

North American Registry of Midwives

2016 Annual Report

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This annual report can also be found on the web at www.narm.org.

North American Registry of Midwives

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Board Members

2016

NARM Board of Directors

Miriam Atma Khalsa LM, CPM
Chairperson
Policies and Procedures

Shannon Anton LM, CPM
Vice-Chairperson
Accountability

Carol Nelson LM, CPM, ASM
Treasurer
Applications

Debbie Pulley LM, CPM
Secretary
Public Education & Advocacy

Kim Pekin LM, CPM
Special Projects

Gina Dacosta-Rivera, CPM
Special Projects

Lisa Clark
Public Member

NARM Executive Director

Ida Darragh LM, CPM
Testing



Reports 2016

Executive Summary

Ida Darragh CPM, Executive Director

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 for Certifying Agencies (NCCA), the accrediting division of the Institute for Credentialing Excellence (ICE). ICE/NCCA accreditation means our certification process was reviewed in detail and meets or exceeds the standards set by ICE 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 and with ProvExam for computer administration of the NARM Written Examination. NARM maintains a web site (www.narm.org) for distributing information to candidates, certificants, and the general public. In 2016, the NARM Test Department, under the direction of Ida Darragh, oversaw the administration of the NARM Written Examination to 214 certification or licensure candidates.

Since beginning computer based testing in June of 2014, NARM changed from three testing dates per year at 20 testing sites to a continuous cycle of testing dates at over 100 computer testing centers. Computer-based testing has been well received by the candidates, especially due to the increase in test sites and the convenience of year-round testing.

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NARM participates in several major conferences each year representing the CPM credential via attendance, sponsoring an educational booth, or teaching workshops. In 2016, 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), the American College of Nurse-Midwives (ACNM), and the National Conference of State Legislators (NCSL). NARM representatives attended or presented at additional conferences, such as the American Association of Birth Centers (AABC), the Institute for Credentialing Excellence (ICE), the Council for Licensure, Enforcement, and Regulation (CLEAR), and in meetings with the US MERA Steering Committee.

The NARM Applications Department is under the direction of Carol Nelson with assistance in evaluating and processing applications by Sally Nelson and several part-time assistants. The NARM Applications Department reports

that the total number of new CPM certifications issued in 2016 was 180. Of the 556 CPMs who were due for recertification, 455 recertified, 38 claimed Inactive Status, 8 claimed retired status, and 54 credentials expired. The total number of midwives who have received the CPM certification by the end of 2016 is 3004.

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. The total income during 2016 was \$401,331.12. Operating expenses ran \$400,588.41. NARM retains savings to cover cost overruns in future years and for future projects such as updating the website, purchasing office equipment, or planning for the Job Analysis.

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 Griev-

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ance Mechanism, if needed. This process has worked exceptionally well in the resolution of grievances and in assuring the accountability of CPMs.

NARM Accountability received one complaint in 2016 and had three in process from 2015. Two were addressed and resolved through Complaint Review with recommendations to the CPM. Two are still in process. Since 1995, NARM has addressed 42 complaints through the accountability process. Seven 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. Debbie manages the website and all of NARM's documents including the Application Packet and the Candidate Information Bulletin.

Lisa Clark is the public member of the NARM Board. Lisa is an advocate for midwifery and birth options in Alabama, having worked with midwives and consumers on licensure proposals since 1996.

Miriam Khalsa is responsible for keeping records of all policy decisions made by the board during our weekly phone calls and twice-yearly board meetings. She organizes all current policies that define how NARM operates. In July of 2016, she became chair of the board.

Kim Pekin joined the NARM board in January, 2015, with the task of organizing and following up on several special projects. Gina Dacosta Rivera joined the board in January, 2016 and also assists with special projects.

A major accomplishment for NARM in 2016 was the development and creation of the 2016 NARM Job Analysis. This survey of knowledge and skills is an essential part of the development and maintenance of the certification process and is required for the accreditation of the Certified

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Professional Midwife credential. NARM has previously performed a Job Analysis in 1995, 2001, and 2007. The purpose of the Job Analysis is to update and verify the knowledge and skills that are needed for entry-level CPMs, and the results become the test blueprint for the NARM exam and the task list for preceptor verification in the PEP application. In addition, for the 2016 Job Analysis, NARM looked for alignment with the competencies of the International Confederation of Midwives as they relate to midwife care in a low-risk population in out-of-hospital settings. There were three steps to the development of the survey.

