

# **North American Registry of Midwives**

## **2004 Annual Report**

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North American Registry of Midwives

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# Board Members 2004

## 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*



# Reports 2004

## 2004 NARM Executive Summary

*Ida Darragh, CPM, Chairperson  
Test Department*

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, includ-

ing processing applications and recertifications, test development and administration, finances, accountability, public education and advocacy, publishing a newsletter, and maintaining up-do-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 2004, the NARM Test Department, under the direction of Ida Darragh, oversaw the administration of the NARM Skills Assessment to 33 Portfolio Evaluation Process candidates and the Written Examination to 135 candidates. The Item Writing workshop was given twice, the Qualified Evaluator workshop was given twice, and the department developed and presented a new workshop called, "Preparing for Legislation" for states working on laws that affect Certified Professional Midwives. We also spoke to the Council of Licensed Midwives in Rhode Island about the CPR credential,

# Reports 2004

and wrote letters explaining the CPM to the legislators of Virginia and Utah. The NARM Test Department also participated in the National Organization for Competency Assurance and the Council on Licensure, Enforcement, and Regulation.

The NARM Applications Department is under the direction of Carol Nelson, with assistance in evaluating and processing applications by Jeanne Madrid and Sharon Wells. The NARM Applications Department reports that 235 applications were sent out in 2004, and 131 applications were received and reviewed. 105 new CPM certificates were issued, and 173 recertifications were issued. The total number of midwives who have received the CPM certification by the end of 2004 is 996.

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. 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 2004, NARM received three complaints against one midwife, which resulted in the revocation of her certification. One complaint originating in 2003 was resolved in 2004. Since 1995, NARM has received complaints against seven CPMs. Three CPM credentials have been revoked.

Debbie Pulley, in Public Education and Advocacy, also acts as secretary to the board. She handles hundreds of phone calls and e-mails every month from CPMs, candidates, and the general public. She keeps the board minutes of the weekly board conference calls and any other board meetings. Debbie manages our web site and all of our public documents such as the Candidate Information Bulletin and the brochure, How to Become a CPM.

# Reports 2004

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.

Robbie Davis-Floyd is our public member. Robbie, a well-known author and researcher, helps to write and edit many of NARM's documents and policies. She travels widely to promote understanding about midwifery around the world.

In 2004, 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 is Program Chair for the Maternal Child Health Section of American Public Health Associations' 133rd Annual Meeting), 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 Licensure, Enforcement, and Regulation (CLEAR).



# Reports 2004

## **NARM Income and Expenses, 2004**

*Carol Nelson, LM, CPM, Treasurer*

The year 2004 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 and continues to take more as we grow in numbers. NARM was incorporated in 1992 and to date we have spent over \$1,360,000.00 on the Certified Professional Midwife process. Our total income for 2004 was \$173,788.00.

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 1995 and 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. 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 five years is one such project. To remain state of the art in testing this is a must. Other projects include continued work on our test such as Item Writing workshops, work with the Qualified Evaluators and the Skills Assessment.

We are looking forward to NARM's continued growth and a balanced budget in 2005.

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.



# Reports 2004

## Income

Applications .....	\$124,130.00
Test Sales .....	41,145.00
Other Income ( Brochure sales, beginning of the year balance, gift) .....	<u>8,513.00</u>
Total Income .....	\$173,788.00

## Expenses

Bank Charges .....	993.00
Conferences and meeting Fees	25,559.00
Consultants/Contract Labor ..	25,990.00
Copies .....	89.00
Dues and Memberships .....	5,448.00
Future Project Fund .....	10,000.00
Insurance .....	4,351.00
Legal Fees .....	4,747.00
Office Expense .....	10,792.00
Postage/shipping .....	6,427.00
Printing .....	7,148.00
Returns .....	435.00
Supplies .....	5,030.00
Telephone .....	8,330.00
Testing Expenses	
Testing Company .....	27,720.00
Proctors .....	1,200.00
QEs .....	2,550.00
Item Writing workshop .....	407.00
Total Testing Expenses .....	31,877.00
Travel/Hotel/Food,	
Board Meeting expenses ..	15,862.00
Utilities .....	<u>1,212.00</u>
Total Expenses .....	\$164,291.00
Retained Earnings .....	<u>9,497.00</u>
Total .....	\$173,788.00



# Reports 2004

## Accountability

*Shannon Anton, CPM,  
Director of Accountability*

The NARM Accountability Committee follows Peer Review and Grievance Mechanism policies and addresses complaints against CPMs. Legal advice is sought when appropriate. The NARM Board receives regular updates regarding the activities of Accountability Committee. The NARM accountability processes work to address concerns regarding competent midwifery practice. The NARM Board reserves the right to evaluate, in its sole discretion, the appropriate application of NARM's Peer Review and the Grievance Mechanism. Complaints received by the NARM Board that do not involve issues relating to competent midwifery practice will not be addressed through the Peer Review and the Grievance Mechanism that NARM has established.

