

# **North American Registry of Midwives**

## **2003 Annual Report**

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North American Registry of Midwives

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# Board Members

# 2003

## NARM Board of Directors

**Ida Darragh, LM, CPM**

*Chairperson  
Testing*

**Shannon Anton, CPM**

*Vice-Chairperson  
Accountability*

**Carol Nelson, LM, CPM**

*Treasurer  
Applications*

**Debbie Pulley, CPM**

*Secretary  
Public Education & Advocacy*

**Sharon K. Evans, CDM, CPM**

*Policy Management*

**Joanne Gottschall, ASN, RN, CPM**

*Special Projects*

**Robbie Davis-Floyd, Ph.D.**

*Public Member  
Anthropologist/Writer/Editor*



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## 2003 NARM Executive Summary

*Ida Darragh, CPM, Chairperson*

The North American Registry of Midwives (NARM) is the leading certification agency for direct-entry midwifery in the United States. The NARM Certification credential and/or the NARM Written Examination are required for licensure in most of the states that license direct-entry midwives and in all the states that license midwives specifically for out-of-hospital birth. NARM's midwifery certification is a state-of-the-art, legally defensible certification program. NARM's CPM certification program is accredited by the National Commission on Certifying Agencies (NCCA), the accrediting division of the National Organization for Competency Assurance (NOCA). NOCA/NCCA accreditation means that our certification process was reviewed in detail and meets or exceeds the standards set by NOCA for certifying agencies.

The NARM Board is responsible for overseeing the operations of the certification program, including processing applications and recertifications, test

development and administration, finances, accountability, public education and advocacy, publishing a newsletter, and maintaining up-to-date policies and procedures for all departments. NARM contracts with Personnel Research Center, a professional testing agency, consulting with Dr. Gerald Rosen for psychometric oversight and guidance. NARM maintains a web site <[www.narm.org](http://www.narm.org)> for distributing information to candidates, certificants, and the general public.

In 2003, the NARM Test Department developed Form H of the NARM Written Examination. Twenty-seven CPMs from twelve states were trained to write test questions through Item Writing Workshops. After multiple review sessions, 85 new questions were added to the item bank from which 350 questions were selected for Form H.

Other tasks of the Test Department in 2003 were the administration of the Written Exam to 125 candidates and the Skills Assessment to fifteen Portfolio Evaluation Process candidates. The Test Department is also actively involved in the National

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Organization for Competency Assurance and the Council on Licensure, Enforcement, and Regulation.

In September of 2003, the NARM Applications Department moved from Alaska to Tennessee. The process of evaluating and processing applications is now under the direction of Carol Nelson and Sharon Wells. The NARM Applications Department reports that 204 applications were sent out in 2003, and 72 applications were received and reviewed. Eighty-eight new CPM certificates were issued, and 126 recertifications were issued. The total number of midwives who have received the CPM certification is now 893.

Treasurer Carol Nelson reports that NARM is financially solvent. NARM's income is received from NARM application and recertification fees and from test sales to candidates taking the exam for licensure in nineteen states. Since NARM's incorporation in 1994, over one million dollars has been spent on the Certified Professional Midwife process.

Shannon Anton directs NARM's Accountability Department, which handles complaints against CPMs and follows a formal Grievance Mechanism. Complaints are handled first in local peer review and then by the NARM Grievance Mechanism, if needed. This process has worked exceptionally well in the resolution of grievances and in assuring the accountability of CPMs. In 2003, NARM received one complaint, which was addressed in local peer review. Two complaints originating in 2002 were resolved in 2003. NARM revoked one CPM credential in 2003 due to noncompliance with Grievance Mechanism requirements. Since 1995, NARM has received a total of sixteen complaints involving seven CPMs. Two CPM credentials have been revoked.

Debbie Pulley, in Public Education and Advocacy, is also secretary to the Board. She handles hundreds of phone calls and e-mails every month from CPMs, candidates, and the general public. She keeps minutes of the weekly Board conference calls and any other Board meetings. Debbie manages our web site and all of our public documents such

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as the *Candidate Information Bulletin* and the brochure, *How to Become a CPM*.

Joanne Gottschall is the NARM board member in charge of Special Projects. She coordinates our task lists and compiles our newsletter articles. Sharon Evans is the director of Policy Management. She keeps track of all current policies and maintains a history of expired or revised policies and procedures. Many of NARM's policies are on the web site.

NARM representatives participated in public education about midwifery in exhibit booths at these conferences: the Midwives Alliance of North America (MANA), the American Public Health Association (APHA) where Carol Nelson serves on the Governing Council, the American College of Nurse-Midwives (ACNM), and the National Conference of State Legislators (NCSL). NARM representatives attended additional conferences for the Coalition for Improving Maternity Services (CIMS), the National Organization for Competency Assurance (NOCA), and the Council for Licen-

sure, Enforcement, and Regulation (CLEAR). NARM representatives spoke about the CPM process to midwifery regulatory boards in New York and Rhode Island and served as advisors to the midwifery organizations seeking licensure in Utah and Virginia.



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## **NARM Income and Expenses, 2003**

*Carol Nelson, CPM, Treasurer*

The year 2003 was a good year for NARM from a fiscal standpoint. We ended the year with money in the bank and all expenses paid. The certification process has taken a lot of financial resources. NARM was incorporated in 1992, and to date we have spent over one million dollars on the Certified Professional Midwife process.

NARM's main sources of income are from Test sales and Applications. Applications include requests for applications, certifications, and recertifications. Test sales are from the states that use the NARM exam in their Licensures/Certification process. Occasionally we will get a grant for a specific project such as the 2001 Job Analysis. A Job Analysis every five years or so is necessary to remain state of the art in testing.

As the Treasurer for NARM, I believe a balanced budget is the only fiscally responsible way to run

our organization. Our challenge is to maintain our resolve and momentum to further improve our financial position without knowing how many applicants or test sales we will have for the year. We need to not only be balanced, but we must think ahead to projects of the future and be saving money for those projects. Another Job Analysis in three years is one such project. To remain state of the art in testing, this is a must. Other projects include continued work on our exams such as Item Writing workshops, work with the Qualified Evaluators and the Skills Assessment, and continued promotion of the Certified Professional Midwife (CPM) credential, for a few examples.