First, a Job Analysis committee of 15 representatives of the CPM population met in April to discuss the addition of new items on the survey and evaluation of the language and applicability of the items on the current task list. In recognition of the ICM competencies, Content Area One of the previous survey, “Midwifery Counseling, Education, and Communication” was retitled to “Professional Issues, Knowledge, and Skills.”

Secondly, an interim survey was sent to 30 CPMs around the country, representing all states, to ask for suggestions for additions or edits. In September and October the full survey was sent to all currently certified CPMs (2,168). The results of the survey are available as a Job Analysis report on the NARM website. Goals in 2017 include the development of a new test blueprint and the writing of new questions for the exam that reflect this blueprint.

Also in 2016, NARM continued to work with the US MERA (United States Midwifery Education, Regulation, and Association) organizations, eight midwifery organizations representing professional associations, educational accreditation, and midwife credentialing in the U.S. Begun as a result of conversations at the annual meeting of the Midwives Alliance of North America in Toronto in 2011 and following the International Confederation of Midwives recommendations in June of 2011, representatives have met yearly to discuss improving midwifery options for all mothers, most specifically through the licensure

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of CPMs. Organizations participating are: Accreditation Commission for Midwifery Education (ACME), American College of Nurse-Midwives (ACNM), American Midwifery Certification Board (AMCB), Midwifery Education Accreditation Council (MEAC), Midwives Alliance of North America (MANA), National Association of Certified Professional Midwives (NACPM), International Center for Traditional Childbearing, and North American Registry of Midwives (NARM). NARM looks forward to continuing to work with the organizations in the future.

As part of the work with US MERA, NARM created the Midwifery Bridge Certificate, a certificate awarded to CPMs who complete 50 hours of continuing education in specific subject

categories. The Midwifery Bridge Certificate is mentioned in the US MERA statement on legislation as a path to licensure for CPMs who received their education through a non-accredited program. While not required for all CPMs, the Midwifery Bridge Certificate may be required in the future in states that include the requirement in their statutes or regulations. The Midwifery Bridge Certificate is available to all CPMs who complete the required continuing education. The Midwifery Bridge Certificate was announced in October of 2015. By the end of 2016, 56 CPMs had received the Midwifery Bridge Certificate.



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NARM Income and Expenses

Carol Nelson LM, CPM, ASM Treasurer

The year 2016 was a good year for NARM from a fiscal standpoint. We ended the year with 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 2016 was \$401,331.12. NARM's main sources of income are from Test Sales and Applications. Applications income includes fees for processing applications, certifications, and recertification. Our income from the Applications Department in 2016 was \$390,041.68. Test Sales are from the states that use the NARM Written Examination in their Licensure/Certification process. Income from the test sales in 2016 was \$2,700.00. The amount received from test sales decreases each year as more and more states now require their licensure candidates to complete the CPM process, so those candidate's fees are now reflected in the applications income rather than test sales.

Expenditures for 2016 were \$400,588.41 and include categories such as Applications staff, office expenses, contracts with our psychometrician and testing company, legal consultant, membership and fees for regulatory and credentialing organizations, and the many conferences NARM attends to promote the CPM credential.

As the Treasurer for NARM, I believe meeting current expenses and planning for anticipated future expenses is the only fiscally responsible way to run our organization. We need to not only cover current costs, but we must think ahead to future projects, both mandated and innovative, and must therefore ensure that reserve funds are available for those projects. The Job Analysis is one such project, as is maintaining NARM's applications office with necessary equipment and staff. To remain state of the art in testing, we must continually invest in test development and accreditation. Other projects include continued work on Item Writing and Cut Score Workshops and education, advocacy and participation in national and international midwifery initiatives.