In 2004 NARM received three complaints against a midwife who had previously received Peer Review recommendations in response to a 2002 complaint. The NARM Board reviewed the complaints using NARM's Grievance Mechanism, and

the midwife's CPM was revoked. One complaint originating in 2003 was potentially resolved in 2004 through local peer review. The midwife was given four recommendations for improving her practice.

Since the beginning of the CPM credential in 1995, this committee has received eighteen formal (written) complaints appropriate for NARM accountability processes. Three CPM credentials have been revoked; each of the midwives faced at least three separate complaints. Two complaints remain on file and must be cleared before those midwives may apply for recertification. 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. Four midwives have had complaints that proceeded to the Grievance Mechanism. Of those, three had their CPM credentials revoked. NARM has revoked three CPM credentials, one in 2000, one in 2003 and one in 2004.



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## Test Department

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

### Major Tasks of the Test Department in 2004 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 at MANA 2004 in Portland, Oregon and in Wisconsin in November. Thirteen new Item Writers were trained in 2004, bringing our current total (since 2002) to 40 and representing 18 states. Questions are now being written and reviewed for form I of the exam, which will debut in 2006.
3. Working with the CPM in states considering licensure. Representatives from the NARM board spoke with the regulatory board in Rhode Island in January in support of the CPM as an avenue for licensure and met with consumers and midwives in Wisconsin in November in preparation for their legislative work. NARM board members regularly participate in e-mail and telephone discussion with midwives in states seeking licensure.
4. Training and recertifying NARM's Qualified Evaluators, who administer the NARM Skills Assessment to the PEP candidates. Fourteen new QEs were trained, bringing our total of active QEs to 66.
5. Administering the NARM Skills Assessment to 33 PEP candidates (more than twice as many as in 2003) and the NARM Written Examination to 135 candidates.
6. Attending the annual National Organization for Competency Assurance (NOCA) and Council for Licensure, Enforcement, and Regulation (CLEAR) conferences, and participating on the NOCA Program Committee and the CLEAR Program Committee and Credentialing and Exam Resources Committee.

# Reports 2004

## **NARM Testing**

The NARM Skills Assessment was administered to 33 PEP candidates in 2004. The assessment was taken by candidates from 13 states, Canada, and one each from Ireland and South Africa who traveled to the U.S. to complete the NARM certification process.

The NARM Written Examination was given to 135 candidates in 2004. Eighty-two candidates were taking the exam to complete the CPM certification process and fifty-three candidates were taking the exam for state licensure, though many who receive the CPM apply for licensure and many who receive licensure then apply for the CPM. 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. An 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 the eleven state agencies and at ten University Testing Centers in Florida, Idaho, Iowa, Massachusetts, Maryland, Ohio, Oregon, Tennessee, Utah, and Vermont.

## **Test Development**

Two item writing workshops were given as part of the ongoing process of test development. Five CPMs attended the workshop at MANA 2004 in October, and eight CPMs attended the workshop in Wisconsin in November. This brings to 40 the number of CPMs who have been trained to write test questions since 2002. Test questions are written by teams during the workshop, and many writers continue to submit questions throughout the year. All questions are reviewed again by two teams of item writers. Final reviews are done by the NARM Board.

## **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 Assur-

# Reports 2004

ance (NOCA) and the Council for Licensure, Enforcement, and Regulation (CLEAR). In 2004, Director of Testing Ida Darragh attended the NOCA conference in Miami in November, the CLEAR conference in Kansas City in September, and business meeting in New Orleans in January. In addition, Ida served on the NOCA program committee and on CLEAR's Exam Resources and Advisory Committee and Credentialing and Examination Issues committee.

## Test Department Goals for 2005

- Training and working with more Item Writers to create a larger databank of test questions.
- Continue working with NOCA and CLEAR and maintain 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.
- Arranging translation of Form H into Spanish.



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## Applications

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

### Applications

In the year 2004 the NARM Applications Department received a total of 131 applications. In 2003 we had received 72 applications.

As of December 31, 2004 and for the year 2004:

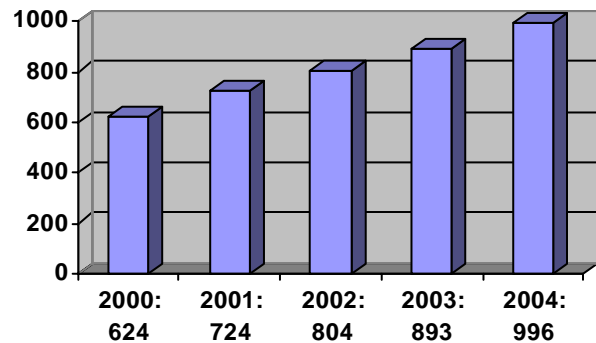
- Two hundred thirty five applications were sent out to people requesting application packets.
- Forty one NARM candidates were waiting to take the February written exam, including seven waiting to retake the exam and seven candidates waiting to take their skills exam.
- Eight application files were waiting for some piece of information, i.e., reference letters, current CPR cards, transcript or diploma etc. to complete their CPM application.
- We held 40 files where we have received information (reference letters, transcript or diploma etc.) but so far have not received the CPM application.

