirector@birthwisemidwifery.edu) to learn more about challenging clinical credits.

### **Leave of Absence (LOA)**

- ❖ A student in good standing may request, in writing to the Academic Director and Registrar, 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.
- ❖ The student must indicate when they will return to the academic program or preceptorship in their application for LOA. If the student does not comply with this contract, they are automatically withdrawn from Birthwise retroactive to the start date of the LOA.
- ❖ Only one LOA may be granted to a student in a twelve-month period and this twelve-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 the total number of days of all LOAs does not exceed 180 days in any 12-month period.
- ❖ An additional LOA of up to thirty days may be granted, if the school determines that it is necessary due to unforeseen circumstances.
- ❖ 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 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, Birthwise 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 to the Academic Director and Registrar, a temporary withdrawal (TWD) from enrollment at Birthwise.
- ❖ A return to coursework or preceptorship must occur within one year of withdrawal and if done within that time, requires no further application or reinstatement procedures.

- ❖ Students returning from TWD are charged a re-enrollment fee of \$150.
- ❖ Only one temporary withdrawal may 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 is specified in a written agreement developed jointly by the student and the Academic Director and/or Clinical Director.
- ❖ Upon return to school, the student is expected to pay tuition and fees per 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 are 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 is required when the student's grace period is over.

### **Withdrawal (WD) from Birthwise**

If a student wishes to withdraw from Birthwise Midwifery School, they notify the Academic Director and complete the withdrawal form. If a student should stop attending classes and/or communicating with the school, the student is withdrawn retroactive to 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 per 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 (FFA) 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 FFA 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 is 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 FFA 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**

- ❖ Birthwise has specific standards which all students are expected to achieve 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. Any student who does not meet SAP is notified by email of this status.
- ❖ The student who does not achieve SAP is put on academic probation (and financial aid probation if they receive FFA) for the subsequent semester. 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 matriculation 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.**

**To maintain SAP, Birthwise students must:**

1. Receive **passing grades in at least 75% of all attempted credits** each semester.
2. **Pass all Periodic exams** (including one possible retake for each section), by achieving 80% or above on each section.
3. **Pass all Skills exams** (OSATS), including one possible retake for each exam.
4. At the end of their second year, have a **cumulative GPA of at least 2.0** and be progressing at a pace that 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 students must pass each required course as well as the required number of elective courses (Campus Program) to graduate from Birthwise. Student evaluations of the course and faculty are given for the students to complete at the completion of each course.
- ❖ A student's failing grade results in a faculty designed remediation plan for the student to improve their grade with specific assignments, retakes, and time frames. This written plan is done on or before the last day of the course, and 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.
- ❖ 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 cannot meet SAP and they are placed on academic probation. If the student meets the criteria for SAP during the following semester of classes, the probationary status is removed and the student returns to good standing. If the student does not achieve SAP while on probation, the Academic Director may dismiss the student from the program.
- ❖ All 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.

### **Academic Probation**

- ❖ A student may be placed on academic probation if they do not achieve SAP as described above.

- ❖ If a student does not achieve SAP while on probation, the Academic Director may dismiss the student from the program. The student loses 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 is removed from probationary status after one semester of satisfactory academic progress.
- ❖ A student is allowed only one probationary period during their enrollment at Birthwise. Failing to meet SAP a second time may lead to dismissal from the program.

### **Satisfactory Academic 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 six years (part-time students), not including any leave of absences or temporary withdrawals.
- ❖ Preceptors complete written evaluations of their student each semester throughout preceptorship.
- ❖ A student receiving a less than satisfactory evaluation by their preceptor is placed on academic probation, which is lifted by receiving a satisfactory evaluation on the next evaluation.
- ❖ Two unsatisfactory evaluations by a preceptor may indicate dismissal from the Birthwise program.

### **Satisfactory Academic Progress and Federal Financial Aid**

- ❖ Students must maintain SAP to continue to receive Title IV FFA.
- ❖ Students who receive FFA and do not meet SAP for any given semester are placed on Financial Aid Probation. While on FA Probation, students can receive financial aid, but must achieve SAP while on probation or they are ineligible for financial aid (Financial Aid suspension) in the following semester.

**Students are eligible for one semester of FA probation as they work toward completion of the program. If a student is placed on probation, they should take steps to ensure that they are meeting SAP requirements by the end of the probationary semester or they are placed on FA Suspension. A student on FA suspension is ineligible to receive FFA in the subsequent semester.**

## **The Clinical Preceptorship at Birthwise**

### **Overview and Goals of the Clinical Preceptorship**

- ❖ The goal of preceptorship is to bring the student's skills and abilities to entry-level midwife status. The emphasis during preceptorship is placed on the student first observing and assisting, then performing primary care in a midwifery practice.
- ❖ A student entering preceptorship has a basic skill level in all entry-level midwifery skills; further practice and experience is required to build confidence and proficiency.

- ❖ The student documents the skills and required experiences on paper forms provided by Birthwise and verifies these with a signature from their preceptor.
- ❖ The preceptorship is completed once the student has documented and successfully completed all graduation requirements, including numbers of clinical encounters, continuity of care requirements, individual skill mastery, and is recommended for graduation by their final preceptor.
- ❖ The student finds acceptable midwifery practices for preceptorship with guidance and assistance from the Birthwise Clinical Director. Although Birthwise assists in locating a clinical site, we do not guarantee student placement or completion of the preceptorship.
- ❖ Most students find preceptorships outside of Maine due to the shortage of higher volume sites in Maine.
- ❖ The student needs dependable transportation, regular internet access, a cell phone and/or pager, and 24 hour on-call capabilities.
  
- ❖ **A preceptorship is different from a traditional apprenticeship in several ways:**
  - A preceptorship involves a third party, an educational institution, which follows the student through their clinical experience. Birthwise requires: the preceptor to be approved, the student to submit documentation of all clinical experience, the preceptor and student to maintain regular communication with the school, and the preceptor and student to complete periodic written evaluations.
  - The student attends their preceptorship having gained an academic background and a basic skill level which allows the student to progress quickly and to take more responsibility sooner.
  - The institution is available to help facilitate a positive experience for both student and preceptor by acting as a guide and mediator as needed.
  - A preceptorship is a more structured experience for the student and the preceptor; both parties are provided with clear learning objectives and guidelines for a successful preceptor/student mentorship experience.