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Our expenses are set to allow for an annual increase in net assets so NARM establishes a reserve fund for mandated large projects such as the job analysis and item writing and cut-score workshops. A few of our main expenses are: consultants who run our Applications Office and the Testing Company we work with, printing, postage, telephone, conference fees (going to conferences to promote CPMs and the Midwives Model of Care, education and advocacy initiatives), dues/membership in organizations such as the Institute for Credentialing Excellence (ICE) and Council on Licensure, Enforcement and Regulation (CLEAR), insurance, legal fees (to be sure we stay Legally Defensible), office expenses, and supplies.

North American Registry of Midwives uses Quickbooks for accounting.

We are looking forward to NARM's continued growth in 2017.

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.



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NARM Accountability Committee

*Shannon Anton LM, CPM,
Director of Accountability*

NARM Accountability Committee follows Complaint Review and Grievance Mechanism policies to address complaints against CPMs and CPM applicants. 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 Complaint Review and Grievance Mechanism. Complaints received by the NARM Board that do not involve issues relating to competent midwifery practice will not be addressed through NARM Complaint Review or Grievance Mechanism.

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 apply these 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.

Participation in peer review or peer review education is mandatory for CPM recertification. The CPM credential is renewed every three years. A CPM with inactive or expired status is bound by all policies regarding NARM Community Peer Review, Complaint Review, and Grievance Mechanism. Failure to respond to a complaint will result in revocation of the credential.

Participation in NARM Complaint Review or Grievance Mechanism is mandatory for a CPM applicant named in a complaint.

Since the beginning of the CPM credential in 1995 through 2016, this committee has addressed complaints through NARM Complaint Review 26 times and through NARM Grievance Mechanism eleven times. One complaint against

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a CPM Applicant was confidentially addressed through a committee of Board members utilizing the Complaint Review process. Four CPM credentials have been revoked due to noncompliance with Grievance Mechanism outcomes. Two CPM credentials were revoked due to lack of participation in response to complaints.

After confirming falsification of CPM information, another CPM credential was revoked. Revocations occurred in 2000, 2003, 2004, 2009, 2010, and 2012.

NARM Accountability received one complaint in 2016 and had three in process from 2015. Two were addressed and resolved through Complaint Review with recommendations to the CPM. Two are still in process. Since 1995, NARM has addressed 42 complaints through the accountability process. Seven CPM credentials have been revoked.



Test Department

*Ida Darragh LM, CPM,
Director of Testing*

Major Tasks of the Test Department in 2016 included:

1. Maintaining yearly renewal of NARM's accreditation by the National Commission of Credentialing Agencies (NCCA), the accrediting arm of the Institute for Credentialing Excellence (ICE).
2. Presenting workshops or conference sessions at several national conferences related to midwifery or to credentialing and regulation.
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. We wrote letters regarding midwifery legislation and/or spoke on the scope of practice of CPMs for legislative

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committees in several states, including Maryland and Delaware.

4. Maintaining regular communication with our psychometric services consultant, Dr Gerald Rosen and with our computer testing company, ProvExam, under the direction of Henry Sorensen.
5. Attending the annual ICE and CLEAR conferences, participating on several committees in each organization.

NARM Testing

The NARM Written Examination was given to 214 candidates from in 36 states, one U.S. territory, 2 Canadian provinces, and three foreign countries. By the end of 2016, thirty states recognize the CPM for legal practice or use the NARM exam as part of the state licensure process: Alaska, Arkansas, Arizona, California, Colorado, Delaware, Florida, Idaho, Indiana, Louisiana, Maine, Maryland, Michigan, Minnesota, Missouri, Montana, New Hampshire, New Jersey, New Mexico, Oregon, Rhode Is-

land, South Carolina, Tennessee, Texas, Utah, Virginia, Vermont, Washington, Wisconsin, and Wyoming.

The NARM Written Examination is administered by computer at over 100 College or University testing centers. The computer exam is coordinated by ProvExam based in Florida.

In 2016, the pass rate for the Written Examination was 81%. The pass rate for those taking the exam for the first time was 87%

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. Two forms of the exam are in use at any given time. In 2015, these forms were N and O. New Item Writing work, based on the new Job analysis, will be done in 2017.