We are looking forward to NARM's continued growth and a balanced budget in 2004.

With the growth of our certification process and more Certified Professional Midwives each year, we feel honored to be doing our part to move midwifery forward and to promote the Midwives Model of Care.



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## Income

Applications .....	\$87,534.00
Test Sales .....	46,220.00
Other Income( Brochures, beginning of the year balance, gift) .....	<u>1,708.00</u>
Total Income .....	\$135,462.00

## Expenses

Advertising ( includes brochures and pens) .....	\$900.00
Bank Charges .....	668.00
Conferences and Meeting Fees	18,355.00
Consultants/Contract Labor ..	17,762.00
Copies .....	24.00
Dues and Memberships .....	5,709.00
Future Project Fund .....	10,000.00
Insurance .....	4,496.00
Legal Fees .....	3,157.00
Office Expense .....	5,686.00
Postage .....	5,994.00
Printing .....	6,799.00
Returns .....	00.00
Supplies .....	3,325.00
Telephone .....	7,126.00
Testing Expenses	
Testing Company .....	24,750.00
Proctors .....	1,275.00
QEs .....	975.00
Total Testing Expenses ...	27,137.00
Travel/Hotel/Food, Board	
Meeting expenses .....	14,350.00
End of the year balance .....	<u>3,974.00</u>
Total Expenses .....	\$135,462.00



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## Accountability

*Shannon Anton, CPM,  
Accountability Chairperson*

NARM Accountability Committee follows Peer Review and Grievance Mechanism policies and addresses complaints against CPMs. Legal advice is sought when appropriate. NARM Board receives regular updates regarding the activities of Accountability Committee.

In 2003 NARM received one complaint, which was addressed in local peer review. Three recommendations were made to the midwife for improving her practice. Two complaints originating in 2002 were resolved in 2003. One was addressed by local peer review, and the other complaint was withdrawn. NARM revoked one CPM credential due to noncompliance with Grievance Mechanism requirements.

Since the beginning of the CPM credential in 1995, this committee has received sixteen formal (written) complaints. These complaints involved seven

CPMs, with two CPMs each facing three separate complaints.

Two complaints must be cleared before midwives may apply for recertification may be made after two years.)

Ten complaints were heard in local Peer Review.

One proceeded to the Grievance Mechanism.

Five complaints initiated implementation of NARM's Grievance Mechanism following Peer Review.

The outcome of two complaints heard in Peer Review found no fault with the CPM; in one of these instances the consumer was dissatisfied with that outcome and filed a second complaint to initiate the Grievance Mechanism. The outcome of the Grievance Mechanism proceedings reached the same conclusion.

NARM has revoked two CPM credentials, one in 2000 and one in 2003. Both revocations were due

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to noncompliance with Grievance Mechanism requirements.

NARM adopted the following new/expanded policies in April, 2003:

- A CPM who has been named in a complaint is required to participate in NARM's Peer Review for Handling a Complaint. Failure to participate in the accountability processes will result in revocation of the credential.

Added to existing policy:

- NARM must receive complaints within eighteen months of occurrence. However, NARM will not begin the process of Peer Review/Grievance Mechanism with a CPM who is also facing civil or criminal litigation. NARM will proceed with these processes after the court case is closed.

Added to existing policy:

- A CPM with inactive or expired status is bound by all policies regarding NARM Peer Review/Grievance Mechanism. Failure to respond to a complaint will result in revocation of the credential.

Added to existing policy:

- Complaints must be received within 18 months of occurrence. The status of the CPM at the time of occurrence is irrelevant. Notice of complaints received regarding a midwife whose CPM credential has been revoked will be placed in this person's file in Applications; the original complaint will be kept in Accountability. Should this person apply for a CPM credential in the future, all fees must be paid prior to NARM continuing the process appropriate to the complaint. Applications will notify Accountability. The complainant will be notified and given the opportunity to pursue the original complaint. If the complainant cannot be located at that time with the information on file, the applicant may proceed with the application. The complaint may be reactivated by the complainant within one year of the CPM's new certification period.
- Complainant must respond within two weeks of being notified by NARM Peer Review Chairperson with attempts to establish a date for the Peer Review Process session. If the complainant does not continue participation in the process, the complaint will be dropped and will not reflect on the CPM in question.

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September, 2003 addition:

- If a complainant later wishes to continue complaint, a new complaint must be filed, and it will be viewed as the first complaint regarding that case. Complaints must be received within 18 months of occurrence.

Added to existing policy:

- Confidentiality is an integral part of Peer Review and the Grievance Mechanism. In the case of NARM's Peer Review for Handling a Complaint and the Grievance Mechanism, participants sign confidentiality agreements at the onset of these proceedings.
- If a CPM breaks the confidentiality of the NARM Accountability process, a formal review will consist of the following:
  1. Written statements from at least two individuals who have first hand knowledge of the break on confidentiality. Statements must include the details which were revealed, the setting, and date of the conversation.

2. NARM Director of Accountability will contact the peer review chairperson (or if the accusation is about that person, another participant in the session) and discuss the details that were revealed in the break of confidentiality. If the details are confirmed as part of the confidential proceedings, this will confirm the accusation.
3. NARM Director of Accountability will contact the person accused and inform her/him that this has been documented and that if another documentation is made in the future, the CPM in question will be put on probation for the period of one year during which time she/he must meet requirements assigned by the Accountability Committee.



