

THE ASSOCIATION OF  
TEXAS MIDWIVES

The ATM Midwifery Training Program

# Student Handbook



Student Policies

# **ATMMTP STUDENT HANDBOOK**

**Version Number SP2018-1**

## **Student Policies**

Effective for all students enrolled after July 2017

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# Association of Texas Midwives Midwifery Training Program

## PHILOSOPHY

Childbearing families should receive safe, adequate Midwifery care from properly educated and trained midwives. Our philosophy is to facilitate the student's educational process by providing current resources for study, assistance with a traditional Apprenticeship, and classroom instruction so that each student will be confident in her knowledge and skills as a Midwife. The graduate Midwife will be able to offer a safe alternative to childbearing families.

## PURPOSE

Our Program combines guided self-study using the latest, up-to-date Midwifery resources available, along with workshops taught by an excellent team of Midwife Instructors. An easy to follow format allows students to set and reach their academic goals in approximately 3 years. The clinical training is achieved through the traditional Apprenticeship method. The student receives individual support and assistance through an evaluation process, personal contact, and by being part of a state organization that will support the student long after she/he becomes a Licensed Midwife.

# GENERAL COURSE INFORMATION AND REQUIREMENTS

## ENTRANCE REQUIREMENTS

All applicants must meet the following requirements in order to be eligible for enrollment:

- Minimum of high school education or GED is required of all students. **Transcripts are required.**
- Healthcare provider CPR from American Heart Association, Red Cross, or National Safety Council
- Student membership in the Association of Texas Midwives

Additional Requirements:

- Must be able to provide references (specified reference form is part of the application packet)
- Must have a valid driver's license
- Must be a student member of the Association of Texas Midwives
- Must demonstrate academic readiness by means of a written essay
- Must demonstrate the ability to follow written instructions

Classes are limited to a maximum of 20 students.

## DURATION OF PROGRAM

The ATM Midwifery Training Program is a partially self-paced Program. Students have up to 5 years to complete the entire Program (academic portion and clinical requirements). The Program allows for open enrollment twice per year, with students beginning their studies immediately after enrollment; thus the actual time required to complete the Program will vary depending on when the student enrolls. The minimum time to complete the academic portion of the Course is 32 months. Students are expected to attend 2 workshops within each 12 month period. The clinical portion of the Program must be at least 24 months in duration and can take no longer than 5 years. All students shall be required to have an approved Preceptor by the time they are scheduled to attend the Antepartum 2 (5th module) workshop. Students will not be allowed to go past this point without a Preceptor.

## EXTENSIONS OR LEAVES OF ABSENCE

Students are expected to complete each module and attend the corresponding workshop on time as scheduled. Failure to do so can result in the student not completing the Program within the 5 year time limit. If the student feels there is a valid reason for not attending her/his next scheduled workshop or beginning the next module on its start date she must notify the Course Coordinator of her reason.



If the student does not attend the *subsequent* workshop, or begin her next module by its next start date then the student must request a change to **non-matriculating status**. The ATM Education Committee may request a letter from the current Preceptor verifying the student's reason for needing an extension and stating the Preceptor's belief that the student is committed to completion of the Program.

***It is the responsibility of the student*** to notify the Course Coordinator of the need for a leave of absence, or additional time to complete a module. If no contact has been received from the student, then the student will be dropped from the ATMMTP. A letter will be sent by certified mail to inform the student of this action.

## NON-MATRICULATING STUDENT POLICY

### Purpose:

We all know that new knowledge not put into practice can easily be lost. Therefore, the ATM Midwifery Training Program strives to ensure students are ready to resume the Program after missing two consecutive workshops or delaying the start of a new module.

### Definition:

Definition of a non-matriculating student: A student who misses two consecutive workshops, requests a leave of absence (12 months maximum,) or does not pay tuition or for any reason does not begin her next module for two consecutive times, becomes non-matriculating. In other words, she is not actively working toward graduation. Non-matriculating status begins the first day of the second missed workshop for the student who is enrolled in a module but has only missed the workshop. For the student who has not paid tuition for a module, non-matriculating status begins on the class start date for the next offering of the missed module. The student will notify the Academic Supervisor she will not attend the next scheduled workshop or will not begin her next module following the workshop. A non-matriculating student is still considered a student in good standing which includes keeping all certifications and memberships required for enrollment active.

### Examples:

If a student misses the October Antepartum workshop because she is pregnant and she plans on taking the April Antepartum workshop she is still a matriculating student. If the student also misses the April Antepartum workshop the student becomes a non-matriculating student beginning the first day of the second missed workshop.

If a student attends her workshop but does not pay tuition and begin her next module she is still an active student. However, if she does not pay her tuition and begin her next module by the start date for that module she becomes non-matriculating as of that start date.

A **non-matriculating** student is inactive both didactically and clinically. This means she is:

- not attending workshops
- not turning in work to the program for credit
- not obtaining credit for any clinical experience
- not obtaining credit for time in clinical hours

If in an apprenticeship the preceptor will be notified of the student's non-matriculating status.

To return to matriculating status the student must submit a request using the designated form, demonstrate readiness to re-enter matriculating status via review testing, and pay a re-entry fee of \$50.00.

Each student will have an individualized test created based on the modules she has taken. Questions will be drawn from each prior module. The number of test questions will depend on the number of modules being tested, and will consist of between 50 – 100 questions.

The test will be online, open-book with no time restrictions, and may be taken as many times as needed to make 100%. At the end of each test the student will be able to review all test questions but will not be given the correct answers. She will know from which module the question was drawn, the learning objective, and the incorrect choice. This will facilitate her review of the material. The testing must be completed with a score of 100% at least 2 weeks prior to her upcoming workshop.

The preceptor will be notified when the student returns to matriculating status, if applicable.

The maximum length of time a student can remain in non-matriculating status is one year. After one year with no reinstatement the student will be dismissed from the program. A student may be on non-matriculating status a maximum of two times as long as she will meet her 5 year maximum enrollment.

## **CHANGE OF NAME OR CONTACT INFORMATION**

It is the responsibility of the student to inform both the ATM Business Office and the Course Coordinator of any change of name, address, phone numbers or e-mail address. A “Change of Address” form must be filled out and submitted from the ATM website. This submission will go to the necessary staff.