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NARM Participation in NOCA and CLEAR

The NARM Test Department and Board of Directors participates in the national conferences of both the Institute for Credentialing Excellence and the Council for Licensure, Enforcement, and Regulation. In 2016, Executive Director Ida Darragh attended the ICE conference in Colorado Springs in November and the CLEAR business meeting in Savannah in January, and CLEAR general convention in Portland in September. In addition, Ida has served on the ICE Benchmarking committee, the National Commission on Certifying Agencies, on CLEAR's Exam Resources and Advisory Committee and Credentialing and Examination Issues committee. Ida also continues to serve on the CLEAR Board of Directors.



Applications

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

In 2016, NARM issued a total of 180 new CPM credentials.

Total 2016 New CPMs by Entry Route:

- Grads of MEAC accredited schools: 97
- Portfolio Evaluation Process (PEP): 68
- State Licensed: 15

A total of 3004 CPM certifications have been issued since 1994:

- 2069 (69%) have Active certification
- 30 (1%) are deceased
- 733 (24%) have Expired certification
- 144 (5%) have Inactive certification
- 22 (1%) have Retired certification status
- 6 (<1%) have Revoked certification

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In 2016 the Applications Department:

- Issued 180 new certifications
- Completed 455 recertification applications
- Processed 126 Inactive application requests
- Expired 54 CPM credentials
- Processed 8 retirement applications

There are 857 preceptors registered with NARM.

In 2016, 54 Midwifery Bridge Certificates were issued, and the number continues to rise monthly.



Public Education & Advocacy

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

The Public Education and Advocacy director handles phone calls generated through the toll-free NARM Information phone number. Calls include requests for information on how to become a CPM, application questions, and recertification questions. There are also calls seeking general information about the NARM process or requests for midwife referrals. This office also handles press interviews.

The NARM Candidate Information Bulletin is updated regularly on the web and in print.



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Policies & Procedures

Miriam Atma Khalsa, CPM
Director of Policies and Procedures

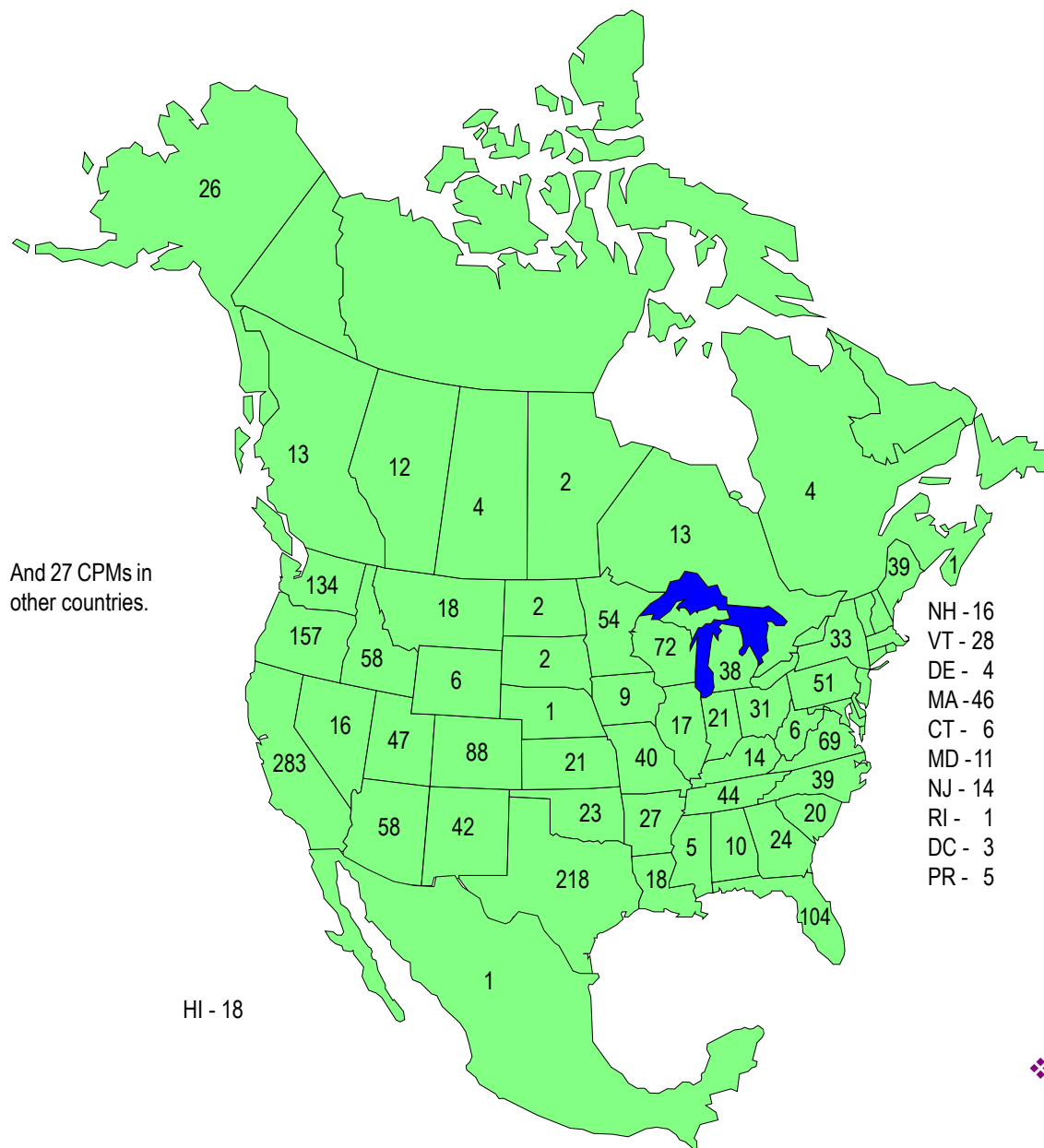
The NARM board regularly reviews existing policies for the purpose of clarifying the information in a previous policy or for establishing new policy. New and amended policies in 2016 include:

- Implementing standard policies for PEP candidates to apply also to graduates of MEAC-accredited programs and Internationally Educated applicants regarding 10 births in out-of-hospital settings in the U.S. or Canada and requiring all applicants from MEAC –accredited programs to have graduated or met all requirements for graduation except testing (eliminating the early testing option).
- Changing the policy that all preceptors must be registered by the time applicants submit their applications, to requiring that all preceptors be registered at the time the supervised clinical occurs (announced in 2016 with an implementation date of January 1, 2017).
- Requiring that all PEP applicants complete the second signature forms for verification of skills.
- Creating the position of Executive Director as a staff position.
- Extending the South African Pilot Project through 2017 with options for yearly renewals.



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Following is a map listing the location of CPMs in North America as of December 31, 2016.



Board Biographies 2016

Biographies of NARM Board Members

Shannon Anton LM, CPM

Shannon is an apprentice trained midwife, certified in 1992 by California Association of Midwives (CAM) and by NARM in 1995. She piloted the initial California Midwifery Licensing Challenge Mechanism and earned California midwifery license number five. She served the CAM Board as regional representative, certification administrator, and on the legislative committee. Shannon was CAM representative to the NARM Certification Task Force during the consensus-based creation of the CPM credential. She currently serves as NARM Director of Accountability. Co-founder of National Midwifery Institute, Shannon continues as co-director, program administrator, and instructor. She attended US MERA meetings 2014-15, including Embodied Herstories, and serves on the Equity Task Force.

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

Lisa Clark

Lisa holds a BSEd. from Texas A&M University. Her love of history encouraged her to learn more about the history of midwifery and childbirth in the United States. She began advocating for increased maternity care options in Alabama in 1996 shortly after relocating from Texas. In 2002, Alabama home birth families learned that midwives could not legally attend home births. In 2004, Lisa co-founded the Alabama Birth Coalition (ABC); she has been honored to serve on the ABC board with many brilliant women through the years in this effort. Lisa was nominated to the NARM Board in January, 2016, and currently serves as Public Member. She has four grown children and lives in Huntsville, Alabama. She is working towards certification as a postpartum doula.

Board Biographies 2016

Gina Dacosta-Rivera

Gina serves as a homebirth midwife in Puerto Rico. She received her training as an apprentice in a homebirth practice in Puerto Rico and completed her education at Maternidad La Luz in Texas. Gina has a BA in Humanities with a minor in Modern Languages and also has an MA in Italian Studies. She has taught Italian and Spanish in New York, New Jersey, and Puerto Rico. She is a member of the Hermandad de Parteras de Puerto Rico. Gina also received the 2014 Sapling award from the Midwives Alliance of North America.