### **Birthwise Student Conduct in Clinical Sites**

- ❖ Midwives, as is true in many care-giving professions, often incorporate students into their practices to serve the profession and the future generations of midwives. However, a midwife's responsibility and highest priority is always the quality of care provided to, and safety of, the client. The Birthwise student must enter their clinical sites knowing that it is an honor for them to be brought into the midwife's practice. Furthermore, the student should always respect the midwife and their clients, and place the midwife's and clients' best interests before the student's desire to acquire clinical experiences towards graduation.
- ❖ The student should attempt to blend into the culture of the midwife and their clients, and not make a loud personal statement. Some types of behavior and appearance may become an obstacle to a student's full participation in client care.
- ❖ A client who allows a student to participate in their care also invests themselves in the student's best interest and not necessarily their own. Some clients welcome the opportunity to help train a future midwife while others see student involvement as a liability. We believe, if done well, a student can be integrated into a practice in a way that enhances the care the midwife's clients receive, but ultimately the client chooses whether a student is involved in their care.
- ❖ If the student routinely helps the preceptor, then the student is likely to be appreciated and a highly desired student. The student may offer 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.

## Preceptor and Clinical Site Qualifications

- ❖ **Any Birthwise preceptor must be qualified as follows:**
  - **Nationally certified midwife (CPM, CNM, CM) with at least 2 years of current experience in full scope midwifery practice**
    - **OR**
  - **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.**
- ❖ All preceptors must be approved by the Birthwise Clinical Director and must complete the application requirements to become a *preceptor* **BEFORE** a student begins documenting clinical experience under that preceptor.
- ❖ Preceptors must interface with Birthwise Midwifery School on a periodic basis throughout the student's time in their practice, participate in mid-semester video conferences and complete all necessary verification signatures and written evaluations.
- ❖ The clinical site must allow the student to perform all aspects of midwifery care in accordance with the Midwives Model of Care. The preceptor must be physically present during all clinical skills performed by the student.
- ❖ The clinical site provides documentation it has policies and procedures that meet federal and state safety standards, universal precautions, hazardous materials management, and hazardous waste management.
- ❖ 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.

*Birthwise also encourages students to receive training from allied professions such as lactation consultants, pediatricians, nurses, and practitioners of complementary therapies.*

***Birthwise is not authorized to have students in clinical preceptorships in some US states. Birthwise updates and posts a list of states allowing Birthwise students in preceptorship on the cork board outside the main classroom on campus. Before searching for a preceptorship, a student reviews the list of states accepting Birthwise students.***

## Role Description for Preceptors

- ❖ Preceptors are considered Adjunct Faculty members of Birthwise Midwifery School for the time they work with a student. With this relationship comes a certain amount of support and accountability.
- ❖ **Preceptors are expected to:**
  - Create a way for students who have completed the academic program at 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 allows 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.”)*

### Exception to Required Direct 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 provide care. Any care provided by a Birthwise student that is not directly supervised by the Preceptor may not be documented 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 body 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 body) in the office or in the client's home provided that the Preceptor is readily available for consultation and instruction. The student should remember, however, that all care provided to 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:**
  - Conduct active labor management or 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 body 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 Precepting Student

#### Each student is expected to:

- ❖ Gain approval for a prospective clinical site by completing a **Site Request** form and submitting it to the Clinical Director.
- ❖ Complete and sign a **Preceptorship Agreement** for each new preceptor at all clinical sites and return it to Birthwise.
- ❖ Document clinical experiences on the **documentation forms** provided and have the preceptor verify that experience by signing next to each entry, ideally on the same day the experience occurred. These documentation forms are sent to the Clinical Director at the end of each semester. *Failure to do this results in not receiving credit for those experiences.*
- ❖ Complete an **Evaluation of Preceptorship** form at the end of each semester.
- ❖ Be reliable, respectful, self-motivated and honest in their clinical settings. This includes dressing neatly and appropriately for each setting. The student adapts their behavior to fit each situation, remembering that they are a guest in the preceptor's practice.
- ❖ Monitor their own experience by setting goals for themselves in skill development and communicating those goals with their preceptor 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 well as participate in clinic days as negotiated with the preceptor.

- ❖ Have their own reliable transportation.
- ❖ Be available to help with administrative/office work and cleanup as requested by the preceptor.
- ❖ Have access to email for communication with Birthwise during preceptorship. Each semester at least one video conference with the preceptor and the Clinical Director are required to track each student's progress.
- ❖ Maintain clear and honest communications with preceptor. This includes letting the preceptor know the student's availability at the clinic, and expressing any grievances.
- ❖ Initiate contact with the Clinical Director if, at any point, the student feels that the preceptor has violated the Preceptorship Agreement or the relationship is otherwise difficult. The Clinical Director helps to explore whether the situation can be improved and resolved or whether to remove the student from the preceptor's practice via the Grievance Process. (See *Grievance Process* later in this book.) Students must abide by the outcome(s) of the Grievance Process.

### Expectations of the Preceptor

#### Each preceptor is expected to:

- ❖ Complete the **Preceptor Application** process prior to the start of the student's preceptorship.
- ❖ Contribute to and sign the **Preceptorship Agreement**. This document states the terms of the arrangement between the preceptor and the student.
- ❖ Verify the student's documentation of experience on the forms provided, ideally on the same day the experiences occur.
- ❖ Participate in a mid-semester video conference with the student and the Clinical Director to review the student's progress.
- ❖ Complete a **Preceptor Evaluation of Student** form at the end of each semester when it is emailed to them by the Clinical Director.
- ❖ Provide as much quality experience as is possible 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.
- ❖ Maintain open and honest communications with the student. This includes verbal feedback to the student on a regular basis 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 the Clinical Director if, at any point, the preceptor feels the student has violated the Preceptorship Agreement or the relationship is otherwise difficult. The Clinical Director helps to explore whether the situation can be improved and resolved or whether to dismiss the student. (See *Grievance Process* later in this book.)
- ❖ Make an official recommendation for graduation of the student. When a student has completed 18 PUS births of the minimum required 25, the preceptor evaluates the student and determines if the student is to 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.

