

North **A**merican **R**egistry of **M**idwives

2005 Annual Report

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Board Members 2005

NARM Board of Directors

Ida Darragh, LM, CPM
Chairperson
Testing

Shannon Anton, LM, CPM
Vice-Chairperson
Accountability

Carol Nelson, LM, CPM
Treasurer
Applications

Debbie Pulley, CPM
Secretary
Public Education & Advocacy

Joanne Gottschall, ASN, RN, CPM
Special Projects

Robbie Davis-Floyd, Ph.D.
Public Member
Anthropologist/Writer/Editor



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2005 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, 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) for distributing information to candidates, certificants, and the general public. In 2005, the NARM Test Department, under the direction of Ida Darragh, oversaw the administration of the NARM Skills Assessment to 46 Portfolio Evaluation Process candidates and the Written Examination to 137 candidates.

We spoke to the to the Medical Board of California in January on the scope of practice for CPMs, and on legislative issues in Alabama in March, and wrote letters explaining the CPM to the legislators or governors of Nebraska, Virginia and Wisconsin. NARM testified on the scope of practice of CPMs by conference call at a hearing in Washington State.

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The NARM Test Department also participated on committees for the National Organization for Competency Assurance, the Council on Licensure, Enforcement, and Regulation, and the American Public Health Association

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 267 applications were sent out in 2005, and 124 applications were received and reviewed. 103 new CPM certificates were issued, and 214 recertifications were issued. The total number of midwives who have received the CPM certification by the end of 2005 is 1107.

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 2005, NARM processed no complaints against CPMs. 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.

Robbie Davis-Floyd is our public member. Robbie, a well-known author and researcher, helps to write

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and edit many of NARM's documents and policies. She travels widely to promote understanding about midwifery around the world.

Joanne Gottschall is the NARM board member in charge of special projects. She coordinates our task lists and compiles our newsletter articles. This was Joanne's last year on the NARM board, and we bid her a fond adieu. NARM interviewed several potential new board members in October and will nominate replacements in early 2006.

In 2005, 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' 134rd Annual Meeting), the American College of Nurse-Midwives (ACNM), the International Confederation of Midwives (ICM) in Brisbane, Australia, 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).



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NARM Income and Expenses, 2005

Carol Nelson, LM, CPM, Treasurer

The year 2005 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 \$1,530,000 on the Certified Professional Midwife process. Our total income for 2004 was \$180,417.

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 from 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 for a few examples.

We are looking forward to NARM's continued growth and a balanced budget in 2006.

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 | \$136,690.00 |
| Test Sales | 32,529.00 |
| Other Income (Brochures, frame sales, beginning of the year balance, gift) | 11,198.00 |
| | ===== |
| Total Income | \$180,417.00 |

Expenses

| | |
|-------------------------------|--------------|
| Advertising | 4,520.00 |
| Bank Charges | 2,015.00 |
| Conferences and Meeting Fees | 26,458.00 |
| Consultants/Contract Labor .. | 35,826.00 |
| Copies | 109.00 |
| Dues and Memberships | 4,595.00 |
| Insurance | 4,351.00 |
| Legal Fees | 2,486.00 |
| Office Expense | 5,253.00 |
| Postage/shipping | 7,290.00 |
| Printing | 10,909.00 |
| Returns | 900.00 |
| Supplies | 3,148.00 |
| Telephone | 6,461.00 |
| Testing Expenses | |
| Testing Company | 28,420.00 |
| Proctors | 1,575.00 |
| QEs | 1,650.00 |
| Translation | 4,439.00 |
| Total Testing Expenses ... | 36,084.00 |
| Travel/Hotel/Food | 5,008.00 |
| Board Meeting expenses | 13,867.00 |
| Utilities | 775.00 |
| | ===== |
| Total Expenses | \$170,055.00 |
| Retained Earnings | \$10,362.00 |
| | ===== |
| Total | \$180,417.00 |



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Accountability

*Shannon Anton, LM, CPM,
Director of Accountability*

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.

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.

No complaints were processed during 2005.