## **REQUIRED DOCUMENTS**

Every student must have on file with the ATM Course Coordinator a copy of the following documents:

1. Initial application and all supporting documents, including proof of High School or GED
2. Signed financial agreement
3. Current proof of healthcare provider CPR throughout the duration of the Program
4. A signed Student/Apprentice Policy and Supervising Midwife/Apprentice Complaint Disclosure for each preceptor with whom you apprentice
5. An *Apprenticeship Notification* form with each change in apprenticeship status

## **STUDENT/APPRENTICE POLICY**

This Texas DSHS form documents acknowledgment of the rules and policies of the State regarding apprentices and the preceptor responsibility. A signed copy for each preceptor must be filed with the Course Coordinator.

## **SUPERVISING MIDWIFE/APPRENTICE COMPLAINT DISCLOSURE**

This Texas DSHS form documents the apprentice receipt of information regarding of complaints that may have been filed against the supervising midwife (preceptor) and information on filing a complaint. A signed copy for each preceptor must be filed with the Course Coordinator.

## **NOTIFICATION OF APPRENTICESHIP STATUS**

All students must notify the Course Coordinator within 10 days of beginning an apprenticeship, or of any change in apprenticeship status using the *Apprenticeship Notification* form for that purpose. All preceptors must be listed on the form with the date the apprenticeship begins and the date the apprenticeship ends.

## **CONTACT**

A student who has completed the didactic portion of the Program but is still apprenticing to finish the clinical portion must contact the Course Coordinator in writing each January in order to remain on the active student list. The Course Coordinator will maintain a progress checklist and general file for each student.

## **CPR**

Proof of current CPR for the health care provider is required for enrollment in the Program and must be maintained for the duration of the Program. Proof of ongoing CPR is maintained in the student's file. Copies of current CPR cards must be sent to the Course Coordinator as soon as the current CPR has expired. Students may not participate in clinical training with expired CPR.

## **NEONATAL RESUSCITATION CERTIFICATION**

A Neonatal Resuscitation course must be attended before the 3<sup>rd</sup> workshop, Antepartum 1, and must be maintained for the duration of the program. Proof of current certification must be sent to the Course Coordinator. Students who do not have proof of current NNR certification are not eligible for graduation.

## **EVALUATIONS AND CLINICAL PROGRESS REPORTS**

It is the student's responsibility to submit a *Clinical Progress Report* and evaluations during the apprenticeship period a minimum of twice per year. The *Student Evaluation by Preceptor*, *Preceptor Evaluation by Student*, and *Clinical Progress Report* are due each January and July. Reports may be turned in by mail, email or FAX. Students apprenticing in a group practice may be evaluated by each preceptor or by one designated preceptor. Student evaluations from all preceptors within a group practice are welcomed and encouraged. The student must evaluate each preceptor under whom she works. Students not currently in an apprenticeship must note that status on the Clinical Progress form, and sign and return the form to the Course Coordinator. Failure to provide the required forms at the specified times will result in a student being denied access to the workshop and clinical experiences from the date of the last evaluation not counting towards the completion of the Program. Continued failure to submit the required evaluations and progress reports can result in a student being dismissed from the course.

# ATMMTP STUDENT SOCIAL MEDIA POLICY

ATM Midwifery Training Program students/apprentices

- May not “Friend” or accept “Friend Requests” from their preceptor or preceptor’s clients without written permission from their preceptor.
- May not post, comment, “Like”, etc. via any form of public social media any information regarding midwifery clinical situations. This includes, but is not limited to, posting photographs of a preceptor’s clients or their babies, announcing attendance at a birth, announcing a birth has occurred even if no specific information is given, or announcing attendance at any type of “clinical” without written permission from their preceptor. Note that posting of birth stories and/or photographs also require the written permission of the client. “Posting” includes “Tweeting”, blogging or any other form of social media.
- The ATMMTP recognizes that conversations about clinical situations between peers can be educational. With that in mind, discussions about clinical situations may take place *only in private, closed-membership forums for ATMMTP students*. These forums are the ATMMTP student Facebook page and student Yahoo email group. No identifying information or any information that would be a violation of HIPAA can be disclosed. Identifying information includes dates, locations, and preceptor’s name, in addition to client information. The spirit of the discussions should be educational and not gossip.
- May not use “smart phones” or other technological devices during clinical hours, including births, for texting or any other form of messaging, emails, gaming, or non-emergency phone calls. Clinical time should be spent with the student’s full attention given to the situation at hand.

Preceptors will be advised and encouraged to develop their own social media policy and have Preceptor/Apprentice contracts, signed by both preceptor and apprentice. Preceptor policies supersede these policies as long as HIPPA violations do not take place.

## DISMISSAL FROM PROGRAM

The ATMMTP reserves the right to dismiss students for poor academic work. Poor academic work is defined as, *but not limited to*, the following:

- Receiving an overall grade for a module of less than 80% while on academic probation
- Failing to maintain a grade of 80% or better on all module assignments and exams
- Failure to submit completely corrected module assignments in a timely manner.
- Failing a module exam more than 3 times.

Other reasons for being dismissed:

- Failure to attend the first workshop within six months of enrollment.
- Failure to attend other workshops, at least two workshops in a twelve month period.

Please see extensions.

- Not responding to communication efforts from the Course Coordinator or Student Contact Person for a period of one year.

- Failure to submit required biannual evaluations and clinical progress reports
- Failure to maintain ATM membership
- Student's request for withdrawal because of personal reasons.

## **GRIEVANCE PROCEDURES**

There shall be no telephone or anonymous complaints considered. Telephone complainants will be advised to provide a written complaint that is signed by the complainant. The Association of Texas Midwives Board of Directors will handle appeals.

### **Complaints against a Student:**

Should a complaint be filed against a student, the student will be notified of the complaint and be given a time period of not more than one month to answer. The Education Committee shall review the complaint and the student's reply and make a decision concerning the issue. The student will be given the opportunity to appear before the Education Committee.

### **Complaints against ATMMTP Staff:**

Any complaints against workshop instructors should go in writing, to the ATM office. The complaint will then be mailed to the Education Director or Course Coordinator for review and for presentation to the Education Committee.

### **Complaints against an ATM Preceptor:**

Complaints against preceptors should go directly to the ATM office in writing. The written complaint will then be forwarded to the Course Coordinator and/or the Education Director.

Any complaints against ATMMTP staff or a preceptor by ATMMTP student(s) will be placed on the agenda 10 days prior to the next Education Committee meeting. If a meeting is not scheduled within 2 months of the receipt of the complaint, a special meeting will be called. Complaints will be dealt with on a case-by-case basis.

