

North American Registry of Midwives

2008 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 2008

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

Miriam Atma Khalsa CPM

Policies and Procedures



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

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2008 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 for 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 recertifi-

cations, 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) for distributing information to candidates, certificants, and the general public. In 2008, the NARM Test Department, under the direction of Ida Darragh, oversaw the administration of the NARM Skills Assessment to 43 Portfolio Evaluation Process candidates and the Written Examination to 200 certification or licensure candidates.

NARM presented workshops related to preceptor-apprentice relationships, charting, ethics, statistics, and legislation in Colorado, Alaska, Wisconsin, Illinois, and Ohio. The NARM Test Department also participated on committees for the National Organization for Competency Assurance, and the Council on Licensure, Enforcement, and Regulation.

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The NARM Applications Department is under the direction of Carol Nelson, with assistance in evaluating and processing applications by Sharon Wells and Christine Roman. The NARM Applications Department reports that 70 print applications were mailed in 2008 (down 25%), and 100 applicants utilized applications downloaded from the web site (up 85%), a new option since 2007. Total number of applications increased by 15%. One hundred forty-six new CPM certificates were issued (up 42% from 2007), and 257 recertifications were issued. The total number of midwives who have received the CPM certification by the end of 2008 is 1490.

A major accomplishment for NARM was the completion of the 2008 NARM Job Analysis Survey, an analysis of the knowledge, skills, and abilities necessary for the practice of certified professional midwifery. Of the 1099 CPMs eligible and able to be contacted, 477 responded for a response rate of 43%. The results of the survey are being analyzed in 2009 for an update to the test blueprint and the required demonstration of knowledge and skills.

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 2008 was \$248,853. Excess funds are held in savings for future expenses such as the job analysis, test development, expansion of the applications department, and web site development.

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 2008, NARM processed two complaints from 2007, dismissed one new complaint, and had no other new complaints. Since 1995, NARM has addressed 21 complaints against 12 CPMs. Three CPM credentials have been revoked.

Debbie Pulley, in Public Education and Advocacy, also acts as secretary to the board. She

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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 the web site and all of the public documents such as the Candidate Information Bulletin.

Robbie Davis-Floyd is the public member of the NARM Board. 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.

Brynne Potter is responsible for coordinating multiple tasks under the heading of Special Projects. She maintains a weekly summary of the status of ongoing projects and brings together the articles that are needed for the newsletter.

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 poli-

cies that define how NARM operates. Miriam also handles the Skills Assessments for the NARM Test Department.

In 2008, 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' 136th Annual Meeting), the American College of Nurse-Midwives (ACNM), and the National Conference of State Legislators (NCSL). NARM representatives attended or presented at additional conferences for The Coalition for Improving Maternity Services (CIMS), the Citizen's Advocacy Center, the National Organization for Competency Assurance (NOCA), and the Council for Licensure, Enforcement, and Regulation (CLEAR). Ida Darragh also represents NARM as an elected commissioner on the National Commission for Certifying Agencies.

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NARM Income and Expenses

Carol Nelson LM, CPM, Treasurer

The year 2008 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. Our total income for 2008 was \$248,853.00.

NARM's main sources of income are from Test Sales and Applications. Applications include requests for applications, certifications, and recertification's. Our income from the Applications Department in 2008 was \$198,210.00. Test Sales are from the states that use the NARM exam in their Licensures/Certification process. Income from the Test Department in 2008 was \$41,694.00. Occasionally we will get a grant for a specific project such as the 1995, 2001 Job Analysis. A Job Analysis every five years is necessary to remain state of the art in testing. We also have income from brochure sales, frame

sales and interest. That total in 2008 came to \$8,949.00.

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 2008 Job Analysis was one such project. To remain state of the art in testing, this is a must. Other projects include continued work on our test development such as Item Writing and Cut Score Workshops, recertification work with the Qualified Evaluators and the Skills Assessments, education, advocacy, and participation in national and international midwifery initiatives.

Our expenses are set to allow for an annual increase in net assets, so that NARM establishes a reserve fund for mandated large projects such as the five-year job analysis and online item writing and cut-score workshops. A few of our main

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expenses are: consultants that 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 National Organization for Certifying Agencies (NOCA) and the Council on Licensure, Enforcement, and Regulation (CLEAR), insurance, legal fees (to be sure we stay legally defensible), office expenses, and supplies.