## Clinical Experience Participation Guidelines and Etiquette

### Student Guidelines for Clinic Visits:

- Attend office appointments in a schedule discussed with the Preceptor.
- Alert their preceptor if they are unable to attend a scheduled office day.
- Wear clothing deemed appropriate by the preceptor for office appointments. Appropriate dress may include clean, modest, and proper fitting pants, shirts, skirts, clean denim jeans, etc. Avoid wearing shorts, tank tops, short skirts, torn clothing, clothing bearing commercial logos, etc. unless specifically approved by the preceptor.
- Cover visible tattoos and/or remove facial piercings as deemed necessary by the preceptor.
- Maintain clean appearance and keep hair appropriately groomed and tied back.
- Refrain from the use of slang and profanity.
- Work as required for a period of hours each week doing office work. The number of hours are determined by the preceptor.
- Arrive 30 minutes prior to first scheduled visit to review charts unless the preceptor outlines an alternate procedure.

### Student On-call Guidelines:

- Be available by phone or pager at all times while on-call.
- Stay within a 1 hour geographical radius of the expected birth site while on-call unless preceptor outlines an alternate guideline.
- Respond to calls within 15 minutes.
- Alert preceptor immediately if illness or urgent matter occurs that prevents them from being on-call.
- Maintain a reliable mode of transportation.
- Make prior arrangements for childcare.
- Refrain from alcohol and recreational drug use at all times while on-call.

### Student Birth Attendance Guidelines:

- An Active Participant (AP) is the student 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 person (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 AP.
- A Primary under Supervision (PUS) 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, **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.**
- The student should refrain from questioning the preceptor in front of a client.

- For births, the student 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.

#### **Client Confidentiality Guidelines:**

- The 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.
- The student midwife reviews any case to be presented in class, in peer review, or with Birthwise staff with the preceptor prior to presentation.
- The student midwife may not refer to the attending midwife by name during case presentations.
- The student midwife may not copy or remove any charts or paperwork from the preceptor's files without permission of the preceptor.

#### **When to Begin Performing Primary Care**

##### **❖ Components of care in the primary role include:**

- For all care:
    - leading the communication, education and informed decision-making processes with the client
    - utilizing clinical judgement when participating in the management of care
    - performing most of the client physical assessments
  - For clinic appointments:
    - orchestrating the prenatal/postpartum/well body visit
    - developing a care plan
  - For birth care:
    - leading the birth team
    - receiving the baby
    - managing third stage
- 
- ❖ In a logical progression of learning experiences there are increasing levels of responsibility assumed by the student during the active participation in births, leading to all aspects of care being assumed by the student for primary under supervision births (PUS).
  - ❖ The Birthwise document **Midwifery Skills Milestones** can act as a guide to help the student progress in skill development as it outlines a semester by semester progression of the clinical experience. This is only a guide and a student will make progress at their own pace, within reasonable time frames.
  - ❖ It is not recommended that students begin providing care in the PUS role until they have attended at least 15 to 20 births in the Observation or AUS categories.
  - ❖ Students should not wait until they have completed all their AUS births before they begin to provide care in the PUS role. Some AUS births are completed when a transport to the hospital occurs, when a client does not consent to student-led care, or when the supervising midwife steps in because a complication arises during a PUS birth.
  - ❖ Students do not need to do everything perfectly and do need input from their preceptor when acting as the PUS. The responsibility of acting as a PUS is an important step in the learning process and they need to practice in order to become competent and practice

independently. As the student completes PUS births they become more confident and competent performing the full scope of care.

- ❖ Part of being in the primary role is the ability to utilize the birth team. Students do not have to provide all the skills for the birth to count as a PUS. Asking others to do tasks is necessary at times. For example, the student may have another member of the team do the immediate assessment of the newborn, charting, or administer medication.
- ❖ In all primary care experiences, the supervising preceptor has ultimate responsibility.
  
- ❖ **Special circumstances:**
  - **Four handed catches:** Four-handed catches with the preceptor can be counted as PUS births if the other criteria for primary care are met (see *components of care in the primary role* above).
  - **Partner or client catches:** Sometimes partners or clients want to receive their babies into their own hands. These births can be counted as PUS births if the other criteria for primary care are met.
  - **Transports to the hospital:** Two transports to the hospital during labor can be counted towards each of the requirements in the two categories (Observation/AUS and PUS births) if the student witnesses the birth, or, in the case of a C-section, is present for all the care except the time in the operating room.
  - **Missed births:** If the baby is born completely before the student arrives at the home or birth center, the birth **CANNOT** be counted towards graduation requirements in any category.
  
- ❖ In all aspects of clinical care, the final decision on whether the student is performing at the level of AUS or PUS rests with the preceptor and their evaluation of the student's role and level of responsibility.
- ❖ Five of the twenty-five PUS births must have continuity of care, whereby the student provides primary care during at least five prenatal exams spanning 2 trimesters, the birth, the newborn exam, and two postpartum exams.

### Documentation of Birth Transports as PUS

As mentioned above, Birthwise accepts up to two transports as PUS births, provided the following conditions are met:

- The student must have been serving in the role of PUS prior to the transport and throughout the transport.
- The transport must occur during active labor (four centimeters or more dilation).
- The student as PUS must remain with the client throughout the birth of the baby for a normal spontaneous vaginal delivery. In the case of a C-section, the student is present for all the care except the time in the OR.
- The student, as primary midwife under supervision, must remain under physical supervision of the preceptor (therefore, the preceptor must also be present).

### Preceptorship Termination

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

- Incompatibility with the mentor midwife or their clientele.

- Breach of the **Preceptor Agreement** (not fulfilling the duties and responsibilities as outlined there).
- Inappropriate or unethical behavior that is not able to be mediated through the Grievance Process.
- Drug or alcohol abuse.
- Not maintaining SAP (see Satisfactory Academic Progress section).