## **PRECEPTORS**

**This Course does not guarantee Preceptors for apprenticeship.** It will make referrals to Preceptors and aid students in obtaining possible Preceptor contacts, but the responsibility lies solely on the student to contract with an ATMMTP Preceptor and maintain an Apprenticeship. Preceptors apprenticing ATMMTP students must meet ATMMTP qualifications and be approved by ATMMTP, and fulfill Texas legal requirements for Preceptors.

## OUT-OF-STATE OR ACADEMICS-ONLY STUDENTS

Any Texas student requesting the academics only portion of the Program must have a letter of recommendation from a current Preceptor. Out of state students will require the approval of the ATM Course Coordinator for entrance into the program without a Preceptor. Workshop attendance is not required. A letter for completion of **academics only** will be awarded to the student upon passing the last Module of study exam. The academic only student will not be eligible for licensure in Texas. This option is reserved primarily for out-of-state students, students following the NARM PEP process and midwives wanting to further their midwifery knowledge. Academic only students will be responsible for paying a Proctor for examinations. Proctors shall be approved by the ATM Course Coordinator.

Academic only students will have the following options:

**OPTION 1:** Students will attend workshops and take the required exams as scheduled. Upon a passing grade the student will be given the work for the next Module. A student following this path may choose to change tracks to a full Texas agency candidate, eligible to take the NARM exam for her Texas license by submitting CPR and NRP, and completing clinical requirements with an approved preceptor.

**OPTION 2:** Student will opt not to attend workshops. Student will receive Module of study and upon completion email it in for grading. With a passing grade of at least 80% the student will make arrangements with an Approved ATM Proctor to take the corresponding exam. Upon receiving a passing grade the student will be sent the next Module of study.

## OUT-OF-STATE STUDENTS

Out of state students completing the Program as a Texas agency candidate, with eligibility to take the NARM exam, shall have a Preceptor that meets one of the ATM Preceptor requirements. Students shall attend workshops as scheduled. Students must sign all agreements and follow Texas laws relating to students. Out of state students must be approved by the ATM Course Coordinator.

## DISCLOSURE OF APPROVAL STATUS OF PROGRAM

The Association of Texas Midwives' Midwifery Training Program is approved by the Texas Midwifery Board as a Basic Midwifery Education Course. Surveys are conducted every three years; all students will be informed of the status of the Program by mail or email.

## **REASONABLE ACCESS FOR NON-ENGLISH SPEAKERS**

This Program is available in print in English only. The textbooks used are primarily available in English only. Prospective non-English speaking students may enroll in the Program, but they must provide an interpreter and pay the extra expense for hiring someone fluent in their language and in English to read and grade their Program work. Non-English speaking students may be granted a reasonable extension period to complete the Program if needed. The Course Coordinator will assist non-English speaking students with approved translators and graders.

## **COMPLIANCE WITH FEDERAL AND STATE LAWS ON ACCESSIBILITY**

The ATM Midwifery Training Program is in compliance with federal and state laws on accessibility. Students with special needs will need to request, in writing, the nature of the special need. This request must be made 90 days before the event will occur in order to give the program ample time to comply with the request. No individual will be denied access to the program or facility because of race, color, religion, or disability.





# PROGRAM ASSIGNMENTS AND GRADING SYSTEM

## REQUIRED BOOKS

Every student is responsible to acquire the books on the Required Books list. No loaner books are available through the Program. (Required reading list is on the student website and in the Orientation Handbook). Note that books can take several weeks to be obtained through the mail and should be ordered well in advance of need.

## EDUCATION DOCUMENTATION LOG

Students must keep track of and document all time spent in non-clinical learning on the specified form. This includes time spent reading textbooks, completing assignments, research, *Independent Study* projects, and classroom time at workshops. The Preceptor or workshop Instructors will verify the documented hours. The documented hours must total 500 or more.

## CLINICAL HOURS LOG

Students must document hours spent in clinical training on the appropriate clinical hours log. Clinical hours must total 1350 hours or more.

## PROGRAM ASSIGNMENTS

Students receive access to each module's assignments following completion and attendance of the previous module's assignments and workshop. All module assignments must be submitted according to the instructions found in the Orientation Materials, included with the initial course materials, or as specified in the individual assignment. *Independent Study* assignments should be submitted as described for each of these assignments. Unsatisfactory work will be returned to the student and will not be accepted until completed as outlined in the instructions.

All assignments must be completed and all questions on the worksheets must be answered. Students may not attend a workshop until their work for that period is complete. All assignments must be submitted according to assignment instructions, with all assignments within a module due no later than 24 hours preceding the first day of the module workshop. Each worksheet will be given a % grade. Detailed instructions on completing and submitting assignments are included in the Program *Orientation* materials.

Students are required to correct all answers on assignments that are incorrect or incomplete. Students will be given adequate time to complete corrections, with due dates determined by the Course Coordinator. All corrections must be complete before eligibility for graduation. Instructions for submitting corrected work is found in the Orientation Materials. Please note that special policies apply to the Anatomy and Physiology for Midwives module. These policies can be found in your Orientation materials.

## ATM MIDWIFERY TRAINING PROGRAM HONOR CODE

- My answers to homework, quizzes and exams will be my own work (except for assignments that explicitly permit collaboration).
- I will not make solutions to homework, quizzes or exams available to anyone else. This includes both solutions written by me, as well as any official solutions provided by the course staff.
- I will not engage in any other activities that will dishonestly improve my results or dishonestly improve/hurt the results of others.

### Important Definitions:

**Help:** Helping another person to find the answer without giving them the answer; assisting one to understand the answer he/she found

- Explaining a difficult concept to another student
- Say, "Look in Chapter 7 in Varney."
- Asking a confused student leading questions to provide direction for learning

**Collaboration:** The act of one or more people working together in order to achieve something; working with others to achieve shared goals; a joint effort of multiple individuals or workgroups to achieve a task or project; working together to find an answer

- Group projects
- Directions say collaboration is permissible, encouraged, or required

Generally, collaboration is not allowed on homework assignments. If you are unsure about any situation, ask the staff!