Ida Darragh LM, CPM

Ida attended home births in Little Rock, Arkansas for 30 years 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 childbirth educator and taught classes for both home and hospital births for 25 years. She became a midwife in 1981 and became the first licensed midwife in Arkansas in 1985. She joined the NARM Board in 1998 and became Director of Testing in 1999. In 2003, she assumed the responsibilities as Chair of the Board, and in 2016 became the Executive Director.

As a representative of NARM, she attends twice yearly meetings of the Council on Licensure, Enforcement, and Regulation (CLEAR). She has served on CLEAR's Exam Resources Committee since 2009 and is currently on the CLEAR governing board.

She has served on many committees with the Institute for Credentialing Excellence, including two terms on the National Commission for Certifying Agencies. In 2015, Ida received a certificate as a Credentialing Specialist from

Board Biographies 2016

ICE, and is also became a member of ICE's Accreditation Services Council.

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

Miriam Khalsa LM, CPM

Miriam attended homebirths in Massachusetts from 1981 through 2013. She was a founding member of the Massachusetts Midwives Alliance (MMA) and served on its board in various positions for eighteen years. She co-chaired the MMA Legislative Committee, represented MMA on the Partners in Perinatal Health board for fourteen years, and served as an instructor for the MMA Basic Course in Midwifery Skills. She has been on the Board of the North American Registry of Midwives since January 2007 serving as Director of Policy and Procedures and as Chair. Miriam moved back to her home state of California in 2013 and became a

Licensed Midwife through the California Challenge. She is a volunteer firefighter in her small northern California community and volunteers as an EMT for a rural ambulance service. Both of her children were born at home with the help of midwives.

Carol Nelson LM, CPM, ASM

Carol lives in Summertown, TN, with Don, her husband of 43 years. She is the mother of four children, three of which were born at home, and grandmother of 8 and great grandmother of 1, all of which were born at home with Carol in attendance. 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 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

Board Biographies 2016

involved in the North American Registry of Midwives (NARM) 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 the 1995, 2001, 2008, and 2016 Job Analysis. She has been on the NARM Board serving as the Treasurer since 1997 and Director of Applications since 2003.

Carol 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.” This was adopted in 2003 by APHA.

She is co-author of the APHA position paper, “Maternal Health as a Human Right: Strategies for Improving Maternal Health Outcomes and Care.” This policy was adopted in 2011. She is co-chair of the Innovations in Maternity Health Services Committee of the Maternal Child Health Section of APHA. This is the committee within APHA that holds the space for “normal birth.” She was on the Tennessee Council of Certified Professional Midwives, from 2000 to 2015. She works as a pro-bono lobbyist for the Tennessee Midwives Association in their legislative efforts.

Since 1997 she has been the Midwives Alliance of North America (MANA) Public Education and Advocacy chair helping to promote the profession of midwifery and move midwifery forward in the United States.

Carol received the prestigious MANA Sage Femme Award for 2016.

Board Biographies 2016

Debbie Pulley LM, 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 serves as one of the two NARM representatives to the US MERA Steering Committee.

Debbie has been very active in state midwifery politics. Although direct-entry midwifery is not currently recognized by the state, she still is very involved in coalition building. She is currently participating on the Georgia Family Matters committee working to reduce maternal mortality rate in Georgia.

Debbie began attending births in 1970 while living in Hong Kong. She moved to Atlanta in 1971 and married Don in 1973. They have two children and three wonderful grandchildren.

Kim Pekin LM, CPM

Kim Pekin is a Certified Professional Midwife (CPM), the Clinical Director of Premier Birth Center, and the Founder of Premier Birth Center and Birth Outside the Box. She has been providing midwifery care, home birth, and birth center services as a licensed midwife since 2009 and has trained many women who have gone on to become midwives themselves.