### Skills Mastered Checklists

- ❖ By the end of the academic program, each Birthwise student has learned and practiced all the skills listed in the Skills Mastered Checklists in the classroom setting. 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.
- ❖ The step-by-step procedure for 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 Graduation Requirements

### Academic Requirements:

1. Successfully complete and pass each required course.
2. Pass each section of the Periodic Exams and the Senior Exams.
3. Pass all OSATS (Objective, Structured, Assessment of Technical Skills)
4. Fulfill the following minimum clinical experience requirements as specified below:

### Clinical Experience Requirements:

#### Clinical Encounters 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 gynecological exams
- ❖ 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 (at least 5 prenatal visits spanning 2 trimesters, birth, newborn exam, and 2 postpartum visits for the same client).*

#### Clinical Encounters 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
  - 5 must involve continuity of care (at least 5 prenatal visits spanning 2 trimesters, birth, newborn exam, and 2 postpartum visits for the same client)
  - 10 require attendance at one prenatal prior to the birth.
  - Birthwise accepts up to two births that occur following transport/transfer of care
  - 10 must be in out-of-hospital settings

#### 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

- ❖ 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.
- ❖ Clinical experience must span at least two calendar years.

#### Documentation of Experience

- ❖ Document all clinical experience on the forms provided by Birthwise and have each encounter verified with the preceptor's signature.

#### Other Graduation Requirements

5. Have faculty and preceptors sign off all mastered skills on the **Preceptorship Skills Mastered Checklist** found in the *Birthwise Clinical Documentation Record*.
6. Document attendance at a **childbirth education series** (minimum 12 hours).
7. Document a minimum of 40 hours of midwifery-related **community service** at no more than two sites.
8. Return for **Homecoming Workshop 1 and 2** (only Homecoming 2 is required for Community students).
9. Be **approved for graduation** by the Clinical Director, the Academic Director, and the student's last preceptor(s).
10. **Pay all Birthwise fees** in full before receiving a certificate of graduation from Birthwise.
11. 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 attend a complete series of childbirth education (minimum of 12 hours) 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 are not appropriate. The following types of childbirth education courses are appropriate: Bradley, Lamaze, Hypnobirthing, CAPPA, Baby Body Birth, and Birthing from Within. Other non-hospital based courses may be appropriate – approval may be obtained from the 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 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.
- ❖ Documentation, demonstrated either via the childbirth educator's signature or via a certificate of attendance/participation, must be recorded in the *Birthwise Clinical Documentation Book*.

### Community Service Requirement

- ❖ All students are required to document a minimum of 40 hours of community service working with midwifery-related organizations or endeavors. The intent of this requirement is to encourage students to take part in and learn from midwifery legislative or policy-making efforts, service organizations, and in the promotion of the profession. To obtain a quality experience, *these hours must be completed at no more than two sites and must be completed by the time the student graduates.*
- ❖ Community service must support either a midwifery or maternal wellness-related organization or pregnant, postpartum, or breastfeeding people or their partners. This is an opportunity for growth as a midwifery student, as well as an opportunity to give back to the community.
- ❖ Acceptable projects include but are not limited to:
  - planning/assisting in public outreach events
  - assisting with fundraisers or conferences
  - helping with state midwifery organizational work
  - distributing midwifery related information in the community
  - assisting with midwifery-related legislative efforts
  - volunteering with pregnant teens
- ❖ 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 *Birthwise Clinical Documentation Record* book.
- ❖ Students *are a representative of Birthwise Midwifery School* when doing midwifery community service. The same considerations for a preceptor site apply to community service including: confidentiality, dependability, and appropriate behavior and dress.

### Graduation Conference

- ❖ Students must be recommended for graduation during their Graduation Conference by consensus of the student's final preceptor(s) and the Birthwise Clinical Director.
- ❖ This Graduation Conference initiates when the student has documented 18 births as the primary midwife (PUS). The Clinical Director and preceptor reviews the student's progress towards graduation and make a support plan for the student in this last phase of training. It may be decided that the student is ready to graduate after they have reached the minimum

clinical experiences **OR** that the student needs additional experiences to gain competency for graduation and practice midwifery independently.

- ❖ If the student is required to complete additional experiences beyond the minimum requirements, the Clinical Director initiates another evaluation process near the end of the additional required experiences. This process may 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 (SAP).
- ❖ The student's final preceptor completes a final written evaluation of the student after the graduation conference.

### Time Limits for Completing the Program

- ❖ The Birthwise midwifery program is 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 semesters, this extends their time of enrollment at Birthwise.
- ❖ If the student is maintaining satisfactory academic progress (SAP), then 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 if they maintain SAP.
- ❖ Within these time limits, a student's time in the program may differ due to the birth volume of their preceptorship. Students who exceed the maximum time limit for completion or who re-enroll after a withdrawal of more than one year, must meet with the Academic Director to develop a plan to prove competency, knowledge and skills currency before they can be approved for graduation.

### 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](http://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<sup>®</sup> 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.

## Post-Graduation Placement Assistance

- ❖ Upon graduation from Birthwise, students are eligible to sit for the North American Registry of Midwives (NARM) Written 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 want to practice. Contacts in each state are listed on the MANA website: <http://mana.org/about-midwives/state-by-state#top>
- ❖ Students interested in practicing in the state of California by statute not only have to have their NARM certification but also graduated from an educational program approved by the state. Birthwise is currently an approved school.
- ❖ Although Birthwise does not guarantee employment upon completion of the program, most graduates are self-employed in independent midwifery practices or have joined existing midwifery practices. The Birthwise academic staff works with students 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 postings for job openings and these are posted for student access on the FaceBook group Birthwise Students and Alumni Connect (a private group for alumni and current students only) and can also be sent via email to Birthwise alumni upon request.