**Plagiarizing:** Representing the words, ideas or work of another person as one's own and not offering proper citation of the source

### **Cheating:**

- Giving or receiving, prior to an examination, any unauthorized information concerning the content of that examination
- Referring to or displaying any unauthorized materials inside or outside of the examination room during the course of an examination; this would include looking up answers to questions during an online test if it has been designated a "closed-book" test
- Communicating during an examination in any manner with any unauthorized person concerning the examination or any part of it
- Giving or receiving substantive aid during the course of an examination
- Commencing an examination before the stipulated time or continuing to work on an examination after the announced conclusion of the examination period
- Taking, converting, or concealing any property related to the preparation or completion of assignments, research or examination
- Submitting the same written work to fulfill the requirements for more than one course.

The ATMMTP understands that sometimes there is a fine line between genuine discussion and help, which we encourage, and what might be considered cheating. *If you are unsure if the action you are considering is cheating or not cheating, ask!*

## GRADING POLICIES

Note: Special grading policies apply to the Anatomy and Physiology for Midwives module. These policies are located in program orientation materials.

### PASSING GRADE

A passing grade is defined as 80%.

Modules consist of multiple lessons, assignments, and/or courses. A minimum overall grade of 80% is required in order for a student to pass the module and be eligible to move forward to the next module of study.

### Module Final Exams

Module final exams consist of a minimum of 50 questions. Students scoring less than 80% must retest and achieve a passing score before receiving the next module of study. If a student has a failing grade she may retest using an alternate version of the exam immediately. However, if the student fails the second exam she will be required to retest with a proctor following the workshop and will be charged a retesting fee. The final grade applied to the student record is an average of the grades.

### FAILING A MODULE

If a student fails a module the student will be required to redo the entire module, workshop, and pass an alternate exam. The student will be required to pay the normal tuition charged for that module.

Any student who fails a module will be on academic probation for 12 months. She must pass all modules taken during the 12-month probationary period with a passing grade of 80% or better. If she fails any module during the probationary period, she will be dismissed from the program.

Students are cautioned that multiple module retakes can cause a student to miss her graduation deadline.

### CORRECTED WORK

Corrected work will be awarded **up to** half the original points with first submission of corrections only.

If a student passes the module but has individual assignments with failing grades the student will be assessed a fee of \$50.00 to cover administrative and re-grading costs.

## **DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION**

Personally identifiable information from a student's educational record may be disclosed to ATM School Administrators, ATM Board of Directors, ATM instructors and current apprenticeship Preceptors whenever there is a legitimate educational interest. This may include any record from which a student can be personally identified and is maintained by the ATM Midwifery Training Program.

The ATM Midwifery Training Program defines "legitimate educational interest" as:

*The need to review an educational record in order to perform a supervisory, administrative, disciplinary, or instructional task related to the student's or school's educational interests.*

## **NOTICE TO PRECEPTORS**

The ATMMTP strongly supports the apprenticeship mode of education and believes that midwives are best educated by other midwives. The ATMMTP encourages Preceptor participation in student academics. The Preceptor designated as the student's Primary Preceptor, as shown on the Apprenticeship Notification form and assignments, may be emailed a copy of her apprentice's module grades *upon request by the preceptor*.

# WORKSHOP REQUIREMENTS

## ATTENDING WORKSHOPS

Workshops are designed to complement and supplement the module material, not simply to provide review time for the module exam. While a certain amount of review will naturally occur, students should arrive at the workshop prepared to take and pass the module exit exam. Workshop activities will include class discussions, role play, presentation of group projects, hands-on demonstrations of skills, learning of new skills, and clinical simulations. Every student is required to participate in activities.

A workshop registration will be sent to students before each workshop. **Students must confirm that the student is planning to attend the workshop using the required registration form, or by following instructions in the notice, by the due date specified on the registration form**, usually a minimum of 2 weeks prior to the workshop date. Students should confirm to the email address shown on the form. In addition to timely submission of the workshop registration form, all required homework, corrections that are due, current evaluations, clinical progress forms, and proof of current CPR/NRP must be on file. **No one will be admitted to the workshop if all of the above conditions have not been met.**

Students will arrive at the designated workshop location and be ready to begin at the appointed time. Workshops will begin on time. Students must attend the entire workshop and cannot leave early for any reason. In the event of an emergency a student must notify the workshop Instructor with the reason for leaving. The workshop instructor will be responsible for giving an evaluation of the student to the Education Committee to assist in the determination of rescheduling the students testing, if approved. No credit for attending a workshop can be given if the end of module exam has not been completed and passed.

Students with nursing babies may have them brought in by a babysitter for nursing during workshop breaks. Babies or children will not be allowed to remain in the classroom, and may not remain on-site. Students are responsible for their own arrangements to accommodate their babies into their personal study schedule and workshops within these policies.

Each Student will pay for her own meals, lodging and travel expenses during the workshops.

## Travel Arrangements

The ATM Education Committee and ATM maintain the right to cancel workshops or change dates of workshops as needed. ATM is not responsible for workshops canceled due to inclement weather. Please do not make travel arrangements too far in advance as workshop schedules are subject to change.

# CLINICAL AND SKILLS REQUIREMENTS

## STUDENT APPRENTICESHIP & CLINICAL REQUIREMENTS

The student must complete a clinical apprenticeship lasting a minimum of 24 months in order to complete the Program and receive a graduation certificate. The apprenticeship may be completed with one or more approved Preceptors. Length of apprenticeship will be verified by the Preceptor(s) in a dated form letter stating the length of the apprenticeship. The required 1350 clinical hours will be documented on the appropriate forms and verified by the Preceptor.

Note that all students must be in an active apprenticeship before they can progress to the *Antepartum 2* (5<sup>th</sup> module) workshop. A student who does not enter into an ongoing apprenticeship within one year of missing the 5<sup>th</sup> workshop will be dismissed from the program.

## MINIMUM CLINICAL EXPERIENCE REQUIREMENTS

### Learning phase requirements:

The student must complete a *minimum* of all of the following:

- Attendance at a minimum of 10 births in the role of an observer

In the role of an assistant (learning the skills of a midwife):

- 25 prenatal exams, 3 of which must be the initial physical exam and medical history
- 10 postpartum exams
- 20 newborn exams
- 20 births – 18 must occur prior to births as Primary Midwife under Supervision

### Primary Midwife under Supervision (PMUS) requirements

Students must learn, practice, and perfect the skills necessary to provide all components of each requirement before care can be provided as PMUS. As PMUS the student must be able to competently provide all aspects of care, and be able to communicate the rationale for the care and her clinical decisions, all while under the direct supervision of an approved preceptor.