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## Test Department

*Ida Darragh, LM, CPM,  
Director of Testing*

### Major Tasks of the Test Department in 2003 included:

1. Maintaining yearly renewal of NARM's accreditation by the National Commission of Credentialing Agencies (NCCA), the accrediting arm of the National Organization for Competency Assurance (NOCA).
2. Presenting Item Writing Workshops in June in Florida and Tennessee. Twenty seven people were trained to write test questions for the NARM item bank, writing test questions either during the workshops or afterwards. The 27 CPMs represented these twelve states: Alabama, Arkansas, California, Florida, Georgia, Kansas, Maryland, New Hampshire, New Jersey, Tennessee, Texas, and Vermont.
3. Developing Form H of the NARM exam, using both new and old questions from the item bank. Form H was cut-scored in October at the MANA conference, and will be administered in February of 2004.
4. Presenting the CPM in states considering licensure. Representatives from the NARM Board, along with our testing consultant Dr. Jerry Rosen from Personnel Measurement Center, spoke to the New York Board of Midwifery about the NARM Exam and the CPM credential in a presentation developed to promote the acceptance of the exam and credential in states that do not currently license direct-entry midwives using the CPM credential.
5. Recertifying NARM's Qualified Evaluators, who administer the NARM Skills Assessment to the PEP candidates. One hundred and five QEs have been trained by NARM to administer the Skills Assessment since 1996. NARM requires recertification of the QEs every five years, a policy that was implemented in 2003. Twenty-four QEs recertified by documenting inter-rater reliability on the Skills Assessment, bringing our current total of active QEs to fifty-one.
6. Administering the NARM Skills Assessment to fifteen PEP candidates, and the NARM Written Examination to 125 candidates.
7. Attending the annual NOCA and CLEAR conferences, and participating on the NOCA Program Committee and

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the CLEAR Program Committee and Credentialing and Exam Resources Committee.

8. Revising the NARM Written Exam reference list. NARM reviewed many new books on midwifery and chose ten new midwifery texts to add to the recommended reading list for the NARM Written Exam.

## NARM Testing

The NARM Skills Assessment was administered to fifteen PEP candidates in 2003. The assessment was taken by candidates in twelve states and Mexico. NARM began to require recertification of Qualified Evaluators with a two year grace period which ended in December of 2003. QEs must maintain certification as CPMs and must recertify as QEs every five years. Of the 105 CPMs who have trained as QEs since 1996, 54 have been removed from the active list due to inactivity, retirement, or personal choice. Ten CPMs were trained as QEs in 2003, bringing the active total to 51 QEs in 28 states and Canada.

The NARM Written Examination was given to 125 candidates in 2003. Seven took form E and 118 took form G. Sixty candidates were taking the exam to complete the CPM certification process. Sixty-five candidates were taking the exam for state licensure. The following eleven states currently administer the NARM Written Exam as a state licensure exam: Alaska, Arkansas, Arizona, California, Colorado, Louisiana, Montana, New Mexico, South Carolina, Texas, and Washington. The following additional eight states require the CPM or the Exam portion of the CPM for licensure: Delaware, Florida, Minnesota, New Hampshire, New Jersey, Oregon, Tennessee, and Vermont. NARM currently offers the Written Examination at eleven state agencies and at nine University Testing Centers in Florida, Iowa, Massachusetts, Maryland, Ohio, Oregon, Tennessee, Utah, and Vermont.

## Test Development

Three item writing workshops were given in preparation for development of Form H of the exam:

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Boston, Mass (October 2002), Lakeland, FL, (June 2003), and Nashville, TN (June 2003). Twenty seven people took the workshops, writing 95 items either during the workshops or afterwards. These 27 CPMs represented 12 states: Alabama, Arkansas, California, Florida, Georgia, Kansas, Maryland, New Hampshire, New Jersey, Tennessee, Texas, and Vermont.

Items from the workshops were written by teams and reviewed by the larger group. Items written outside of the workshop were added to the NARM Exam database.

All items were reviewed again on conference calls by teams of five CPMs in September, 2003, and again by the NARM Board in October. Telephone review teams discussed groups of 17 to 27 questions. The reviewers discarded six items, and revised many. The NARM Board discarded one other item and revised several more. Two pairs were considered similar enough that they will not be used on the same version of the exam, leaving 85 new items to be used on Form H.

Eighty-five questions were removed from Form G and replaced with new items to make form H. Some questions that were kept on the exam were revised slightly. For example, if a distractor was not chosen by anyone then it might be replaced after re-referencing.

The questions for Form H were cut scored using the modified-angoff method on October 30, 2003 at the MANA conference in Austin, Texas. Both old and new questions were cut-scored.

## **NARM Participation in NOCA and CLEAR**

The NARM Test Department and Board of Directors participates in the national conferences of both the National Organization for Competency Assurance and the Council for Licensure, Enforcement, and Regulation. In 2002, Director of Testing Ida Darragh attended the NOCA conference in Orlando in November and the CLEAR conference in Toronto in September and business meeting in New Orleans in January. In addition, Ida served on the

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NOCA program committee and on CLEAR's Exam Resources and Advisory Committee and Credentialing and Examination Issues committee.

## Test Department goals for 2004 include:

- Training and working with more Item Writers to create a larger databank of test questions.
- Continue working with NOCA and CLEAR and maintaining our certification with NOCA.
- Revision of the Qualified Evaluators training manual and the Item Writer's training manual. Presentation of Item writer workshops and Qualified Evaluator workshops.
- Participation on the weekly NARM Board phone calls and annual meetings.
- Scheduling of NARM Skills Assessments as needed and of the NARM Written Examination on the third Wednesdays of February and August at regional sites and again at the annual MANA conference.



## Applications

*Carol Nelson, LM, CPM,  
Director of Applications*

The big change in the North American Registry of Midwives (NARM) Applications Department in 2003 was moving the department from Alaska to Summertown, TN. The Applications Department had been housed in Alaska for most of the Certified Professional Midwife (CPM) history, which began with the first application in 1994. Carol Nelson, Board member, is now overseeing the Applications Department. The move took place in September, and all correspondence should go to the new address NARM Applications, P.O. Box 420, Summertown, TN 38483. Please include your Social Security number and CPM number in any correspondence.

Our thanks go out to Sharon Evans, NARM Board member; Anna Sippey; Dianne Osborne; and Natalie Olson for the work they have done through the years to keep the applications office state of the art and running smoothly. We thank them also for making the move a very smooth one.