Since the beginning of the CPM credential in 1995, this committee has received eighteen formal (writ-

ten) complaints against seven CPMs 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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Participation in peer review or peer review education is mandatory for CPM recertification. The CPM credential is renewed every three years.

In February 2005 and 2006, Shannon Anton, LM, CPM, and Heidi Biegle, CNM spoke to the nurse midwifery class at Yale University. NARM Accountability and models of peer review were among the many topics of discussion. Community peer review was presented as an excellent opportunity to meet and establish working relationships between all of the midwives providing out of hospital birth services.



Test Department

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

Major Tasks of the Test Department in 2005 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 the new Legislative Workshop at the MANA conference in Boulder and the Item writing workshop in New Hampshire at the NE Regional MANA conference.
3. Working with the CPMs in states considering licensure. NARM board members regularly participate in e-mail and telephone discussion with midwives in states seeking licensure and sometimes visit midwives, regulatory agencies, and legislators in those states. Carol Nelson spoke to the Medical Board of Louisiana in January on the scope of practice for CPMS, and on legislative is-

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sues in Alabama in March. Ida Darragh wrote letters in support of midwifery legislation to the legislators and/or Governors in Nebraska, Wisconsin, and Virginia, and spoke on the scope of practice of CPMs for a hearing in Washington state.

4. Training and recertifying NARM's Qualified Evaluators, who administer the NARM Skills Assessment to the PEP candidates. Our total number of active QEs is now 69.
5. Administering the NARM Skills Assessment to 46 PEP candidates, and the NARM Written Examination to 137 candidates.
6. Attending the annual NOCA and CLEAR conferences, and participating on the NOCA Program Committee and the CLEAR Program Committee and Credentialing and Exam Resources Committee.

NARM Testing

The NARM Skills Assessment was administered to 46 PEP candidates in 2005. The assessment was taken by candidates from 21 states. Two candidates failed the Skills Assessment, for a fail rate of 5%. This fail rate is consistent with most years, since all candidates have already been evaluated on these skills by their preceptors.

The NARM Written Examination was given to 137 candidates from 32 states, 3 Canadian provinces, and one from Costa Rica who traveled to the United States to get her certification. Twenty-four of the 137 candidates failed the written exam, for a fail rate of 17.5%. Ninety-three candidates were taking the exam to complete the CPM certification process and forty-four 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. Eleven states currently administer the NARM Written Exam as a state licensure exam. These states are Alaska, Arkansas, Arizona, California, Colorado, Louisiana, Montana, New Mexico, South Carolina,

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Texas, and Washington. An additional eleven states require the CPM or the Exam portion of the CPM for licensure: Delaware, Florida, Minnesota, New Hampshire, New Jersey, Oregon, Tennessee, Utah, Vermont, Virginia, and Wisconsin. NARM currently offers the Written Examination at the eleven state agencies and at eleven University Testing Centers in California, Florida, Idaho, Iowa, Massachusetts, Maryland, Ohio, Oregon, Tennessee, Utah, Vermont, and Virginia

Test Development

Test questions are written by teams during the Item Writing workshops 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. Form H of the NARM Exam was translated into Spanish for administration in 2005.

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 2005, Director of Testing Ida Darragh attended the NOCA conference in California in November and the CLEAR conference in Phoenix in September and business meeting in Charleston 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. In October, Ida was elected to serve on the National Commission for Certifying Agencies (NCCA), the accrediting arm of NOCA. Ida also attended the Coalition for Improving maternity Services (CIMS) in Washington in February, the Jacob's Institute conference in Washington in May, the MANA Division of Research meeting with the CDC in Atlanta in June, and the American Public Health Association conference in Philadelphia in December.

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Goals for 2006

Test Department goals for 2006 include:

- Training and working with more Item Writers to create a larger databank of test questions. Form J of the NARM Exam will be administered for the first time in August.
- Continue working with NOCA and CLEAR, maintaining our certification with NOCA, and serving on the NCCA commission.
- 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.

