

# **N**orth **A**merican **R**egistry of **M**idwives

## **2006 Annual Report**

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# Contents

# 2006

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Board Members

4

Reports

5-19

Board Biographies

21-25

Job Descriptions

26-32

# Board Members

# 2006

## 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*

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

**Brynne Potter, CPM**  
*Newsletter*

**MiriamAtma Khalsa, CPM**  
*Policies and Procedures*



*L-R Back: Shannon, Brynne, Robbie, Ida; L-R Front: Carol, MiriamAtma, Debbie*

# Reports 2006

## 2006 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 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 2006, the NARM Test Department, under the direction of Ida Darragh, oversaw the administration of the NARM Skills Assessment to 40 Portfolio Evaluation Process candidates and the Written Examination to 174 candidates.

NARM presented legislative workshops and/or spoke to legislative committees in North Carolina, Missouri, Nebraska, South Dakota, Alabama, Arizona, Indiana, and Kentucky. The NARM Test Department also participated on committees for the National Organization for Competency Assurance and the Council on Licensure, Enforcement, and Regulation.

# Reports 2006

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 134 applications were sent out in 2006, and 124 applications were received and reviewed. 143 new CPM certificates were issued, and 192 recertifications were issued. The total number of midwives who have received the CPM certification by the end of 2006 is 1215.

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 2006, NARM responded to two formal complaints. Since 1995, NARM has received complaints against nine 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 and edit many of NARM's documents and policies. She travels widely to promote understanding about midwifery around the world.

At the end of 2006, three NARM board members retired: Joanne Gottschall, Luna Armstrong, and

# Reports 2006

Ruth Cobb. NARM interviewed and elected two new board members: Brynne Potter of Virginia and Miriam Khalsa of Massachusetts. Brynne will be working on the CPM Newsletter and the board task list, and Miriam will manage our policies and procedures.

In 2006, 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), 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).



## **NARM Income and Expenses, 2006**

*Carol Nelson, LM, CPM, Treasurer*

From a fiscal standpoint, 2006 was a good year for NARM. 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. Our total income for the year ending 2006 was \$224,194.

NARM's main sources of income are from Test Sales and Applications. Applications include requests for applications, certifications, and recertification applications. Our income from the Applications Department in 2006 was \$187,097. Test Sales are from the states that use the NARM exam in their Licensures/Certification process. Income from the Test Department in 2006 was \$35,677. 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. We are planning to do another Job Analysis in 2007.

# Reports 2006

We also have income from brochure sales and frames. In 2006 those came to \$1,420.

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 2007 is one such project. To remain state-of-the-art in testing, this is a must. Other projects include continued work on our test ( including Item Writing and Cut Score Workshops), recertification work with the Qualified Evaluators, and the Skills Assessment.

Our expenses closely run the same as our income. A few of our main expenses are: Consultants who run our Applications Office, Qualified Evaluators who give our skills assessment, the Testing Company we work with, Proctors who oversee the written examination, Printing, Postage, Telephone, Conference Fees (going to conferences to promote CPMs and the Midwives Model of Care), Dues/ Membership in organizations such as the National

Organization for Certifying Agencies (NOCA), Insurance, Legal Fees to be sure we stay Legally Defensible, Office Expenses, and Supplies.

We are looking forward to NARM's continued growth and a balanced budget in 2007.

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 as a viable option for women and families through out North America.

## Income

Applications . . . . .	\$187,099
Test Sales . . . . .	35,677
Other Income ( Brochures, frames, gift) . . . . .	<u>1,420</u>
Total Income . . . . .	\$224,194



# Reports 2006

## Expenses

Advertising .....	3,661
Bank Charges .....	803
Conferences and Meeting Fees ..	16,843
Consultants/Contract Labor .....	35,592
Dues and Memberships .....	2,630
Insurance .....	4,351
Legal Fees .....	5,984
Office Expense .....	4,387
Postage/shipping .....	5,951
Printing .....	9,431
Savings Transfer .....	30,000
Supplies .....	3,377
Telephone .....	8,197
Testing Expenses	
Testing Company .....	28,440
Cutscore .....	205
Proctors .....	2,200
QEs .....	3,900
Total Testing Expenses .....	34,745
Travel/Hotel/Food .....	5,109
Board Meeting expenses .....	15,474
Utilities .....	983
Total Expenses .....	\$187,518
Retained Earnings .....	<u>\$36,676</u>
Total .....	\$224,194



## Accountability

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

NARM Accountability Committee follows Complaint 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.