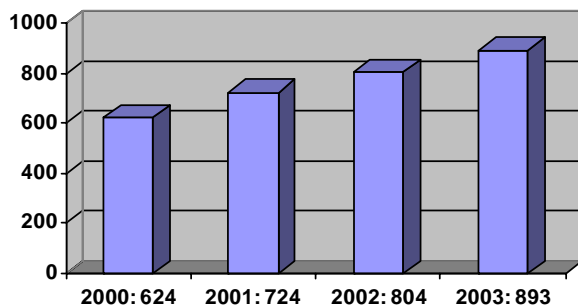
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## In the year 2003

- the NARM Applications Department received a total of 72 applications
- 204 applications were sent out to people requesting application packets
- 23 candidates are waiting to take the February written exam, and two candidates are waiting to take their skills exam
- 30 application files are waiting for some piece of information, such as reference letters, current CPR cards, or transcript or diploma to complete their CPM application
- for 102 files we have received information (reference letters, transcript or diploma etc.). but so far have not received the CPM application.

## Certified Professional Midwives

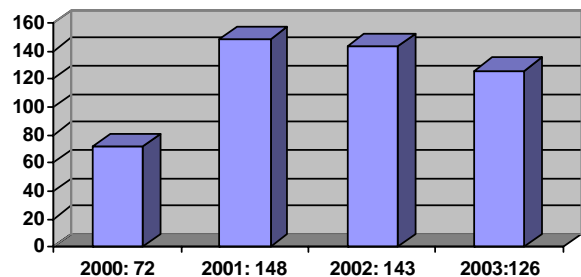
88 new CPM certificates were issued in 2003. Following are the total number of CPMs at the end of each year:



## Recertification

The Applications Department now has a new Recert Table to keep track of incoming and outgoing recertifications. It became necessary to create the additional database table for the Certification and Applications Departments to check recertification information sent and received between the two departments. Additionally, Debbie Pulley, Public Education and Advocacy Department, can look in the recertification Table, should a CPM want to know their status, or if the recertification information has been sent to the Certification Department for processing.

## Numbers of Recertifications by Year



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## Inactive Status

As of January 1, 2004, seven people have asked to be placed on the new inactive status.

Inactive CPMs will continue to receive the *CPM News* and may recertify within a six year period. Inactive status must be established within 90 days of the CPM expiration, and is maintained annually for up to six years. Inactive status is renewed each year by filing an intent to be inactive and a fee of \$35. During this period, inactive CPMs will receive the *CPM News* and all NARM mailings. But may not use the CPM designation or refer to themselves publicly as a CPM or as certified by NARM. During the six year period, an inactive midwife may renew the certification by submitting the recertification form and fees (\$150, 25 continuing education hours, five hours of peer review, plus the recertification form documentation).

## Expired CPMs

CPMs whose certification has been expired for more than 90 days or who have not declared inactive

status, will be given expired status and will be required to follow the new policy on reactivation in order to be recertified. All of NARM's policies regarding recertification, certification status, or reactivation are available on the web at [www.narm.org](http://www.narm.org).

## Finances

The Applications Department receives fees for application packets, CPM applications, and recertifications. In 2003 a total of \$87,534.00 was processed through the Applications Department.

## Audits

The Applications Department generates random audits from applicants and CPM's recertifying. Items required are Practice Guidelines, an Informed Consent document, forms and handouts relating to midwifery practice, and an Emergency Care Plan.

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## Preceptors

In the last year's issue of the *CPM News*, notice was given that preceptors in the NARM Preceptor Table were sent a survey letter requesting information such as address confirmation, numbers of births attended, etc. In an effort to update the vital information in this table, NARM is requesting that all CPMs who are or who anticipate becoming a preceptor in the next year please fill out a survey questionnaire. If you know of a non CPM midwife who is a preceptor, please encourage that midwife to participate by volunteering the information. The letter and survey is as follows:

### Letter

Dear Midwife Preceptor:

Your name is in our database because you are listed as a preceptor for at least one NARM CPM applicant. We are contacting you to obtain necessary additional information for our database of midwifery preceptors.

NARM is dedicated to the preservation of apprenticeship and the Midwives Model of Care. With that goal in mind, a Preceptor Database has been developed for the purpose of research to prove the validity of competency based education.

The purpose of this letter is twofold:

- 1) To inform you of the requirements for preceptors of NARM PEP applicants.
- 2) To obtain general information to update the database.

A preceptor for a NARM PEP applicant is required to affirm they are a primary midwife, that the applicant acted as a primary under supervision, and they were physically present in the same room in a supervisory capacity during that care which the applicant acted as primary under supervision.

On Verification of Birth Experience Form (114), preceptors also affirm the following number of procedures with the applicant:

- Number of births
- Number of initial prenatal exams

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- Number of prenatal exams
- Number of newborn exams

Preceptors must affirm they are:

- A nationally certified midwife (CPM, CNM, or CM); or
- Legally recognized in a jurisdiction, province, or state as a practitioner who specializes in maternity care, or
- A midwife practicing as a primary attendant without supervision for a minimum of three (3) years and fifty (50) out-of-hospital.

In addition, preceptors are asked to affirm the length of time they have been a primary midwife and the number of births they have attended as a primary midwife.

NARM may request additional information from preceptors such as client charts.

Preceptors may also be audited for Practice Guidelines, Informed Consent Documentation, forms and handouts relating to midwifery practice, and emergency care plan. Refusal to provide additional information may detain the application process or may be grounds for denial of application approval.

NARM greatly appreciates your cooperation in this matter.

By being a midwifery preceptor, you are part of a growing movement with each one of you making a difference in midwifery and access to midwives across the nation, regardless of the route of entry you have chosen into the profession. Together we can make a difference in midwifery availability for our grandchildren and for their children.

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## NARM Preceptor Survey Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Wk ph: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Hm ph: \_\_\_\_\_

I:  am;  am not a credentialed midwife (choose one).

(If applicable) my title is: \_\_\_\_\_ (Please spell out if different from the below list of titles)

\_\_\_\_\_

Are you interested in becoming a CPM at this time? If not please share your reasons for this decision.

\_\_\_\_\_

I am:  A nationally certified midwife (CPM, CNM, or CM); or  Legally recognized in a jurisdiction, province, or state as a practitioner who specializes in maternity care; or  A midwife practicing as a primary attendant without supervision for a minimum of three (3) years and fifty (50) out-of-hospital births.