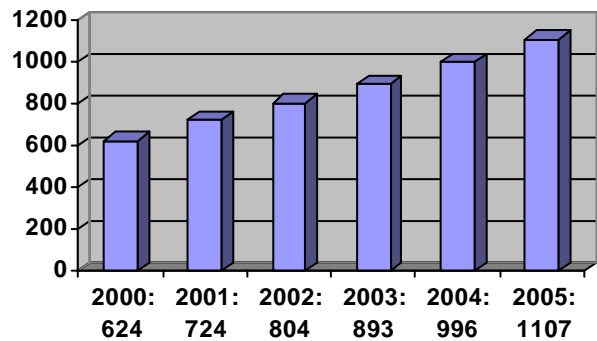


Applications

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

In 2005 the NARM Applications Department received a total of 124 applications; 267 applications were mailed to people requesting application packets; and 103 new CPM certifications were issued.

Total number of CPMs



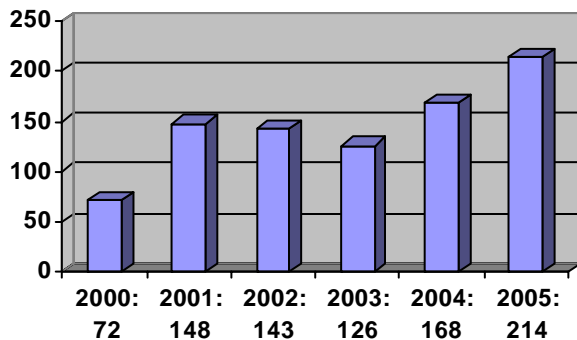
Recertification

The Applications Department now has a Recertification 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 de-

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

Total Number of CPM Recertifications by year



Inactive Status

In 2006, 23 people take advantage of inactive CPM 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

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.

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. Occasionally we will also request charts for review.

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Finances

The Applications Department receives fees for application packets, CPM applications, and recertifications. In 2005 a total of \$136,690 was processed through the Applications Department.



Public Education & Advocacy

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

This department's main responsibilities are to answer phone calls, emails, and send out information. In 2005 we have received over 2000 calls on the toll free line. The calls included requests for information on how to become a CPM, NARM brochures, Agency/PR Packets, and the Candidate Information Bulletin. Most of NARM's materials are now available on the webpage. Over 3500 NARM Brochures were mailed out in 2005. 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, oversees updating of the NARM