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.

NARM will not begin the processes of Complaint Review or Grievance Mechanism with a CPM who is also facing regulatory investigation or civil or criminal litigation. NARM will proceed with these

# Reports 2006

processes only after such proceedings are concluded. It is the responsibility of the complainant to notify NARM within 90 days of the conclusion of proceeding.

NARM responded to two formal complaints filed in 2006. One was initiated in 2005 but held until a state investigation concluded. The complainant re-activated the complaint in 2006. Because local peer review had already worked to resolve the issue, a different review group was convened to address the complaint through NARM's Grievance Mechanism. As a result, the midwife was placed on probation for a period of six months and must comply with binding recommendations.

The second complaint received by NARM in 2006 is currently held on file pending conclusion of a state investigation when the complainant may reactivate the complaint.

Since the beginning of the CPM credential in 1995, this committee has received nineteen 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.

Five 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.

Participation in peer review or peer review education is mandatory for CPM recertification. The CPM credential is renewed every three years.

# Reports 2006

In February 2005 and 2006, Shannon Anton, 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 2006 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 Legislative Workshop and a variety of other workshops in Maryland, North Carolina, South Dakota, Idaho, Alabama, Arizona, Illinois, and Kentucky
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

# Reports 2006

agencies, and legislators in those states. We wrote letters in support of midwifery legislation and spoke on the scope of practice of CPMs for legislative committees in Missouri, Nebraska, and Indiana.

4. Training and recertifying NARM's Qualified Evaluators, who administer the NARM Skills Assessment to the PEP candidates. The QE workshops were held in Maryland, Arizona, Kentucky, and South Dakota. Our total number of active QEs is now 83.
5. Administering the NARM Skills Assessment to 40 PEP candidates (down from 46 in 2005), and the NARM Written Examination to 174 candidates (up from 137 candidates in 2005).
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.

## **NARM Testing**

The NARM Skills Assessment was administered to 40 PEP candidates in 2006. The assessment was taken by candidates from 23 states.

The NARM Written Examination was given to 174 candidates from 33 states and three Canadian provinces. One hundred twenty five candidates were taking the exam to complete the CPM certification process, and 49 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, Texas, and Washington. An additional eleven

# Reports 2006

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 J of the NARM Exam was administered for the first time in 2006, with Forms G and H administered as alternate forms. The Spanish translation was administered twice.

## 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 (NOCA) and the Council for Licensure, Enforcement, and Regulation (CLEAR). In 2006, Director of Testing Ida Darragh attended the NOCA conference in Florida in November and the CLEAR conference in Virginia 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. Ida continues 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 Boston in February.

# Reports 2006

## Goals for 2007

Test Department goals for 2007 include:

- Training and working with more Item Writers to create a larger databank of test questions.
  - The development of an updated survey instrument for the NARM Job Analysis and the completion of the 2007 NARM Job Analysis survey. Most of the surveys will be submitted electronically with paper surveys available on request.
  - 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.



# Reports 2006

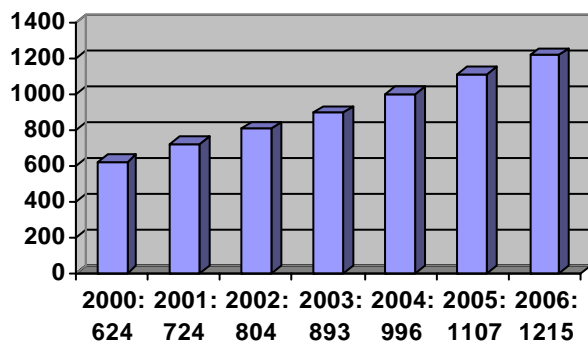
## Applications

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

### Certification

In the year 2006, the NARM Applications Department received a total of 124 applications. We sent 134 application packets in response to requests. One hundred forty three new CPM certificates were issued in 2006.