Kim graduated from Pacific Lutheran University with a Bachelor of Business Administration in 1995. During her service as a La Leche League Leader, she was appointed the Coordinator of Leader Accreditation for Virginia and West Virginia in 2002. Kim is a graduate of National Midwifery Institute, a MEAC-Accredited school of midwifery. She became a CPM and Virginia Licensed Midwife in 2009.

In addition to her work in her midwifery practice, Kim was appointed by the governor to serve as Chair of the Virginia Board of Medicine's Advisory Board on Midwifery and is the for-

Board Biographies 2016

mer Vice-President of the Virginia Midwives Alliance. Kim has served on the ICM Essential Competencies Task Force and is part of the National Team for March for Moms. Kim and her

husband have 7 children and live in Loudoun County, Virginia. Her focus on the NARM Board is Professional Development.



Job Descriptions 2016

Executive Director

Ida Darragh

- Prepare agenda for weekly board conference calls and twice yearly in-person meetings
- Coordinate with board chair regarding agendas for board calls and meetings
- Prepare annual reports
- Represent NARM at conferences or national meetings when requested by board

Testing Responsibilities

- Maintain database of test results
- Supervise training of Item Writers and SMEs
- Maintain databank of items in process of review
- Coordinate with test company to develop new versions of the exam
- Consult with psychometrician on item statistics and annual reports

- Prepare reports of test department activities and statistics for twice yearly board meetings and at end of year
- Maintain yearly renewal of NCCA accreditation and subsequent reaccreditation applications
- Attend yearly conferences of ICE and CLEAR if approved by the board

Director of Applications

Carol Nelson

Responsible for overseeing the applications staff personnel who:

- Review and audit all certification applications and re-certification applications
- Send application packets upon request
- Log receipt of application and certification fees and forward to treasurer
- Enter eligible candidates into database for Prov Exam
- Update candidate status by checking Prov exam results weekly

Job Descriptions 2016

- Send certificates when all requirements are met
- Maintain database of applicants and certificants
- Report on application statistics at twice yearly board meetings, and after end of year

Director of Accountability

Shannon Anton

- Receive and respond to complaints filed against CPMs
- Arrange peer review or grievance mechanism for complaints accepted
- Supervise accountability committee in determining resolution
- Correspond to all relevant parties concerning the process and resolution of complaints
- Prepare quarterly and annual reports on accountability committee activities

Director of Public Education and Advocacy

Debbie Pulley

- Answer phone calls to NARM's information line
- Send information as requested
- Act as PR liaison to the press
- Oversee updating of webpage; assist in formatting and printing of NARM documents
- Route all calls or e-mails to the appropriate board person for response

Job Descriptions 2016

Officers and Duties

Chairperson

Miriam Khalsa

- Coordinate with Executive Director regarding agenda for board calls and meetings
- Facilitate weekly board conference calls and twice-yearly meetings
- Assign tasks and appoint committees
- Write letters and/or return phone calls as requested by board
- Maintain electronic and paper files of all NARM policies, including dates of approval and implementation, and history of changes.
- Keep a list of all tasks assigned during official NARM calls and meetings; send list to board members by e-mail on a weekly basis
- Represent NARM at conferences and meetings as requested by board

Co-Chair

Shannon Anton

- Substitute for chair if needed

Secretary

Debbie Pulley

- Take minutes of board calls and meetings
- Arrange lodging and meeting space for NARM board meetings

Treasurer

Carol Nelson

- Log and deposit all NARM income
- Pay and record all NARM expenses
- Keep accurate and updated records of all financial transactions
- Prepare financial reports for twice yearly board meetings and annual reports
- Submit required documentation to the IRS

Job Descriptions 2016

All Board Members, as needed and when appropriately trained:

- Attend and serve at exhibit booth at conferences (APHA, NCSL, ACNM, ICM, MANA, AABC)
- Participate in and/or teach NARM workshops such as Planning for Legislation, Item Writing, Preceptor-Apprentice Relationships, How to Become a CPM, Midwifery Ethics, and Charting. Keep records of attendance. File application for CEU credit from MEAC. Send CEU forms and TY letters to participants

- Edit and review all NARM documents, including the CIB, Application, and web pages
- Review policies and procedures yearly or as needed
- Serve as advisors to states seeking legislation using the CPM