## Student Services

### Financial Aid Counseling

Our Financial Aid Officer is available to counsel students on their financial aid options. Hours are posted and appointments may 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 computers with high-speed internet access, printers, and photocopiers available for student use.
- ❖ The library and the lounge are available for student use at all times.
- ❖ Our book collection may be searched through our Birthwise Library Card Catalog on our website under the For Accepted Students tab.
- ❖ Books may be checked out from the Birthwise library for three 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 with special permission.
- ❖ If a book is not returned, the student is billed for the cost of replacement.

### Student Email Address

- ❖ Students are given an @birthwisemidwifery.edu email addresses while enrolled and must check it daily.
- ❖ Students must immediately tell a member of the staff if they receive any inappropriate or offensive emails to their @birthwisemidwifery.edu email address.

- ❖ Communication from Birthwise comes via email. Students who choose to use a personal email account need to forward their @birthwisemidwifery.edu account to their preferred account.
- ❖ @birthwisemidwifery.edu email accounts are NOT to be used in connection with any money making or advertising purposes.
- ❖ @birthwisemidwifery.edu email addresses are not be used for transmitting any elicited, pornographic, sensitive or confidential information.
- ❖ All communication sent via an @birthwisemidwifery.edu email address must be compliant 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 etiquette; particularly in relation to the use of appropriate language.

### **Student Orientation**

Incoming students attend two days of orientation 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 required that students attend this orientation.

### **Academic Advisors**

The Academic Director assigns an academic advisor to each enrolled student at the start of their first semester. Students can contact their academic advisors in person, by email or by phone at any time for guidance on academic issues or to provide feedback about the academic program. The goal of this relationship is to provide support for students to facilitate their academic success as they progress through the program. Students may contact the Academic Director to change their advisor if desired.

### **Tutoring**

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

### **Healthcare services**

- ❖ All students have access, by appointment, to our student-led Birthwise Community Clinic for basic well body healthcare needs. All services are free except fees for labwork and other tests done through another facility.
- ❖ Student health insurance is not offered through Birthwise.

### **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.

## **Student Organizations**

At this time, Birthwise has two recognized student organizations, The Birthwise Student Union and the Black Midwives Committee. More information about these organizations can be provided by the Student Affairs Coordinator.

Students may petition to establish new student organizations with specific missions. Each student organization must petition to be recognized by submitting application materials that show conformity with to the organizational structure and functioning as set forth by Birthwise.

Once established, all student organizations are given a small annual budget based on stated needs and the amount available in the overall Birthwise budget for the given year.

All student organizations must be open to all Birthwise students.

## **The Birthwise Culture**

### **Classroom Culture**

- ❖ At Birthwise, we 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 expanding on, illustrating, practicing, and integrating the information that the students are required to read or complete outside of class. This adult learning model creates a more dynamic classroom and encourages the development of students' 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 in the classroom or during administration of patient/client care.
- ❖ If a student must 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 is 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 six total during the three-year session) could result in dismissal.
- ❖ Obtain notes and assignments from other students in the case of a missed class. All missed work must be discussed with the instructor in a timely fashion and completed to the

instructor's satisfaction before the completion of the course. Late work is not acceptable and penalized (see Late Work section of Birthwise Academic Policies).

- ❖ Be active in class discussion and participate enthusiastically in practical skill exercises.
- ❖ Offer to model when learning practical skills such as internal exams, venipuncture, catheterization, etc. If a student wants to decline being a model, they must notify the instructor ahead of class so that other arrangements can be made.
- ❖ 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 comments and questions.
- ❖ Follow the Grievance Procedure in the case of unresolved conflict or disagreement with other students, faculty members, or administration.
- ❖ Be responsible and clean up after themselves when using the Birthwise facility.
- ❖ Have regular access to a well-functioning computer, maintain an email address (Birthwise student email or personal with Birthwise email forwarded), and check their email daily.
- ❖ Submit documents in PDF or Word format.
- ❖ Own and maintain a car in good working order.

### **Class Cancellation**

- ❖ Class is occasionally cancelled due to faculty members being called to births or, very rarely, for snowstorms. 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 would drive if they get called to a birth during inclement weather.
- ❖ If class is cancelled, students are notified by phone, email, or text as soon as it is known.
- ❖ The faculty member negotiates a make-up date with the students.

### **Day-to-Day Logistics**

- ❖ Parking is limited at Birthwise. Students are asked to park in the overflow parking lot across the street from the church (one block south on High St.) and behind the church. Students are asked to park close together. Three spaces near the barn are reserved for Birth House clients.
- ❖ The entire facility has wireless internet access.
- ❖ All students are required to have a cell phone.
- ❖ A mailbox is assigned to each student, which should be checked when the student is in the building.
- ❖ Cubbies are assigned to students where personal belongings may be kept.
- ❖ Purified chilled and hot water is available.
- ❖ 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.
- ❖ In the kitchen students are expected to help with kitchen maintenance by unloading the dishwasher when needed, wiping counters, and clearing the sink strainer. All containers of food items need to be labeled or kept in a personal lunch bag.
- ❖ Infants and children are discouraged from attendance during class hours. Newborns nursing are permitted in the classroom until they become vocal and mobile. Permission for infants in arms are granted by the faculty and continued with the discretion of the instructor with consideration of the other students in class. Students with infants in arms need to arrange childcare outside of the classroom for class time involving skills practice, testing, presentations, and modeling.

- ❖ No pets are allowed in the Birthwise facility. Service dogs and/or emotional support animals are allowed only in cases where the animal works or performs duties for the student that are deemed necessary for their educational success. Students need to provide documentation in these situations.

### **Rules for Use of Social Media**

- ❖ Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of Birthwise Midwifery School.
- ❖ Be aware of personal association with Birthwise Midwifery School on social media and online social networks. Students posting information must always represent their views as their own. Students should NOT claim nor imply that they are speaking on Birthwise's behalf unless 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 on 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.

### **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 Midwife's Alliance of North America (MANA) 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](http://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. Students facilitate these meetings.
- ❖ The Student Union consists of students chosen by their cohort to represent them.
- ❖ A student representative from each class is chosen to serve on the Grievance Board as needed.
- ❖ Students participate in admissions interviews.
- ❖ Students complete evaluation forms the last day of each course to give their feedback to the instructor and the administration.
- ❖ Students complete institutional evaluations at the end of each academic year.