In the role of Primary Midwife under Supervision the student must complete a *minimum* of the following:

- 75 Prenatal exams
- 20 Initial physical exams and histories
- 40 Postpartum exams
- 20 Newborn exams
- 25 Births

- Each birth must include one prenatal and one postpartum exam as either an assistant or as PMUS
- The student must be present for all stages of labor, birth, and the immediate postpartum period (up to 6 hours following delivery of the placenta).

### **Additional PMUS birth requirements**

The 25 births as PMUS must include the following:

- 10 “Full Continuity of Care” births (includes 5 prenatal exams as PMUS spanning 2 trimesters, the newborn exam within 12 hours of birth, and 2 postpartum exams between 12 hours and 6 weeks postpartum)
- 3 “Continuous Continuity of Care” births (includes all prenatal care, including the initial physical and history, as PMUS beginning no later than 15 weeks gestation , the newborn exam within 12 hours of birth, and 2 postpartum exams between 24 hours and 6 weeks postpartum)
- At least 10 of the births as PMUS must be out-of-hospital births
- At least 10 of the births as PMUS must occur within 3 years of graduation.
- A total of 3 of births as PMUS may be intrapartum transports; the student must accompany the woman to the hospital. Only 1 of the 3 transports may be a Continuous Continuity of Care client; no “Full Continuity of Care” births that transport during labor may be counted.

### **Additional clinical requirements:**

- At least 5 of the 55 total births must be home births (any role)
- At least 2 of the 55 total births must be planned hospital births (any role). An intrapartum transport will not count, but they may be antepartum referrals. Attendance may be in any role (observer, assistant, or PMUS) and includes attending the birth as a doula, as a friend, or of a family member. The preceptor will be responsible for *verifying* information prior to signing-off on this requirement, but does not have to be physically present during the birth as long as the students attends in the role of observer only.
- At least 5 of the 55 births must be under the supervision of a preceptor who is a Licensed Midwife (as opposed to a preceptor who is a CNM or physician.)

Students must competently perform all components of a requirement, including clinical decision making, before care may count as Primary Midwife under Supervision. This may mean that the student must perform more than the minimum number of clinical requirements before proficiency is obtained. The preceptor, who must be physically present in the same room in a supervisory capacity during the provision of all care by a student, has the ultimate authority to determine if the student has met the requirements of PMUS, and will verify the provision of care by initializing and signing the appropriate ATM forms.

## **STUDENT SKILLS REQUIREMENTS**

In addition to clinical requirements, the preceptor will verify the student’s proficiency in performance of the skills that have been determined as essential for competent midwifery practice by the North American Registry of Midwives. A skills list is included with student forms. Each skill must be performed according to the specific steps as outlined in the text, ***Practical Skills Guide for Midwifery*** (Pam Weaver and Sharon Evans).

Several skill sets require verification by a second midwife, who cannot be one of a student's primary preceptors. The second sign-off can be performed on volunteer models or in a clinical setting; they do not have to be performed as a "primary under supervision" requirement. A step-by-step instruction sheet is provided for skills requiring a second sign-off.

Notarized verification forms must accompany the completed skills form upon graduation.

## **ADVERSE OUTCOMES POLICY**

The ATM Midwifery Training Program strives to ensure that students receive clinical training that is appropriate and that the student is in a safe environment. We also want to ensure that in the event the student experiences a possibly traumatic incident that she is able to review the incident with qualified individuals who are not directly linked to the events, including "Critical Incident Debriefing" with up to 6 hours of professional counseling, if necessary. With that intent, it is the policy that a student who participates in any clinical care that results in an adverse event notifies the Course Coordinator per the following instructions:

### **I. Major Adverse Events**

In the event of a major adverse event the student must notify the Course Coordinator in writing by email within 24 hours of the event. A major adverse event is defined as the following:

1. An intrapartum fetal demise
2. A neonatal demise that occurs following birth and up to 14 days of age
3. A maternal demise that occurs at any time during the antepartum, intrapartum, or postpartum period if the cause of death is directly related to the pregnancy or birth.

### **II. Other Adverse Events**

The student will notify the Course Coordinator in writing by email in a timely manner of any other issues of major concern involving student or client safety.

### **III. Follow-up**

The student will receive a confirmatory email from the Course Coordinator, notifying her that her notice of the adverse event was received. Depending on the nature of the event and the student's role and participation, the student may be required to submit additional information or write a report of the event.



## MISSED BIRTHS

### Definition of a missed birth:

- a. Any birth the apprentice misses due to a precipitous birth, or
- b. Any birth the preceptor misses and is not present to supervise the apprentice

### Missed Birth Policy

- c. Missed births will not count towards the student's graduation requirements. \*See exception below under Continuous Continuity of Care clients
- d. Continuous Continuity of Care clients: The ATM Education Committee will give consideration to a Continuous Continuity of Care client missed birth which is precipitous after a full chart review. Only one exception will be considered; no other missed births will count toward the student's requirements for graduation.

## DOCUMENTATION OF CLINICAL CARE

Documentation of all clinical requirements will be in the student's own notes or records, be properly documented in the client's charts, and on the appropriate ATMMTP forms. An ATMMTP preceptor must verify documented clinical requirements by initialing and signing the required forms. Other than the two required planned hospital births, a preceptor must be physically present in the same room during the provision of all care by the student in order for the clinical experience to count towards graduation requirements. The preceptor will be responsible for verifying the planned hospital birth requirements but does not need to be physically present.

## DOCUMENTING CLINICAL REQUIREMENTS FOR GRADUATION

It is the student's responsibility to ensure that all forms and documentation required for graduation from the ATMMTP are filled out correctly and submitted to the Course Coordinator. Forms that are filled out incorrectly, on the wrong form, or are missing required information will be returned to the student and may result in a delay for NARM exam scheduling.

The originals of all documents must be submitted to the Course Coordinator. The student should keep a copy of all documents for her own records. Student clinical forms are subject to an audit by the Course Coordinator.

## GRADUATION REQUIREMENTS

Satisfactory completion of both didactic and clinical portions of the Program and final approval by the ATM Course Coordinator must be met before a graduation certificate is awarded. All required documentation of Program requirements must be met and the originals of the appropriate forms submitted to the Course Coordinator no later than **6 weeks** in advance of the planned date for the NARM exam. Students should keep a copy of all documents for their own records. ATMMTP retains a copy of student records for a minimum of 5 years.