I have been a primary midwife since (fill in date): \_\_\_\_\_

I have been preceptor for (fill in number) \_\_\_\_\_ of NARM CPM applicants.

I have attended (fill in number) \_\_\_\_\_ births as a primary midwife.



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## Policy Management

*Sharon K. Evans, CPM, CDM*

It became apparent that NARM needed a way to categorize, cross-reference and easily locate various documents. In 2003 a computer database was developed to organize NARM's volumes of documentation. As of February 6, 2004, 106 entries have been made into the new database.

The NARM Document Database 2004 contains:

- Tables
- Forms
- Queries

### Tables

#### Doc ID

This is a look up table that links drop-down boxes with the main NARM table. It has the following two columns:

- Doc ID (Abbreviation, i.e. "P" means Policy)
- Document Description (Spelled out description, i.e., Policy (=P))

#### Document Descriptions

This is an additional look up table that links with NARM table drop-down boxes

<b>Document Descriptions</b>	<b>Document ID</b>
Accountability	ACC
Agenda Items	A
Application Packet	APP
Board Call Minutes	BCM
Board Meeting Minutes	BMM
Bylaws	BL
Candidate Info Bulletin	CIB
Complaint	C
CPM News/Date	CPM
Expired CPMs	E
How To Become Brochure	HTB
Job Description	JD
Legal	LEG
Letters	L
MEAC	MEAC
Media/Press Releases	MP
NARM Official Documents	NARM
Newsletter (Articles, etc.)	N
Orange Book	OB
Policy	P
Policy & Procedures	P&P
Position Papers	PP
Proposal/Date	PROP
Publications	PUB
Reports	REP
State Issues	SI
Task List	TL
Year End Report	YER

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## NARM

This is the main NARM table which includes the following columns (those marked with \* are linked to drop-down boxes described above).

Column Name	Description/Example
ID	Computer generated ID#
EntryDate	Date of data-entry
Document ID*	
Document Description*	
Document Details	Elaborate for further clarification
Bd Minutes Date	Both Board Call and Meeting Minutes/Date
Date Adopted	Date policy adopted
Date Retired	Date policy retired (i.e. Experienced Midwife 1997)
Department	Origin
Document Location	File Folder
Board FName	Board Member first name
Board LName	Board Member last name
Initial Board Date	Appointment
BM Expiration	Expiration
Status	Active/Retired
Notes	Filename is listed here
Address l	Street address/PO Box
City	
State	
Postal Code	
Hm Phone	
Wk Phone	
Email Address	

Fax  
Cell or VM  
Birthday

## tlkState

This is a look up table-list of states-links drop-down boxes with the main NARM table.

## Forms

These forms are designed to insert specific information into the NARM main table, eliminating the need to go through its numerous columns.

## Board Minutes Form

### Form Information:

Board Minutes	Entry Date
Data entry date	
Document ID*	*drop-down box
Document Description*	*drop-down box
Bd Minutes Date	date
Location	folder name
Notes	filename
State*	*drop-down box

### Details:

Entry Date
*drop-down box
*drop-down box
date
folder name
filename
*drop-down box

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## Documentation Form

### Form Information:

Documentation  
Data entry date  
Document ID\*  
Document Description\*  
Bd Minutes Date  
Date Adopted  
Date Revised  
Date Retired  
Department  
Department Location  
Notes

### Details:

Entry Date  
  
\*drop-down box  
\*drop-down box  
Bd call/meeting date  
  
Origin  
folder name  
filename

## NARM Board Form

### Form Information

Entry Date  
Board FName  
Board LName  
Initial BoardDate  
BM Expiration  
Status  
Address 1  
City  
State  
Postal Code  
Hm Phone  
Wk Phone  
Email Address  
Fax  
Cell or VM  
Birthday  
Notes

## Queries

Queries are designed to extract specific blocks of information such as the number of references, as well as the location of a complaint or a policy.

For example, you can edit the “Document Query” based upon the information you wish to obtain. By choosing a specific item located in the Document ID column (in Design View), and by typing the ID in the criteria box of that column, the query will sort the database, locating all the references to the subject. At this time, for example, the query is programmed to select all references to “P” or Policies.

The goal for 2004 is to input as much data as possible as well as fine-tune the database and explore ways to merge documents with it.