We are looking forward to NARM's continued growth in 2009. 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 throughout North America.

Income and Expense Statement for 1/1/2008 to 12/31/2008

Income

Applications	\$198,210.00
Test Sales	41,694.00
Other Income (Brochures, frame sales interest income)	8,949.00

Total Income	\$248,853.00
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Expenses

Bank Charges (credit card processing fees)	1,891.00
Conferences and Meeting Fees	28,979.00
Consultants/Contract Labor. .	39,814.00
Donations	1,950.00
Dues and Memberships	2,309.00
Expansion Fund, Applications Department.	50,000.00
Insurance	4,351.00
Legal Fees	7,189.00
Office Expense	5,926.00
Postage/shipping	12,095.00
Printing	12,616.00
Refunds	1,250.00
Supplies	6,361.00
Telephone	9,177.00

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Testing Expenses

Testing Company	28,440.00
Job Analysis	1,170.00
Proctors	2,552.00
QEs	2,749.00
Travel	3,789.00
Total Testing Expenses . . .	38,700.00
Travel/Hotel/Food, Other travel and Board Meeting expenses	19,062.00
Utilities	831.00

Total Expenses	\$242,501.00
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Retained Earnings	6,352.00
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Total	\$248,853.00
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Accountability

*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

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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.

NARM Accountability processes for two complaints from 2007 continued into 2008. One was heard in Complaint Review, and one was addressed with the Grievance Mechanism. Each session resulted in recommendations to the CPMs.

A complaint was submitted in 2008 by a third party (not the midwife's client) against a CPM. However the midwife's client did not agree to pursue the complaint, and in accordance with NARM policy the complaint was closed.

No other complaints against CPMs were received in 2008.

Since the beginning of the CPM credential in 1995, this committee has received twenty-one formal (written) complaints appropriate for NARM accountability processes. Three CPM credentials have been revoked; each of the midwives faced at least three separate complaints.

The outcome of two complaints heard in Complaint Review found no fault with the CPMs; 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. Six midwives have had complaints that proceeded to

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the Grievance Mechanism. NARM has revoked three CPM credentials, one in 2000, one in 2003 and one in 2004.



Test Department

*Ida Darragh LM, CPM,
Director of Testing*

Major Tasks of the Test Department in 2008 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 or workshops on Preceptor-Apprentice Relationships, Charting for Midwives, Midwifery Ethics, MANA Statistics, or How to Become a CPM in Colorado, Alaska, Wisconsin, Illinois, and Ohio.
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

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in those states. We wrote letters regarding midwifery legislation and/or spoke on the scope of practice of CPMs for legislative committees in South Dakota, Idaho, and North Carolina.

4. Training and recertifying NARM's Qualified Evaluators who administer the NARM Skills Assessment to the PEP candidates. The QE workshops were held at the MANA Conference in Michigan. Our total number of active QEs is now 82.
5. Administering the NARM Skills Assessment to 43 PEP candidates and the NARM Written Examination to 200 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.
7. Completion of the 2008 NARM Job Analysis Survey, done for the first time as a web-based survey.

NARM Testing

The NARM Skills Assessment was administered to 43 PEP candidates in 2008. The assessment was taken by candidates from 22 states.

The NARM Written Examination was given to 200 candidates from 37 states, four Canadian provinces, and one from France. Seventy-five percent were taking the exam to complete the CPM certification process, and 25% 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 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

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agencies and at twelve University Testing Centers in California, Florida, Idaho, Iowa, Kansas, Massachusetts, Maryland, Ohio, Oregon, Tennessee, Utah, Vermont, and Virginia.

In 2008, the pass rate for the Written Examination was 80%.

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. Forms H and J of the NARM Exam were administered in 2008. The Spanish translation of Form H was administered three times.

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 2008, Director of Testing Ida Darragh attended the NOCA conference in Colorado in November and the CLEAR 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 Citizen's Advocacy Center conference in North Carolina in October.

The 2008 NARM Job Analysis Survey was administered as a web based survey from October-December, 2008. Notification was sent by e-mail, postcard, and newsletter, beginning in September, to CPMs eligible as of August, 2008. Of the 1134 eligible, contact was made with 1099. 477 (43%) of those eligible responded to the survey request. 400 complete surveys were received, and 77 partial responses were

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accepted. The responses to the survey are being analyzed in 2009 for an update to the test specifications and the knowledge, skills, and abilities required for certification.