Students must notify the Course Coordinator of their *intent* to fulfill graduation requirements and sit the NARM exam a minimum of **14** weeks prior to the date of the NARM exam. There is no penalty if the student fails to meet graduation requirements by the deadline. In this situation the student will need to wait to reschedule the NARM exam. **Students should not mail the application and payment to NARM until they are sure that graduation requirements will be met!**

Students wishing to participate in the *ATMMTP graduation ceremony* must have all required documents submitted to the Course Coordinator a minimum of 4 weeks prior to the scheduled ceremony. The graduation ceremony is normally held in conjunction with the annual conference in the spring of each year.

# FEES AND OTHER EXPENSES

## APPLICATION FEE

An application fee of \$150.00 for a United States student is due at the time of registration. The application fee is \$200.00 for applicants living in Mexico or Canada.

## REFUND POLICY:

Student membership dues are not refundable.

### **Application fee is not refundable<sup>1</sup>.**

The following refund policy schedule includes tuition of the first module, Introduction to Midwifery. If an applicant pays future module tuition at the time of enrollment all tuition for those modules will be refunded.

### **Prior to enrollment completion:**

- Request for refund within 3 days of tuition payment based on postmark of mailed payment, or date of online PayPal payment: full refund of tuition

### **After enrollment processed and student has been given access to the ATMTP Learning Management System (LMS):**

#### **After enrollment in Orientation but prior to enrollment in Module 1:**

- Request for withdrawal within 14 days but prior to enrollment in Module 1: 85% refund
- Request for withdrawal between 15 days - 30 days: 75% refund of tuition.

#### **After enrollment in Module 1:**

- Request for withdrawal between 0 – 15 days of access to the LMS Module 1: 60% refund of tuition.
- Request for withdrawal between 16 days - 30 days of access to the LMS Module 1: 40% refund of tuition.
- After 30 days: no refund

Note: future tuition payments are non-refundable ***once the student has been enrolled in the module.***

## TUITION

Tuition for the ATM Midwifery Training Program is \$9560.00. Program tuition may be paid in full or by installments of \$1195.00 per module. Tuition for each module must be paid in full *prior to* receipt of the module's assignments. A tuition payment form with due date is usually attached to the workshop notice email. Program tuition pays for the modules of study, initial exams, and admittance to the workshops, and student support/contacts. Returned checks will be assessed a return check fee of \$25.00 and other payment arrangements will be made for future payments.

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<sup>1</sup> Application fee is refundable if the current class is full when application is received, and applicant elects to withdraw application.

## CORRECTIONS

Students who pass a module but have individual worksheets with failing grades (grades less than 80%) will be assessed a fee of \$50.00 to cover administrative and re-grading costs. This fee must be paid when corrections are submitted for re-grading.

## MODULE RETAKES

Students who must retake a module must pay the full tuition (\$1195.00) for that module.

## EXAM RETAKES

There is a \$100.00 fee in the event a student must retake a workshop exit exam. There may also be other added fees for the cost of a Proctor for the exam.

## ATM STUDENT MEMBERSHIP

Student membership is \$30.00 per year, and must be maintained during enrollment in the Program. All memberships expire on December 31<sup>st</sup>, and are payable by January 31<sup>st</sup> each year.

## TRANSCRIPT FEE

A fee of \$25.00 will be charged for preparation and mailing of an official transcript.

## RETURN TO MATRICULATING STATUS

A fee of \$50.00 will be charged when a student returns to matriculating status following a leave of absence. This fee covers the cost of review testing.

## STUDENT'S PERSONAL EXPENSES

Preceptor fees are **not** included in the Program tuition. Any Preceptor fees will be handled in a private manner between the Preceptor and Apprentice.

Students are responsible to purchase the books required for the Program and all equipment needed to serve as an Apprentice/Student Midwife.

Students taking the academic only portion of the ATMMTP will be responsible for paying for a Proctor for examinations. **Preceptors may not proctor exams.** Approved Proctors may be a local librarian, college testing centers, teachers etc. Proctors will be approved by the Course Coordinator.

## MIDWIFE MEMORIAL FUND



### History:

The Paulette Griffin Memorial Fund was originally established in memory of Paulette Griffin, CPM, past Education Chair and a committed member of the Association of Texas Midwives Education Committee. Her love for the education of midwives inspired all those who knew her. When she died on 7-17-04 of complications from receiving chemotherapy for Leukemia the ATM Board of Directors established this fund in her honor. Since that time, we have lost several more of our midwife-sisters. The fund was renamed the “Midwife Memorial Fund” in 2017 to honor and pay tribute to all of these midwives, so that their loving and generous spirits would never be forgotten.

### Purpose:

This fund is to provide temporary assistance to an established ATMMTP student so that the candidate’s studies do not need to be postponed due to financial hardship. The Education Committee will be able to consider more than one applicant per workshop. The amount of assistance is to be determined at the discretion of the Education Committee.

### Eligibility:

An applicant for the MMF must:

- Be currently enrolled in the ATMMTP
- Have completed the first two modules and
- Be in good standing (all course work and tests to this point have received a passing grade). A student can receive a grant (of any amount) a maximum of two times.

School work, financial situation, and any other aspects of your enrollment may be discussed with:

- The Course Coordinator
- Any past workshop Instructors
- Any Preceptors you have worked with, past and present

Your current preceptor must write a letter of recommendation that includes:

- Her understanding of your financial need
- Her perception of whether you are likely to complete the course work and graduate from the ATMMTP

### Restrictions:

- The same student may apply for more than one Module but must apply fully each time.
- There will be no discrimination as to race, sex or religion.

Students must complete an application, including explaining the reason for the request, and how she plans to pay for future modules.

Students who want to apply for a grant should contact the Course Coordinator for more information and an application, or download an application from visit ATM website.

Visit <http://www.texasmidwives.com/the-paulette-griffin-memorial-fund.asp> for more information about how to contribute to the Paulette Griffin Memorial Fund, or contact the Course Coordinator.