# Reports 2003

## Public Education & Advocacy

*Debbie Pulley, CPM, Director of Public Education & Advocacy*

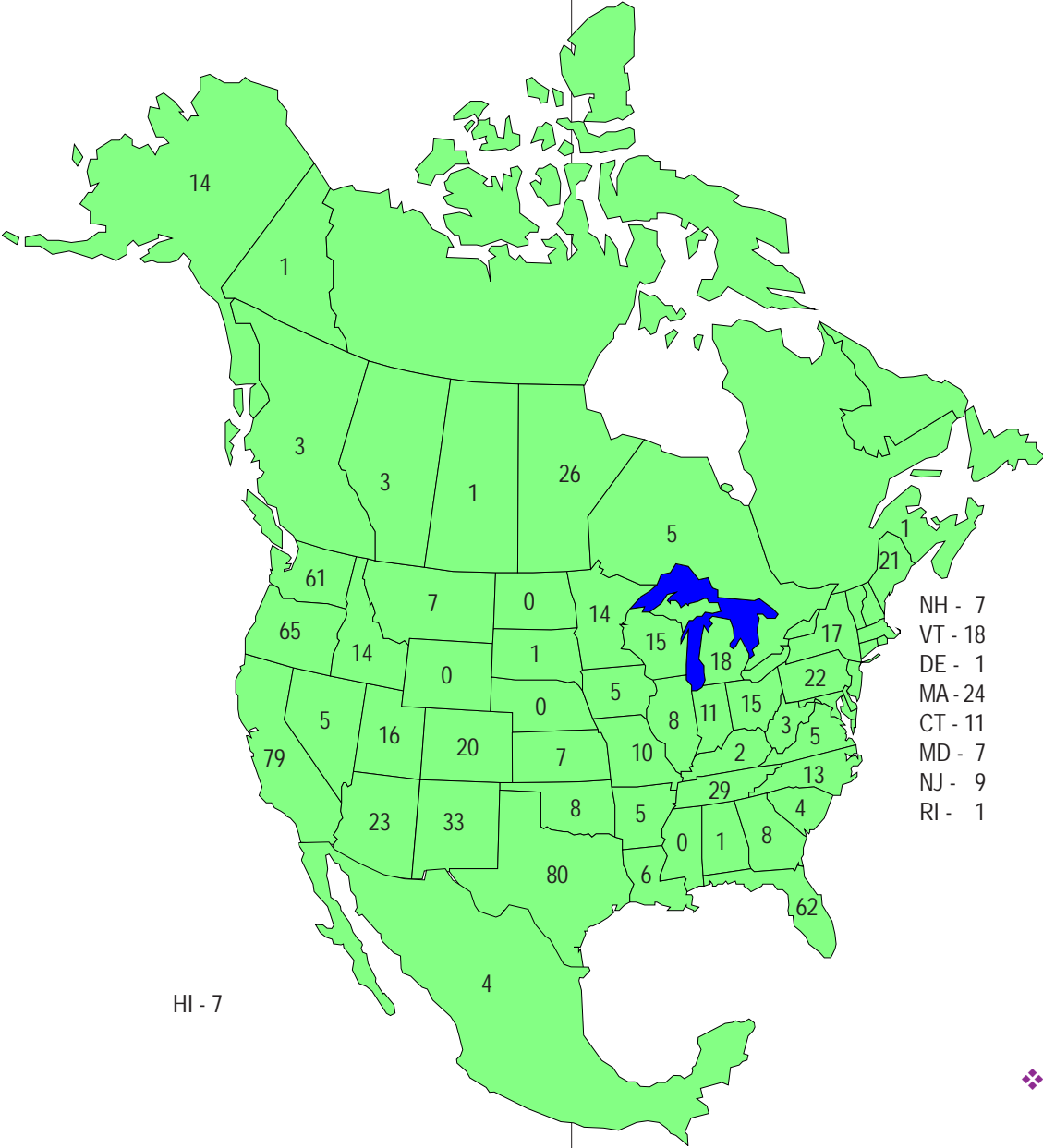
Public Education & Advocacy (PE&A) is the voice of NARM to the public, the press, and CPM applicants. Since January 1, 2003, we answered over 1700 calls on the toll-free line and sent out 75 “How to Become a CPM” brochures, five Agency/PR Packets, three Candidate Information Bulletins, and 1550 NARM brochures. Four Hundred twenty-two callers asked for midwife referrals. The remaining callers asked general questions about the NARM process and/or were referred to other departments. PE&A also handles these types of inquiries via e-mail and distributes electronic information both actively (including maintaining the Board e-list) and passively (overseeing the <www.narm.org> domain). Debbie keeps minutes for Board calls and meetings, reviews the final formatting of the *CPM News*, arranges lodging/meeting space for Board meetings, and does final editing for NARM documents. In 2004, Debbie will present workshops on the CPM certification process at the

Midwifery Today Conference in Philadelphia, Pennsylvania and the annual Midwives Alliance of North America (MANA) conference in Portland, Oregon. The number of volunteer hours for this office is 30 per week x 52 weeks per year = 1560 hours per year.



# Reports 2003

Following is a map listing the number of CPMs across North America as of March 30, 2004.



# Board Biographies 2003

## Biographies of NARM Board Members

### Shannon Anton, CPM

Shannon is an apprentice trained midwife and co-founder of National Midwifery Institute, Inc. She is NMI co-director, program administrator, and instructor. She has served on the boards of California Association of Midwives (CAM), North American Registry of Midwives, and was CAM rep to the NARM Certification Task force. She currently chairs NARM's Accountability Committee. Shannon was a founding member of the Bay Area Homebirth Collective in San Francisco.

Shannon and her life partner built their house together in 1998 and continue to live happily in rural Vermont surrounded by the Green Mountain National Forest.

### Ida Darragh LM, CPM

Ida has been attending home births in Little Rock, Arkansas since 1982. She is in a midwifery part-

nership called Birth Works with Mary Alexander. Ida has worked in midwifery politics from the onset, beginning with lobbying for the midwifery licensing law in Arkansas in 1983 and continuing in various positions with the Arkansas Association of Midwives and the Midwives Advisory Board of the Arkansas Department of Health.

Ida began as an ASPO-certified childbirth educator in 1975 and taught childbirth education for twenty five years for both home and hospital birth. Her own three children were born in the hospital before she knew any midwives! They were all natural births, with the second being caught by her own hands in the labor room bed, and the third a breech vaginal birth. Ida has been married to Kramer since 1971, and they have three children: Teddy (1974), Molly (1978) and Lily (1980). She has one grandchild, Anna (2001). She graduated from the University of Arkansas at Little Rock in 1971, was licensed as a midwife in 1985, and received the CPM credential in 1996.

# Board Biographies 2003

Ida joined the NARM Board in 1997, first serving as the one who answers the phone and then moving to the test department in 1998. She has served as chair of the board since 2003.

## **Robbie Davis-Floyd, PhD**

Robbie is a cultural anthropologist specializing in medical, ritual, and gender studies and the anthropology of reproduction. She lectures at childbirth, midwifery, and obstetrical conferences around the world. She is author of over 70 articles and of *Birth as an American Rite of Passage* (1992); coauthor of *From Doctor to Healer: The Transformative Journey* (1998), and *The Anatomy of Ritual* (forthcoming), and coeditor of eight collections, including *Childbirth and Authoritative Knowledge: Cross-Cultural Perspectives* (1997); *Cyborg Babies: From Techno-Sex to Techno-Tots* (1998); *Daughters of Time: The Shifting Identities of Contemporary Midwives* (a special triple issue of *Medical Anthropology* 20:2-3/4, 2001), and *Mainstreaming Midwives: The Politics of Change* (forthcoming). Her re-

search on global trends and transformations in health care, childbirth, obstetrics, and midwifery is ongoing. For the academic year 2002-2003, she is serving as Mather Visiting Professor in the anthropology department at Case Western Reserve University in Cleveland, Ohio.