### **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 is initiated:

- 1) A written statement is submitted to the Executive Director that describes the complaint in detail.
- 2) The Executive Director initiates one or both of the following actions:
  - Parties meet face-to-face on at least two occasions to resolve their differences. This may be done with the Executive Director present at the complainant's requests.
  - OR
  - Parties meet with peer mediators to resolve their conflict. Mediators are selected by the individuals involved with the goal of providing objective feedback and clarification for resolving conflict.
- 3) If the complaint is resolved satisfactorily:  
Parties meet with the Executive Director to complete a written Compromise Agreement that outlines individual responsibilities, goals, and plans of action that resolve the current conflict. All 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. None of the committee members may be directly involved with the grievance issue(s) or participants. The Executive Director may reassign a seat on the committee to either another

faculty member, student, or staff member to ensure 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 thirty days of the request.
- 2) Before the Grievance Committee Hearing all individuals involved in the grievance must submit written statements outlining the nature of the conflict and all reconciliation efforts. Statements from peer mediators, copies of the Compromise Agreement, and any other documented reconciliation attempts must be included at the time of the hearing request.
- 3) The Grievance Committee shall review all documentation surrounding the grievance and at its discretion call upon any individuals involved for clarification and/or information to complete its review of the conflict.
- 4) The Grievance Committee shall submit in writing to all parties involved a Conflict Resolution Agreement. This outlines specific responsibilities, consequences, time limitations, etc. for an equitable resolution to the 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 are held confidential and individuals are not discriminated against because 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 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

### **Non-Discrimination Policy**

- ❖ 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: Executive Director, Birthwise Midwifery School. 24 S. High St. Bridgton, Maine 04009

### **Discrimination Complaints**

- ❖ Procedures used in conjunction with the Non-Discrimination Policy of this school are to be used if an employee or student believes 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 may not cause any reflection on the reporting party nor may it affect their future business dealings with the school, their employment, compensation or work assignments or, in the case of students, grades, or other matters pertaining to their status as a student at the school.

- ❖ Every effort should be made to resolve any incident as soon as possible while the facts and contribution of witnesses 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 is investigated according. This investigation results in findings being made and if necessary, recommendations for sanctions, and serves 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 is conducted independent of any criminal investigation. However, to the extent permissible by law, those conducting the criminal investigation and the discrimination investigation cooperate.

### **Resolution Process**

If a person believes that they have been discriminated against; the following are the optional procedures for resolution.

- ❖ A person may try alternative actions prior to requesting the school's assistance with a discrimination complaint. Persons who feel comfortable may inform (either orally or in writing) the person engaging in discriminatory conduct or communication that the discriminatory behavior is offensive and must stop.
- ❖ The complainant may want the school to engage in informal action (mediation or conflict resolution) so that the behavior stops.
- ❖ The complainant may prefer a formal procedure for resolution. For a formal procedure see the Complaint & Grievance Resolution Policy.
- ❖ All persons involved should document all incidents and attempts at resolution.
- ❖ If a complainant does not wish to or feel comfortable communicating directly with the person for which they have a discrimination complaint, the complainant should contact the Executive Director as soon as possible.
- ❖ The person requesting a resolution may or may not wish to be identified. Birthwise accommodates complainants wishing to remain anonymous.

### **Resolution Procedures**

- ❖ The discrimination complaint resolution may include an informal resolution process. It may include, if appropriate, advising the violator of behaviors or actions which are discriminatory by providing information and education with the purpose of eliminating illegal or inappropriate behaviors or actions.
- ❖ An informal resolution is reached within fifteen working days of the complaint. If the informal resolution is conducted between the Executive Director and the offending party, the complainant is notified within fifteen working days.

- ❖ Every effort is made to resolve the complaint at the lowest level possible and be consistent with the desires of the complainant. 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. Birthwise may notify authorities if a criminal investigation is deemed necessary.

### **Record of Complaint**

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

### **ADA - Students with Disabilities**

- ❖ Birthwise welcomes students with disabilities. We work with Applicants to discuss the impact that their limitations might have on their education here at Birthwise and their ability to practice midwifery after graduation. It is Birthwise'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 Birthwise 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 identify a list of potential accommodations in accordance with the manifestations of the disability, a copy of which is 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 school receives a request for access.
- The right to request an 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

## **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 these students complete their program within 150% of the normal time.
- ❖ The Family Educational Rights and Privacy Act of 1974 protect the privacy of student education records. Student records cannot be released without written permission, with the exceptions listed here:
  - Birthwise makes every effort to maintain academic records in confidence by keeping information from individuals who are not authorized to receive it. Students may inspect all records relating to themselves. Administrative staff supervise students reviewing their files.
  - Faculty, administration, accreditors and auditors that have a legitimate need to access student records are allowed access without permission.
  - A request for information from an educational institution to which a student has applied for admission, or from an agency from which as student is seeking financial assistance are granted access without the student's permission.
- ❖ No student information is given to any third party, except those mentioned above, without 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 22- 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 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.
- ❖ More information can be found in Birthwise's Annual Security Report, available on Sycamore or the Birthwise website.

## **Fire Drills**

Fire drills are conducted during orientation of each incoming cohort of students and randomly once every semester when the campus is full of students. This practice includes instruction on 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 initiates disciplinary action (consistent with local, state and federal law) by the Executive Director.
- ❖ Tobacco use of any kind, smoking, chewing, vaping, etc. is prohibited on Birthwise campus.
- ❖ If a student, faculty member, or staff receives a criminal drug conviction, they must notify the school in writing within five days of the conviction.

- ❖ Disciplinary action occurs as follows:
  - Suspected substance use in violation of the above is confronted in private counsel with the Executive Director. If the suspicion is confirmed, probation or suspension is 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.