# ATM MIDWIFERY TRAINING PROGRAM OUTLINE

Effective for all students enrolled as of 9/2011 into the 8-module program

## MODULE I INTRODUCTION TO MIDWIFERY

### Introduction to Midwifery – Module I (coursework)

- A. History and profession of midwifery
- B. Introduction to Medical Terminology
- C. The Midwifery Model of Care vs. the medical model of care
- D. Heart and Hands: an introduction to midwifery care
- E. Laws, rules, and standards governing midwifery in Texas
- F. General Nutrition and Fitness
- G. Vital Signs – accuracy and interpretation
- H. Standard (universal) precautions and infection prevention
- I. Basic skills practice assignment (vital signs)
- J. Anatomy and Physiology for Midwives 1(On-line class/coursework)**
  - a) Introduction to human anatomy and physiology, including basic biological and chemical processes at the cellular level, histology, and an introduction to organ systems

### Assignments included with the first module:

Independent Study assignments to complete throughout the course (module workshop due date), including

- a) Physical Assessment (Module 3)
- b) Neonatal Resuscitation Certification (Module 3)
- c) Cultural Competency Health Practitioner Assessment (Module 4)
- d) Introduction to the Newborn at Birth (Module 4)
- e) Pharmacology & Alternative Modalities assignments (Module 8)
- f) Community Resources project (Module 7)

### Introduction to Midwifery (classroom)

- A. Standard (universal) precautions and infection prevention
- B. Review of general nutrition and fitness
- C. Introduction to Midwifery: Review of Heart and Hands
- D. Introduction to ethics in midwifery
- E. Basic skills – review and practice
- F. Review of the Texas Midwifery Basic Information and Instructor Manual, Midwifery Act, and Midwifery Rules
- G. Exam

## **MODULE II ANATOMY AND PHYSIOLOGY FOR MIDWIVES**

### **Anatomy and Physiology for Midwives 2 (On-line class/coursework)**

- A. Human anatomy and physiology of all organs and body systems, including normal changes due to pregnancy
- B. Overview of human genetics
- C. Human reproduction: human reproductive cycles, fertilization
- D. Embryonic development and fetal growth
- E. The placenta and fetal membranes
- F. Fetal circulation and the transition to neonatal life
- G. Pregnancy Information Project (final project due with “Intent to Graduate”).

### **Anatomy and Physiology for Midwives (classroom)**

- A. Review of Body Systems:
- B. Review of Genetics, Mitosis and Meiosis
- C. Review of the Reproductive Cycles and Fertilization
- D. Review of Embryology, Fetal and Placental Development
- E. Review of Fetal Circulation and Transitioning to Neonatal Life
- F. Final Exam for Anatomy and Physiology

## **MODULE III THE ANTEPARTUM PERIOD I**

### **The Antepartum Period I Module (coursework)**

- A. Vocabulary
- B. Reproduction and Pregnancy
- C. The Female Pelvis & Pelvimetry
- D. The Health History and Pre-existing Risk Factors
- E. Cultural issues affecting pregnancy and birth
- F. Maternal Physical Assessment
- G. Prenatal Care 1
- H. Prenatal Fetal Assessment 1
- I. Exercise during Pregnancy
- J. Nutrition during Pregnancy
- K. Prenatal Education and Counsel
- L. Introduction to Prenatal Diagnostic Testing

### **The Antepartum Period I Workshop (classroom)**

- A. Pregnancy
- B. Maternal Physical Assessment
- C. Prenatal Care
- D. Routine fetal assessment
- E. Prenatal counsel: common discomforts of pregnancy
- F. Initial risk assessment
- G. Basic diagnostic care ( lab work )

- H. Skills (initial physical and prenatal exam)
- I. Skills (venipuncture)
- J. Skills (Pap smear)
- K. Exam on The Antepartum Period

## **MODULE IV INTRAPARTUM I**

### **Intrapartum I Study Module** (coursework)

- A. Required reading
- B. Physiology of labor and birth
- C. Fetal skull and fetal positions
- D. Bishop's Scoring
- E. First stage of labor
- F. Normal second stage of labor
- G. Intrapartal maternal assessment
- H. Intrapartal fetal assessment
- I. Comfort measures and techniques for labor
- J. Waterbirth and hydrotherapy
- K. Third stage of labor
- L. Fourth stage of labor and the immediate postpartum
- M. Birth equipment and supplies
- N. Professional ethics for midwives

### **Intrapartum I Workshop** (classroom)

- A. Writing Practice Guidelines
- B. Fetal skull & fetal positions
- C. Mechanisms of labor
- D. Signs of labor
- E. Initial labor assessment
- F. Stages of labor
- G. Labor support & comfort measures
- H. Waterbirth
- I. Setting up for birth - equipment & supplies
- J. Charting
- K. The normal newborn at birth: newborn exam
- L. Skills (Estimating blood loss, vaginal exams, urinary catheterization, placental inspection)
- M. Exam on Intrapartum I



## **MODULE V ANTEPARTUM 2**

### **Antepartum 2 Module** (coursework)

- A. Prenatal Care 2 – Advanced and Special Situations
- B. Psychosocial Aspects and Issues in Pregnancy
- C. Diagnostic Testing 2
- D. Infections during the Childbearing Period
- E. Prenatal Fetal Assessment 2 including genetic and teratogenic risk factors and counseling
- F. Antepartum complications

### **The Antepartum Period 2 Workshop** (classroom)

- A. Prenatal Care – Special Situations
- B. Psychosocial Aspects and Issues in Pregnancy
- C. Cultural respect, diversity, and disparities in healthcare
- D. Diagnostic Testing 2
- E. Infections during the Childbearing Period
- F. Fetal assessment 2
- G. Complications of pregnancy
- H. Putting it all together – ongoing risk assessment
- I. Exam on The Antepartum Period II

## **MODULE VI COMPLICATIONS OF THE INTRAPARTUM**

### **Complications of the Intrapartum** (coursework)

- A. Complications of 1<sup>st</sup> and 2<sup>nd</sup> stage labor
- B. Fetal Assessment
- C. Vaginal Birth After Cesarean
- D. Complications of 3<sup>rd</sup> and 4<sup>th</sup> stage, and the immediate postpartum
- E. Complications of Labor and Birth project
- F. Case studies

### **Complications of the Intrapartum** (classroom)

- A. Complications of labor & birth
- B. Transports
- C. Vaginal birth after cesarean
- D. Fetal assessment
- E. Skills – Breeches; Twins; Shoulder Dystocia
- F. Exam on Intrapartum II - Complications