**Table of Comparison: Number of CPMs**



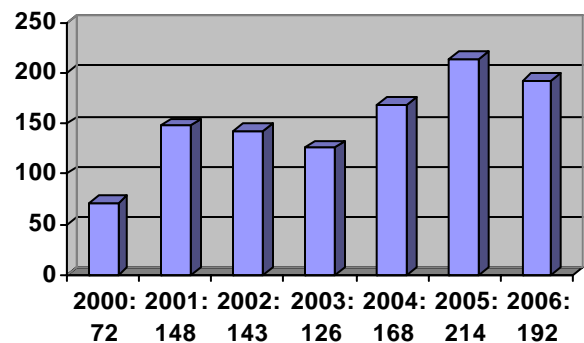
### Recertification

A new policy in the Applications office is that everyone who is recertifying is required to send in CEU verifications with their Recertification Application.

The Applications Department has a Recertification Table to keep track of incoming and outgoing recertifications. We will be sending out Recertification reminders a few months before your recertification is due. Debbie Pulley, Public Education and Advocacy Department, can look in the recertification Table, should a CPM want to know their status.

One hundred ninety two CPMs recertified in 2006.

**Table of Comparison: Number of Recertifications**



### Inactive Status

In 2006, 23 people took advantage of the inactive status. That makes a total of 57 Inactive CPMs in our database. Inactive CPMs will continue to re-

# Reports 2006

ceive 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 form (available at [www.narm.org](http://www.narm.org)) 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.).

## 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 policies regarding recertification, certification status, or

reactivation are available on the web at [www.narm.org](http://www.narm.org).

## Audits

The Applications Department generates random audits from all applicants and CPM's recertifying. One (1) out of every five (5) applicants will be audited. Items required are Practice Guidelines, Informed Consent document, Emergency Care Plan, and Peer Review verification.

## Delinquent Applications

If, at the end of one year the application is either incomplete or an examination is not scheduled, a letter will be sent to the applicant giving notice of expiration of the extension. An applicant may request an additional 1 year extension on the application process by submitting the following:

- A letter of request with an explanation of the need for an additional time.
- Resubmit 2 copies of a current driver's license.
- Resubmit 2 copies of a current CPR card.



# Reports 2006

- Resubmit 2 copies of current photos.
- Submit additional fee (money order or Cashier's check) in the amount of \$200.00

Failure to respond or submit additional requirements will result in the applicants file being closed and the application being archived. The applicant will have to resubmit new application with appropriate fees.

## Applications Address

Just a reminder our contact information is:

NARM Applications  
P.O. Box 420  
Summertown, TN 38483  
(931) 964-4234  
applications@narm.org

Please include your CPM number in any correspondence.



## 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, 2006, we have received over 1500 calls on the toll free line. The calls mainly included requests for information on how to become a CPM including application and recertification questions. The remainder of the calls were general questions about the NARM process or requests for midwife referrals. General mail outs of NARM materials were moved from this office to the Applications Department in 2006. 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, oversees webpage updates, acts as PR liaison to the press, arranges lodging/meeting space for Board meetings, and assists in formatting and arranging printing for NARM documents.



# Reports 2006

## Job Analysis to be done in 2007

*NARM Board*

The knowledge and skills that must be demonstrated by each CPM candidate are determined by the Job Analysis, a survey of knowledge and skills that is done every six to seven years. This is not unique to the CPM but is a required step in the development of every certification credential. The first NARM Job Analysis was done in 1995 and the second in 2001. Now it is time to do it again. The purpose is to confirm the current knowledge and skills for the CPM credential and to ascertain if there have been any significant changes to the role of the CPM since the last analysis.