## Financial Policies

### Tuition Payment and Schedule

- ❖ Tuition is \$6,400 per semester for full-time\* matriculating students in the 2017-18 academic year. **These tuition rates are subject to change in subsequent years.**
- ❖ Tuition for part-time\*\* students is \$375 per credit hour.
- ❖ Tuition for non-matriculating students is \$390 per credit hour.
- ❖ Courses can be audited for \$250 per credit hour.
- ❖ Tuition Cost and Financial Aid Information Letters are mailed prior to the start of each semester.
- ❖ Materials fees are required for a few select courses where additional supplies are required.
- ❖ Book costs are approximately \$1,400 over the course of the program with most of the books needed in the first semester.
- ❖ All tuition payments or payment plan arrangements must be made by designated due dates.
- ❖ If a student fails to pay tuition in full by the end of the semester, they will not be able to continue onto the following semester unless arrangements are made with administration.

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

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

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	August 1
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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 weeks after signing the enrollment agreement, the school shall cancel the agreement and return in full all the confirmation monies paid to the school by the student.
- ❖ In the case of cancellation of the enrollment agreement after two weeks of signing and before school begins; the school may retain the student enrollment fee not to exceed \$150 and the student application fee.
- ❖ Tuition is prorated and refunded during the first 60% of each semester. After that no refunds are granted.
- ❖ Any prepaid tuition or fee amounts are refunded when a student withdraws or terminates from Birthwise.
- ❖ Refunds shall be made within thirty days after the effective date of withdrawal or termination.
- ❖ A student must unregister for elective courses at least one week prior to the first day of the course or a \$20 fee is charged to the student's account. Exceptions to this rule are made for students attending births.

### Installment Plans

- ❖ If the student is unable to make payment in full at the beginning of the semester, they must contact the Financial Coordinator by the payment due date 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 may not register for classes in the following semester until the balance is paid off.*

### Other Fees

- ❖ There is a \$15 fee for all checks returned to Birthwise for insufficient funds.
- ❖ A 2% late fee is charged if the tuition payment is not received within seven days of the due day. Late fees apply when there is no signed contract or if payments are not made per the installment contract schedule. The 2% late fee is charged every thirty days on unpaid balances, but fees are not 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 Status for Prior Learning and Clinical Challenge Application Form for more detail.

### **Extended Preceptorship Fee**

- ❖ Students who have not completed all their graduation requirements, but are beyond their last semester of preceptorship, are charged an administrative fee until those requirements are fulfilled and the student officially graduates from Birthwise.
- ❖ After a two-month grace period, students are 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. Therefore, a less than half-time student's six-month grace period before entering repayment on any federal loans taken while attending Birthwise begins at the end of the last semester of preceptorship. Students receiving FFA should consult with the Financial Aid Officer.

### **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 online. The FAFSA becomes available on October 1st of each year and should be filed early for best results. Students are notified of their award via mail from the Financial Aid Officer.
- ❖ Students must update their FAFSA each year *prior* to the semester they intend to receive federal aid.

***Birthwise's Title IV code is 036123***

### **GI Bill**

Birthwise is approved for the use of GI Bill benefits by the Maine State approving agency.

### **Americorps**

Birthwise is approved for the use of Americorps benefits.

### **Canadian Financial Aid**

Canadian students may be eligible for Canada aid. [.www.canlearn.ca/nslc](http://www.canlearn.ca/nslc).

### **Return of Title IV Funds**

- ❖ If a student leaves Birthwise during an academic term, either voluntarily or involuntary, they are subject to the school's refund policies. The withdrawal date that is used in determining a student's refund or repayment is defined as the 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 FFA 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 FFA, they may be required to pay back a portion to the federal government. 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 hours for which they received FFA, the federal government deems all (100%) of the aid “earned” and no repayment is required.

**How Refunds are Calculated**

The percentage of a payment period or semester completed equals the number of days completed up to the WD 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 \$4,750 in Financial Aid for this term, the following shows the amount the student earned and the amount that would need to be refunded.

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

**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 is determined by the Financial Aid Office, in conjunction with our 3<sup>rd</sup> party servicer, within thirty days of the determined last day of attendance.

- ❖ The Financial Aid Officer provides 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 FFA received on the student's behalf is unearned, Birthwise is responsible for 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 Financial Coordinator they may lose eligibility to receive future FFA.

### **Title IV Verification Disclosure**

- ❖ The US Department of Education requires that Federal Title IV applicants provide documentation to verify the accuracy of information submitted on the FAFSA each year. If a student is selected for verification will be contacted by the Financial Aid Office.
- ❖ To complete the verification process the Financial Aid Office requests, 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 FFA must be submitted to the Financial Aid Office within 45 days of the request of the documentation material.
- ❖ FFA is not awarded until the verification process is complete.

### **Professional Judgement in Financial Aid Awards Policy**

- ❖ The Financial Aid Office at Birthwise Midwifery School reviews requests for professional judgement as they relate to FFA awards.
- ❖ In extenuating circumstances the Financial Aid Office in conjunction with the Administrative Office may exercise professional judgement and change elements of the 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 third 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.

### **References and Citations**

Citation style for sources should follow the National Library of Medicine's (NLM) International Committee of Medical Journal Editors (ICMJE) recommendations. This resource is frequently updated, covers a comprehensive variety of source material, and can be accessed online: [http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html). For additional details about reference formatting, the NLM's *Citing Medicine* style guide should be consulted: <http://www.ncbi.nlm.nih.gov/books/NBK7256/>. Guidelines for the most common types of citations are included below.

## Journal Article

### Include the names of all authors:

Hines AJ, Ikuta L. A Nurse-Driven Algorithm to Screen for Congenital Heart Defects in Asymptomatic Newborns. *Adv Neonatal Care*. 2013 Jun;12(3):151-57.

### If an article has more than 6 authors, list the first 6 authors followed by et al.:

Mahle WT, Newburger JW, Matherne GP, Smith FC, Hoke TR, Koppel R, et al. Role of Pulse Oximetry in Examining Newborns for Congenital Heart Disease: A Scientific Statement from the AHA and AAP. *Pediatrics*. 2009 Aug;124(4):823-36.

### Organizations may be listed as the author:

American College of Obstetricians and Gynecologists. Practice Bulletin No. 137: Gestational Diabetes Mellitus. Practice Bulletin No. 137. *Obstet Gynecol*. 2013 Aug;122:406-16.