- Seven applicants have passed their written exam and are waiting for their graduation from a MEAC accredited school.

### CPMs

- One hundred five new CPM certifications were issued in 2004.

### Total Number of CPMs by Year:



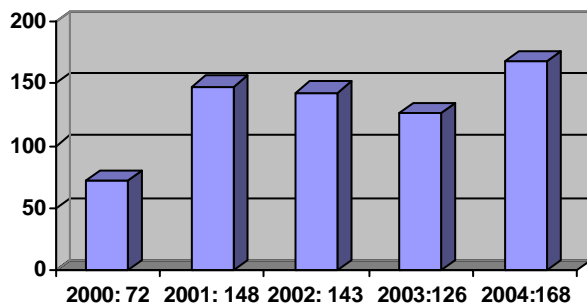
### Recertification

The Applications Department now has a 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

# Reports 2004

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. A notice letter is sent to all CPM's to remind them that their CPM Credential is coming up for recertification.

## Total Number of Recertifications by Year



## Inactive Status

As of January 1, 2005 we had 28 people take advantage of 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 \$35.00. 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 ( \$150.00, 25 continuing education hours, five hours of peer review, plus the recertification form documentation.). A letter will be sent to all inactive CPM's to remind them of their inactive status coming up for renewal.

## 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

# Reports 2004

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 2004 a total of \$124,130.00 was processed through the Applications Department.

## Audits

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



## Public Education & Advocacy

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

This department's main responsibilities are to answer calls, answer emails, and send out information. Since January 1, 2004, we have received over 1800 calls on the toll free line. The calls included requests for "How to Become a CPM" booklets, NARM brochures, Agency/PR Packets, and the Candidate Information Bulletin. Over 2000 NARM Brochures were mailed out in 2004. The remainder of the calls were general questions about the NARM process or requests for midwife referrals. This department also routes calls and emails to the appropriate departments, manages the Board e-mail list, keeps minutes for Board calls and meetings, assists with the *CPM News*, acts as PR liaison to the press, arranges lodging/meeting space for Board meetings, and assists in formatting and arranging printing for NARM documents. The number of volunteer hours for this office is 30 per week x 52 weeks per year = 1560 hours per year.







# Board Biographies 2004

## Biographies of NARM Board Members

### Shannon Anton, CPM

Shannon is an apprentice trained midwife and founding member of the Bay Area Homebirth Collective in San Francisco. She co-founded National Midwifery Institute in 1995 and continues as co-director, program administrator, and instructor. Shannon has served on the boards of California Association of Midwives (CAM) and North American Registry of Midwives. Shannon attended the NARM Certification Task Force meetings as representative of the CAM certification process. She joined the NARM Board in 1993 and currently chairs NARM's Accountability Committee.

Shannon has been with her life partner since 1987. They built their house together in 1998 and continue to live happily in rural Vermont. Shannon was honored in 2004 with the California Association of Midwives' Brazen Woman Award.

### Ida Darragh LM, CPM

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

# Board Biographies 2004

licensed as a midwife in 1985, and received the CPM credential in 1996.

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 Senior Research Fellow in Anthropology at the University of Texas Austin and Adjunct Associate Professor in the Dept. of Anthropology, Case Western Reserve University, Cleveland, Ohio. 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 80 articles and of *Birth as an American Rite of Passage* (1992); coauthor of *From Doctor to Healer: The Transformative Journey* (1998); and coeditor of nine 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: Politics and Professionalization* (forthcoming). Her research on global trends and transformations in health care, childbirth, obstetrics, and midwifery is ongoing. She is currently coediting *Birth Models That Work*.

## **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 Biographies 2004

Board member Sharon Wells. She was given the task of managing the Applications Department in 1997 and was invited onto the NARM Board of 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 fourth 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.

# Board Biographies 2004

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

## **Carol Nelson, LM, CPM**

Carol Nelson LM, CPM lives in Summertown, TN, with Don, her husband of 32 years. She is the mother of four children, three of which were born at home, and grandmother of 6, 5 of which were born at home with Carol being 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, Summertown, Tennessee. She has been actively involved with midwifery politics since 1977. Carol graduated from Oak Forest Hospital School of Nursing in 1968, 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 and Director of Applications since 2003.

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.

# Board Biographies 2004

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.

## **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. Debbie and Don have two children and two wonderful grandchildren.



# Job Descriptions 2004

## 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 the up coming year

# Job Descriptions 2004

- answers all correspondence, call e-mails and questions involving NARM's finances, including audits.

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 2004

## 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 making arrangements for NARM representation at conferences 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 web page continues to be 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 2004

## 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.

# Job Descriptions 2004

- Answer or return phone calls to the Test Department.
- 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:

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 and recertifications; to oversee finance and other duties performed by assistant; to oversee the issue of certifications and recertifications; 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.
- Oversee continued supply of printed Application packets.

# Job Descriptions 2004

- 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 and Internationally Educated midwives.
- Additional administrative forms streamlined for this department.
- Future revisions of application packet.
- Year End Report for NARM Board, CPM Newsletter, and Annual Report

## 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 2004

## 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.