## **Sharon Evans CDM, CPM**

Sharon has been practicing midwifery primarily in Alaska since 1984 and has been continuously involved in state midwifery politics, currently serving on the State of Alaska Board of Direct-Entry Midwives. She co-authored the textbook *Practical Skills Guide for Midwifery* with Pam Weaver in 1994. She received her CPM in 1995 and began working with NARM as the Qualified Evaluator Committee that same year. She wrote the *Qualified Evaluator Handbook* with the help of Schroeder Measurements Technology psychometric professional Kate Windham and former NARM Board member Sharon Wells. She was given the task of managing the Applications Department in 1997 and was invited onto the NARM Board of

# Board Biographies

Directors in 1999, with her current position being Policy Management.

Sharon has been married for 33 years and is the mother of seven children and grandmother of twenty, many of whom were born into her hands. Besides her family, her primary passion continues to be the preservation of midwifery, particularly the apprenticeship model of education for midwives. She considers herself the “apprentice’s advocate.”

## **Joanne Gottschall CPM, RN**

Joanne has been involved with midwifery since the birth of her daughter Kelly in 1979. Unaware of the various routes of entry, she entered nursing school in that same year on the first leg of her journey to become a Certified Nurse-Midwife (CNM).

In 1993, following the homebirth of her son, Patrick, Joanne decided to pursue the direct-entry midwifery route and began an apprenticeship. In 1998, she and a Certified Professional Midwife (CPM), and a CNM began practicing together. In 1996, Joanne also began work in an LDRP hospital unit.

In September of 2000 (at the third of six MANA conferences she has attended) in sunny Clearwater FL, she sat for the NARM exam and obtained her CPM.

In her spare time Joanne has written state reports for the MANA and CfM newsletters; has been actively involved in her state Friends of Midwives group; and has presented testimony for licensure in two states. She has also regularly attended a midwifery study group since 1993.

Joanne is beginning her third year on the NARM Board. She maintains the Board’s task list and compiles material for the *CPM News*. Joanne is also involved with the American Public Health Association (APHA), the Coalition for Improving Maternity Services (CIMS), and assists with the Midwives Alliance of North America (MANA) booth at various conferences.

Joanne is married to Bill, who works in project management and is mother to Kelly, Brendan, and Patrick.

# Board Biographies 2003

## **Carol Nelson LM, CPM**

Carol lives in Summertown, TN, with Don, her husband of 30 years. She is the mother of four children, three of which were born at home, and grandmother of six, five of which were born at home with Carol the midwife at the births. She has been attending home births since 1972. She is in a midwifery partnership with five other midwives at the Farm Midwifery Center. She has been actively involved with midwifery politics since 1977. Carol graduated from Oak Forest Hospital School of Nursing in 1968 and was licensed by the State of Florida in 1982 as a midwife. She was on the Board of Directors of the South Florida School of midwifery from 1983 to 1988. She received her CPM in 1995, was actively involved in the Certification Task Force meetings, and was the chair of the NARM pre-approval committee. She has worked on item writing and test development of the NARM Written Exam, Skills Assessment and Qualified Evaluator training, and has been involved in both the 1995 and the 2001 Job analysis. She has been on the NARM Board serving as the Treasurer since 1997.

She is co-author of the American Public Health Association (APHA) position paper, “Increasing Access to Out-Of-Hospital Maternity Care Services Through State-Regulated and Nationally Certified Direct-entry Midwives” which was adopted in 2001 by APHA.

She is co-author of the APHA position paper, “Safe Motherhood in the United States: Reducing Maternal Mortality and Morbidity” which was adopted in 2003 by APHA.

She is currently active in the Maternal Child Health Section and serves on the Governing Council of APHA representing the profession of Midwifery and Midwifery Educators. She is the Chair of the Tennessee Council of Certified Professional Midwives.

Since 1997 she has been the MANA public Education and Advocacy chair helping to promote the profession of midwifery and move midwifery forward in the United States.

# Board Biographies 2003

## Debbie Pulley, CPM

Debbie has had a home birth practice in Atlanta, Georgia since 1982. Shortly after receiving her CPM certification in 1995, she started working with NARM in the Applications Department. She now serves on the NARM Board as Secretary and is Director of Public Education & Advocacy.

Debbie has been very active in state midwifery politics and serves as president of the Georgia Midwifery Association. Although direct-entry midwifery is not currently recognized by the state, she still is very involved in coalition building. She acts as liaison for the State's Vital Records division and developed the forms currently used by the department for out-of-institution birth registrations.

In 1991, Debbie started working with the Midwives Alliance of North America (MANA) and their Legislative Committee. She later became Chair of the committee, a position she still holds. In 2000, Debbie was one of four MANA members selected to serve on the MANA/ACNM Liaison Committee. The committee meets twice a year.

Debbie began attending births in 1969 while living in Hong Kong. She moved to Atlanta in 1971, married Don in 1973, and had two children: Chris (1975) and Michelle (1979). She has one grandchild, (Ashton-1997), who was a wonderful part of the package deal when Michelle married Derrick (September 2002).



# Job Descriptions 2003

## Chairperson

*Ida Darragh, LM, CPM*

- Facilitates weekly board meeting call.
- Facilitates twice yearly board meetings.
- Maintains contracts with State licensing agencies.

## Treasurer

*Carol Nelson, LM, CPM*

The by-laws of the North American Registry of Midwives (NARM) state that, “The Treasure shall have charge of all funds of the Corporation. The Treasurer shall see that a true and accurate accounting of all financial transactions of the Corporation is made and that reports of such transactions are presented to the Board of Directors at each of the regular meetings or at special meetings as called.”

The Treasurer

- is responsible and keeps an accurate accounting of all funds
- does all of the bookkeeping and accounting of the funds,
- including deposits and paying of all bills as they become due
- creates reports and presents them at all regular board meetings, including income and expenses for the year to date, quarterly, end of year and comparisons of similar time frames, creates proposed budgets for up the coming year
- answers all correspondence, calls, e-mails and questions involving NARM’s finances



# Job Descriptions 2003

When extra funds become available, what to do with the extra money is discussed, by the Treasurer, with the financial committee and then recommendations are made to the whole Board of Directors. The Board of Directors makes decisions about these funds.