There are two steps to the NARM Job Analysis. The first step is to expand the list of possible tasks to include everything a midwife might need to do or know. The second step is to survey all CPMs and ask them to rate the list of tasks according to how important that task is to their job as a midwife. Tasks that rate high become part of the Knowledge and Skills Checklist that is the curriculum for apprentice

education and are also the basis for the NARM exam, and tasks that rate low are not included. NARM does not state that the low-ranking tasks are not permitted, just that they are not required for the CPM.

To develop the 2007 survey, we have asked a focus group to look at the current job list and consider what might be added to the survey. The focus group was made up of CPMs who represent a variety of geographic locations, practice sites, and years of experience. The participants have added to the list of NARM knowledge and skills for the purpose of expanding the survey. All CPMs will be invited to respond to the survey for the purpose of editing the list down to the knowledge considered essential for certification.

In 2001, the 50 page survey was printed and mailed to all CPMs with a pre-paid return envelope. The cost of printing and mailing was significant, as was the scoring of every page returned. In light of the tremendous advances in technology available to most midwives, we are going to do the 2007 Job

# Reports 2006

Analysis electronically. Not only will that save the cost of printing and mailing, but it will allow the results to be tabulated by a survey program, thus eliminating the tedious hand-scoring. There will still be expenses involved in software and professional consultation and analysis, but the advantages will be significant. Midwives who do not have access to the internet may request a printed copy.

Suggestions for additions to the survey are being accepted through the NARM Test Department. If you would like to submit suggestions, please e-mail them to [testing@narm.org](mailto:testing@narm.org).





# Board Biographies 2006

## 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 2006

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*.



## Miriam Khalsa, CPM

Miriam has been attending homebirths in the Eastern Massachusetts area since 1981. Her interest in midwifery began the moment she heard of the profession, soon after starting college in California. She moved to Massachusetts in 1979 where she began her midwifery studies and apprenticeship. Miriam received her CPM in 1997, became a QE in 2000, and joined the NARM Board in 2007.

# Board Biographies 2006

Miriam has always been active in her profession. She was a founding member of the Massachusetts Midwives Alliance (MMA) and served on the MMA Board for over seventeen years. She has been an instructor for the MMA Study Course, on the MANA '89 Conference Planning Committee, and local Coordinator for MANA 2002 held in Boston. For the past ten years Miriam has been the MMA representative for Partners in Perinatal Health and is currently co-chair of that organization. She represents MMA on the MA Coalition of Midwives, a coalition of CNMs, CPMs, and consumers working towards passing legislation to create a Board of Midwifery to license all Massachusetts' midwives.

Miriam is the mother of two children who were born at home. She currently resides with her daughter and fiancé in Sherborn, MA overlooking one of the cleanest fresh water ponds in Massachusetts.



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

Carol Nelson LM, CPM, lives in Summertown, Tennessee, with Don, her husband of 34 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 midwife at the births. 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. 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 was involved in both the 1995 and the 2001 Job analysis. She has been

# Board Biographies 2006

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,” adopted by the APHA in 2003.

She is currently active in the APHA Maternal Child Health Section 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 five 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.



## **Brynne Potter, CPM**

Brynne Potter, CPM, is a mother, midwife, and community activist. She has two children, ages ten and fourteen, who were born at home in Virginia with the aid of midwives. She became a CPM in 2005 and shares a thriving home birth practice with one partner in her community of Charlottesville, VA. Between 2003-2005, Brynne served as the coordinator for the grassroots efforts to pass a licensing bill to allow CPMs to provide midwifery services in Virginia. Brynne is the chair of the VABirthPAC, a newly formed political action committee whose goals are to impact statewide policy regarding evi-



# Board Biographies 2006

denced-based maternity care in Virginia. She currently serves as liaison to the state Board of Medicine, which oversees the licensure of CPMs, and is coordinating education efforts of state agencies regarding the practice of licensed midwives. She also serves on the board of directors for two other non-profit organizations in her community; the Montessori Community School of Charlottesville, and as President of her Neighborhood Association.



## **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 2006

## 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 2006

- 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 2006

## 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 2006

## 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 2006

- 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 2006

- 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

*Brynne Potter, 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

# 2006

## Policy Management

*MiriamAtma Khalsa, 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.