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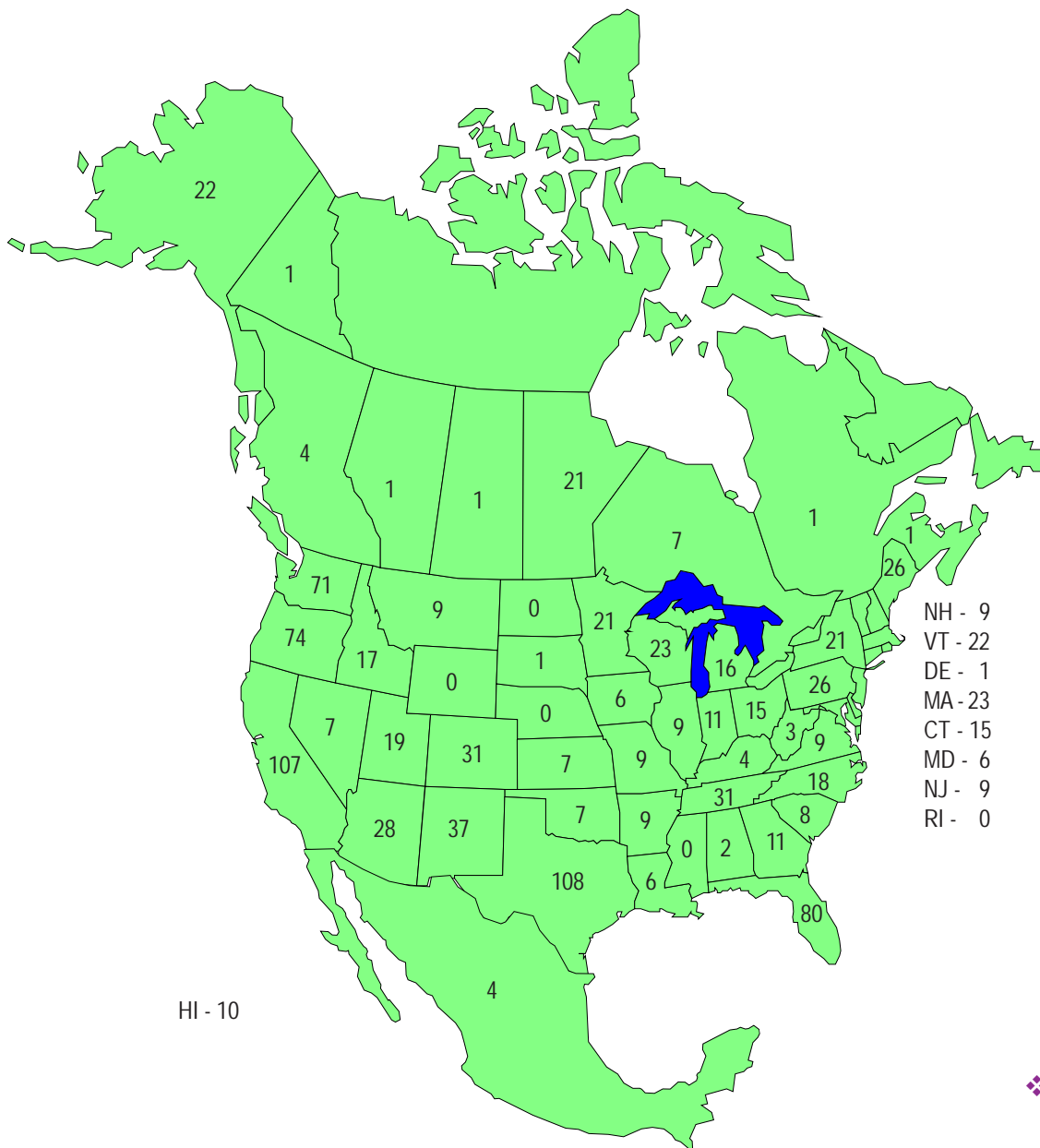
webpage, and assists in formatting and arranging printing for NARM documents.

In 2005, we exhibited at eight conferences, including the International Confederation of Midwives (ICM) in Brisbane Australia.



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Following is a map listing the number of CPMs across North America as of March 25, 2006.



Board Biographies 2005

Biographies of NARM Board Members

Shannon Anton, LM, 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 on the political side of midwifery 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 her involvement in birth in 1975 as a child-birth educator, and taught classes for both home and hospital births for 25 years before retiring to work with NARM. She joined the NARM Board in 1998 as the chair of Public Education and Advocacy and became Director of Testing in 1999. In 2003, she assumed the responsibilities as chair of the board. As a representative of NARM, she serves on the exam resources committee of the Council on Licensure, Enforcement, and Regulation; has served on many committees with the National Organization for Competency Assurance, and is

Board Biographies

2005

currently a commissioner with the National Commission for Certifying Agencies.

Ida graduated from the University of Arkansas at Little Rock in 1971. She has been married to Kramer since 1971, and they are the parents of three children and two grandchildren.



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 Knowl-*

edge: 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* (2006). Her research on global trends and transformations in health care, childbirth, obstetrics, and midwifery is ongoing. She is currently coediting *Birth Models That Work*.



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

Board Biographies

2005

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.

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 33 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 as their midwife. She has been attending home births since 1972. She is in a midwifery partnership with six 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 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.

Board Biographies

2005

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 by the APHA in 2001.

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

She is currently active in the Maternal Child Health Section of the APHA representing the profession of Midwifery and Midwifery Educators. She has been the program chair for the Maternal Child Health Section of APHA for their Annual meetings for three years.

She is co-chair of the Innovations in Maternity Health Services Committee of the Maternal Child Health Section of APHA. She is on the Tennessee Council of Certified Professional Midwives. She works as a pro-bono lobbyist for the Tennessee Midwives Association in their legislative efforts.

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

Board Biographies

2005

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/ACNMLiaison 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 2005

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 2005

- 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 2005

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, LM, 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 2005

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

2005

- 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 2005

- 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

2005

Policy Management

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.