## Secretary

*Debbie Pulley, CPM*

The secretary is responsible for the following:

- Arranging lodging/meeting space for Board meetings
- Setting the agenda and taking and distributing minutes of all Board meetings and conference calls
- Managing the Board Listserv

# Job Descriptions 2003

## Public Education and Advocacy

*Debbie Pulley, CPM*

NARM's Department of Public Education and Advocacy is considered the front door for the organization. The department fields approximately 200 calls and e-mails per month including inquiries regarding how to become a midwife or CPM, midwives who need assistance filling out the application, parents looking for a midwife in their area, insurance companies verifying certification of a midwife and reporters looking for information. This department is also in charge of and attending conferences representing NARM and is responsible for making sure all NARM's literature is up-to-date and available upon request. "How to Become a CPM" and CPM Brochures are sent out regularly. The new web page was designed this year and is regularly updated.

## Accountability

*Shannon Anton, CPM*

The tasks of the NARM Director of Accountability are as follows:

- Answer calls regarding accountability issues and questions.
- Answer e-mails sent from <www.narm.org> regarding accountability issues and questions.
- Send out information and refer to NARM web site for Accountability documents.
- Receive complaints regarding NARM CPMs.
- Respond to complaints following NARM's process for Peer Review for Handling a Complaint and Grievance Mechanism.
- Regularly update NARM Board regarding the activities of Accountability Committee.
- Seek legal advice when appropriate.
- Write annual report.

# Job Descriptions 2003

## Test Department

*Ida Darragh, LM, CPM*

A detailed description of the Test Department tasks are kept on file in the Test Department. The general duties of the Test Department include:

- Correspond with state licensing agencies regarding the administration of the Written Examination.
- Send Agency Packs as requested by agencies (CIB, HTB, registration instructions and intent form).
- Review Applications database to find new applicants, sending letters and Intent Forms to candidates who are eligible for the Skills Assessment or Written Examination.
- Set up test sites for the Written Examination.
- Send/receive test site contracts for all test sites.
- Send list of test sites, rosters, etc., to National Measurement and Evaluation (NME) prior to the exam dates.
- Receive agency test fees (when appropriate) and forward to treasurer. Keep all of this in the data base.
- Send confirmation letter to all Written Examination candidates.
- Send Admission letters and test site directions to all candidates.
- Receive test results from NME. Enter results in database.
- Send pass/fail letters to candidates and to Agencies.
- Send retake Intent Forms to failing candidates.
- Send reminder letters and new intent forms twice a year to failing candidates. Send pass/fail results to applicants.
- Receive skills intent forms, send QE and candidate confirmation letters, send candidate Admission Letter and equipment list to candidates, send QE pack to QE, score Skills Assessments, input into database, send pass/fail letters. Notify applicants of results.
- Keep current list of QEs.
- Review and update QE Handbook.
- Write test department report and other articles for CPM News.
- Coordinate communication between board and NME.
- Participate in weekly NARM Board calls, follow up on specific tasks as defined by board.
- Keep current list of Test Department tasks, Policies and Procedures.
- Answer or return phone calls to the Test Department.

# Job Descriptions 2003

- Prepare test department report for NARM board meetings, written reports for Fall and/or Spring board meetings, and final, year-end report.

## Ongoing Special Projects for next year and beyond:

### New Written Examinations

Coordinate development of new forms of the Written Examination. Maintain Item Writers Handbook. Solicit item writers, distribute item writers materials, receive non-disclosure forms, send all new items through sets of review teams including final review by board, coordinate with NME on item database and printing of exams, keep statistics on performance of exam items.

## Applications Department

*Carol Nelson LM, CPM*

### Position Overview

The main duties are: to perform administrative screening, applicant correspondence and approval of all NARM applications; to oversee finance and other duties performed by assistant Sharon Wells; to oversee the issue of certifications and recertifications by assistant Tina Williams; to maintain the NARM database; and on-going secretarial duties as necessary.

### Essential Job Functions

- Review all applications.
- Correspond with individual applicants.
- Create all administrative forms used in this department.
- Create and maintain applicant database tables and forms (the complete database).
- Oversee incoming monies and reports sent to the Secretary.
- Oversee outgoing Application packets.
- Maintain communications with Manitoba Health re: new application requests.

# Job Descriptions 2003

- Oversee continued supply of printed Application packets.
- Oversee continued supply of printed Application packets to Manitoba Health.
- Maintain CPM table of NARM database.
- Maintain CPM statistics tables of NARM database.
- Issue certificates and wallet cards for new CPMs.
- Issue certificates and wallet cards for CPM renewals.
- Oversee printing and distribution of CPM Newsletter.
- On-going development of detailed Policies and Procedures.
- On-going communication and collaboration with the NARM Board on all decisions.
- NARM Board member.
- Special Circumstances, Internationally Educated, Legal, Manitoba Applications.
- Additional administrative forms streamlined for this department.
- Future revisions of application packet.
- Year End Report for NARM Board

## Reviews

*Joanne Gottschall, ASN, RN, CPM*

- Provides ongoing assessments of the status of projects.
- Is responsible for the quarterly production of the *CPM news*.
- Keeps ongoing task list from board calls and meetings and sends the list weekly to board members.
- Keeps ongoing list of ideas for the *CPM News* and follows up with those who have agreed to write the articles.

# Job Descriptions

# 2003

## Policy Management

*Sharon K. Evans, CDM, CPM*

Policy Management involves organizing, categorizing and filing of all NARM documents, maintenance of Policies and Procedures as well as updating the document database. These include the following specific duties:

- Maintain current Policy and Procedure Manual
- Make sure all policies are updated and current.
- Provide copies to Board Members either by mail or distributed at Board meetings.
- Archive old policies when no longer needed or replaced/changed.
- Keep a history of when these changes are made
- Insure Board members have current manuals and updates.