## **MODULE VII POSTPARTUM PERIOD & THE NEWBORN**

### **The Postpartum Period & The Newborn** (coursework)

- A. Required reading
- B. Vocabulary
- C. The postpartum period
- D. Complications of the postpartum period
- E. The newborn period
- F. Newborn complications
- G. Breastfeeding & bottle-feeding
- H. Family planning,
- I. Well-woman care including pre-conception counseling; Pap smears
- J. Application of the Midwifery Model of Care
- K. Cultural survey in the community
- L. Business skills for Midwives

### **The Postpartum Period & The Newborn Period Workshop** (classroom)

- A. Immediate postnatal care: monitoring, complications
- B. Postpartum period: exams, postpartum depression, unexpected outcomes
- C. Newborn period: normal & abnormal, newborn exams & assessments
- D. Breastfeeding & bottle-feeding
- E. Family planning
- F. Well-woman care
- G. Skills
- H. Midwifery Business Skills
- I. Exam on The Postpartum & The Newborn Period

## **MODULE VIII ADVANCED SKILLS**

### **Advanced Skills** (coursework)

- A. Suturing
- B. Pharmacology and Midwifery
- C. Medication administration
- D. IVs

### **Advanced Skills** (classroom)

- A. Injection safety
- B. Medication administration
- C. Starting an IV
- D. Suturing

**Due 14 weeks prior to graduation:**

- A. Pregnancy Information Project
- B. Pharmacology project
- C. Practice guidelines

**ACADEMIC PORTION OF COURSE COMPLETED**

**CLINICAL EXPERIENCE**

**ABBREVIATED NARM SKILLS LIST/PRACTICAL SKILLS GUIDE FOR MIDWIFERY**

1. Preceptor evaluates and verifies skill competency for student.
2. Skills requiring 2 sign-offs completed with different approved preceptor
3. Abbreviated NARM Skills Verification Form, second sign-off skills, and supporting statements signed and notarized

*NOTE:* Some skills are taught at the workshops, but the majority of skills and clinical training are acquired and mastered during the apprenticeship period. Workshop instructors will not sign-off on any skills. It is required that students be in an active apprenticeship before the Antepartum 2 workshop. If the student unable to complete clinical training within the maximum time she/he will be given a certificate of completion of academics only. The estimated time for completion of the program is approximately 32 to 48 months.

## THE ATM STUDENT PATHWAY

1. Contact ATM office or Course Coordinator. Receive answers to any questions.
2. ATM Midwifery Training Program office receives application for enrollment and notifies student by email of application receipt.
3. Applicant is notified of acceptance and makes tuition payment for first module.
4. Course Coordinator processes new student and enrolls student into the “Orientation to the ATMMTP” mini-course.
5. Student reviews all orientation materials, completes a learning styles assessment assignment, and then completes the open-book orientation quiz with a grade of 100%. A telephone orientation with the Course Coordinator is scheduled if requested. Enrollment is now complete.
6. Student is enrolled into the Introduction to Midwifery module.
7. Student completes the Introduction to Midwifery module assignments and makes plans to attend the Introduction to Midwifery Workshop.
8. Student attends the Introduction to Midwifery Workshop and passes the corresponding exam.
9. Student receives access to on-line Anatomy and Physiology for Midwives module.
10. Student completes on-line Anatomy and Physiology for Midwives module and makes plans to attend the Anatomy and Physiology for Midwives Workshop #2
11. Student attends the Anatomy and Physiology for Midwives Workshop and passes corresponding exam.
12. Student receives access to The Antepartum I Module.
13. Student completes The Antepartum I Module and makes plans to attend Workshop #3.
14. Student completes neonatal resuscitation certification and provides proof to the Course Coordinator prior to Workshop #3.
15. Student attends The Antepartum I Workshop #3 and passes corresponding exam.
16. Student receives The Normal Intrapartum Module.
17. Student completes The Normal Intrapartum Module and makes plans to attend Workshop #4.
18. Student attends The Normal Intrapartum Workshop #4 and passes corresponding exam.
19. Student receives The Antepartum II Module.
20. Student completes The Antepartum II Module and makes plans to attend Workshop #5.

Student must have an ATM Approved Preceptor before moving to step 20.

21. Student attends The Antepartum II Workshop #5 and passes corresponding exam.
22. Student receives Complications of the Intrapartum Module.
23. Student completes Complications of the Intrapartum Module and plans to attend Workshop # 6.
24. Student attends Complications of the Intrapartum Workshop #6 and passes the corresponding exam.
25. Student receives Postpartum and Newborn Module.
26. Student completes Postpartum and Newborn Module and plans to attend Workshop #7.
27. Student attends Postpartum and Newborn Workshop #7 and passes the corresponding exam.
28. Student receives Advanced Skills Module<sup>2</sup>.
29. Student completes Advanced Skills assignments, takes on-line exam, and plans to attend Workshop #8.
30. Student attends Advanced Skills Workshop,
31. Student submits pharmacology project, practice guidelines, and the Pregnancy Information Project for review

~ Academic portion of Midwifery Training Program is complete~

32. Preceptor and student will complete clinical training requirements and evaluations as required.
33. Copies of Education Time Log, Clinical Time Log, Clinical Experience Summary forms, Clinical Experience verification letter, Skills Verification form, and proof of current Neonatal Resuscitation and CPR will be mailed to the Course Coordinator.
34. Course Coordinator will award a graduation certificate after a review of the student's entire file.
35. Course Coordinator will send a list of eligible students to Texas Department of Licensing and Regulation (TDLR), Education & Examination Division, along with a copy of each student's graduation certificate.

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<sup>2</sup> The Advanced Skills module may be paid for and taken any time after the student completes module 3. The student may attend any Advanced Skills workshop following submission of assignments and successfully completing the online Advanced Skills test.

36. TDLR will notify the North American Registry of Midwives of graduate's eligibility to take the NARM exam. NARM mails application packet to take exam at a testing site as a Texas Agency candidate is mailed to graduate.
37. Student completes the application and sends it with exam fee to NARM.
38. Student will receive a Letter of Admission and instructions to the test site from NARM.
39. Student takes NARM exam.
40. When student passes exam, the license process can be started through TDLR.
41. Midwifery applicant must take Midwifery Jurisprudence Exam (on- line)
42. License application is sent to appropriate agency with required fee.
43. License Certificate and Number assigned by TDLR Midwifery Program.
44. No longer student but Licensed Midwife.

The Licensed Midwife may apply to NARM for CPM