## Book

Blackburn ST. *Maternal, Fetal, and Neonatal Physiology: A Clinical Perspective*. 4<sup>th</sup> ed. Maryland Heights: Elsevier Saunders; 2013.

## Chapter in an Edited Book

Vadeboncoeur H. Is there a Link Between the VBAC Decline since the Second Half of the 1990s and Scientific Studies on the Risks of VBAC? In: Spiby H, Munro J, editors. *Evidence Based Midwifery: Applications in Context*. Malaysia: Wiley-Blackwell; 2010. p. 38-56.

## Institutional Publication

North American Registry of Midwives. *Candidate Information Bulletin*. 2014. 80 p.

## Website

### For websites, use the following format and include as much of the available information:

Title of Homepage. Edition. Place of publication: publisher; date of publication [date updated; date accessed]. Web address.

Wisconsin SHINE Project. WI: Board of Regents of the University of Wisconsin System (Wisconsin SHINE Project); [updated 2014; accessed 2014 Jul 12]. <http://www.wisconsinshine.org/>.

## Personal Communications

References to personal communications like letters, emails, and conversations should be included in the text of the manuscript and not as a formal end reference. Put source information in parentheses. Consider including the people cited in an “Acknowledgements” or “Notes” section at the end of the article.

### Example:

...the state Midwifery Advisory Committee was the only place where complaints about midwives were formally processed, and they had a poorly articulated process for case reviews (2014 email from Mary Midwife to the author).

If an interview is a major primary source, include it as a reference and cite it in the endnotes as follows:

Mary Midwife, telephone interview by author, March 14, 2014.

## Birthwise Contact List

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

### Staff

<b>Heidi Fillmore</b> Clinical Director/ Executive Director	heidi@birthwisemidwifery.edu
<b>Sharon Craig Economides</b> Academic Director- Faculty	sharon@birthwisemidwifery.edu
<b>Beth Bongiolatti</b> Academic Director- Students	beth@birthwisemidwifery.edu
<b>Melissa Mayo</b> Financial Coordinator/ Registrar	melissa@birthwisemidwifery.edu
<b>Elizabeth McKinnon</b> Financial Aid Officer	elizabeth@birthwisemidwifery.edu
<b>Abby Luca</b> Midwifery Assistant Program Director	abby@birthwisemidwifery.edu
<b>Sarah Gormady</b> Office/ Operations Coordinator	info@birthwisemidwifery.edu

### 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, since 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.

**Tiffany Carter-Skillings, CPM: midwife.tcskillingscpm@gmail.com**

Tiffany is a CPM with a home birth practice in Yarmouth, Maine and provides prenatal care, lactation counseling, well body care, routine GYN services, pre-conception counseling, and nutrition.

She received a B.A. in Sociology from Bates College in 2004 and graduated from Birthwise in 2013.

**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**

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 through the PEP process and passed the NARM exam to become 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 enjoyed serving 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.

**Sacha Genest, CPM: sacha@joyfulbeginningmidwifery.com**

Sacha graduated from Birthwise Midwifery School in 2013 after completing her formal midwifery education at Birthwise and clinical training at a free-standing birth center in New Hampshire. She completed the National Association of Registered Midwives (NARM) requirements and passed the NARM exam to qualify as a Certified Professional Midwife (CPM). Her formal education also includes an Associate's Degree in Nursing from Kennebec Valley Community College in 2008. Sacha has 5 1/2 years' experience working as an Obstetrical (OB) nurse in a small community hospital and is certified in adult and neonatal resuscitation. Between in hospital and out of hospital, she has attended several hundred births.

**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 started her midwifery practice in North Conway.

**Jacqueline Dubord, MPH, CPM, NHCM: [jackie.lamberto@gmail.com](mailto: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.

**Judith Josiah-Martin, MSW, LMSW-CC, ACSW: [jjosiah.martin@gmail.com](mailto:jjosiah.martin@gmail.com)**

Judith is a Faculty and Field Placement Supervisor at the University of Maine and Research Advisor at Smith College. An experienced clinician, educator, and administrator, Judith brings an extensive knowledge of programs and interventions that have been effective in assisting health care, mental health and hospitality workers in enhancing diversity in the workplace.

**Autumn Vergo, CNM: [Autumn.Vergo@truenorthmidwifery.com](mailto:Autumn.Vergo@truenorthmidwifery.com)**

Autumn worked at The Birth Cottage, a freestanding birth center as midwife. Her scope of practice included prenatal, intrapartum and postpartum care, as well as nutritional and preconception counseling, and limited well-person services. She also did political and administrative work related to the running of the outpatient facility.

**Cheri Sarton, PhD, CNM Email: [cheryl.sarton@maine.edu](mailto:cheryl.sarton@maine.edu)**

Cheri has a Ph.D. from State University of New York and is a Nurse-Midwife.

**Carrie Werner, ND: [cwerner.nd@gmail.com](mailto:cwerner.nd@gmail.com)**

Carrie is a naturopathic doctor and midwife. She completed her bachelor's degree in Psychology in Washington, DC before spending two and a half years in Honduras as public health Peace Corps volunteer. Carrie earned her ND at the National College of Natural Medicine in Portland, Oregon where she completed an apprenticeship in naturopathic midwifery.

After graduating, Carrie ran a private practice and taught at a natural therapies college for several years in Melbourne, Australia. She now works at Northern Sun Family Health Care in Topsham, Maine as a naturopathic doctor and midwife.

**Nell Tharpe CNM: [nelltharpe.CNM@gmail.com](mailto:nelltharpe.CNM@gmail.com)**

Nell graduated from the SUNY Downstate certificate program in Nurse-Midwifery in 1986. She has over 17 years' experience in full-scope, independent clinical practice caring for women from 12-87 in her community in coastal Maine. In addition to basic midwifery and women's health care, Nell's diverse practice included colposcopy, well-child clinics, the development of the local school health center, adolescent outreach education, provision of hospital employee health, and surgical first assistant services.