Test Department goals for 2009 include:

- Training and working with more Item Writers to create a larger databank of test questions.
- Completion of the report on the 2008 Job Analysis Survey.
- Continue working with NOCA and CLEAR, maintaining our certification with NOCA, and serving on the NCCA commission.
- 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.



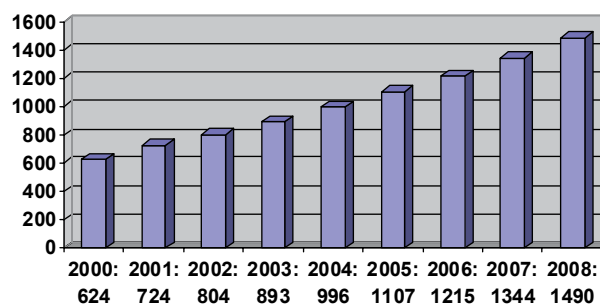
Applications

*Carol Nelson LM, CPM,
Director of Applications*

Certifications

- In the year 2008, the NARM Applications Department received a total of 206 applications.
- Seventy applications were sent to people requesting application packets.
- One hundred applicants took advantage of downloading our online application.
- One hundred and forty-six new CPM certifications were issued in 2008.
- There were 1,490 CPMs at the end of 2008.

Total number of CPMs by year

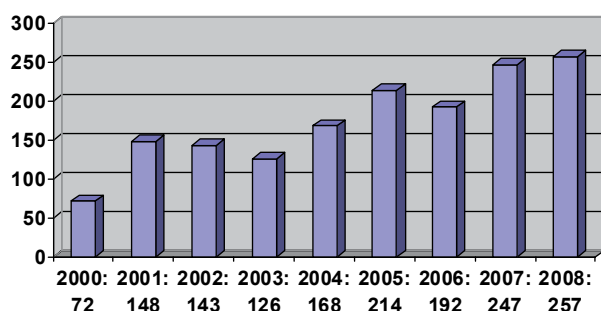


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Recertification

Two hundred fifty-seven recertifications were approved in 2008. The Applications Department has a Recertification Table to keep track of incoming and outgoing recertifications. Debbie Pulley, Public Education and Advocacy Department, can look in the recertification Table should a CPM want to know their status. A notice letter is sent to all CPMs to remind them that their CPM Credential is coming up for recertification. If we don't hear from them by their expiration date, another reminder is sent.

Recertifications by year



Inactive Status

In 2008, 71 people took advantage of the Inactive Status option.

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. To reactivate, they must submit all required information and fees including continuing educational units.

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.

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Audits

The Applications Department generates random audits from applicants and CPMs recertifying. Items required are Practice Guidelines, an Informed Consent document, and an Emergency Care Plan. Occasionally we will also request charts for review.

Finances

The Applications Department receives fees for application packets, CPM applications, and recertifications. In 2008, a total of \$198,210 was processed through the Applications Department.



Public Education & Advocacy

*Debbie Pulley 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. The *CPM News* is published twice a year and is available on the web.

Public Education and Advocacy also includes participation in conferences such as the Midwives Alliance of North America (MANA), the American Public Health Association (APHA), the American College of Nurse-Midwives

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(ACNM), the National Conference of State Legislatures (NCSL), the Coalition for Improving Maternity Services (CIMS), the Citizen's Advocacy Center (CAC), the National Organization for Competency Assurance (NOCA), and the Council for Licensure, Enforcement, and Regulation (CLEAR).



Policies & Procedures

Miriam Atma Khalsa, CPM
Director of Policies and Procedures

NARM adopted or expanded policies or procedures in 2008 in these areas:

- Banned preceptors (will be listed on the Revocation web page)
- Using peer review hours for recertification from a Complaint Process (can't be used by the midwife named in the complaint)
- Clarified what verification of skills may be based on
- Approved adding Arkansas to States with Legal Equivalency
- Recertification after expiration:
 - For a CPM who has maintained a state license
 - For a CPM who didn't receive the Expiration letter or has extenuating circumstances

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- Additional forms to be sent in with a Re-cert after Expiration Application
- Out of Country Clinicals
 - Application for Out of Country (OOC) Sites
 - NARM approved OOC sites only can be used on PEP forms as primary maternity care.



Newsletter and Special Projects

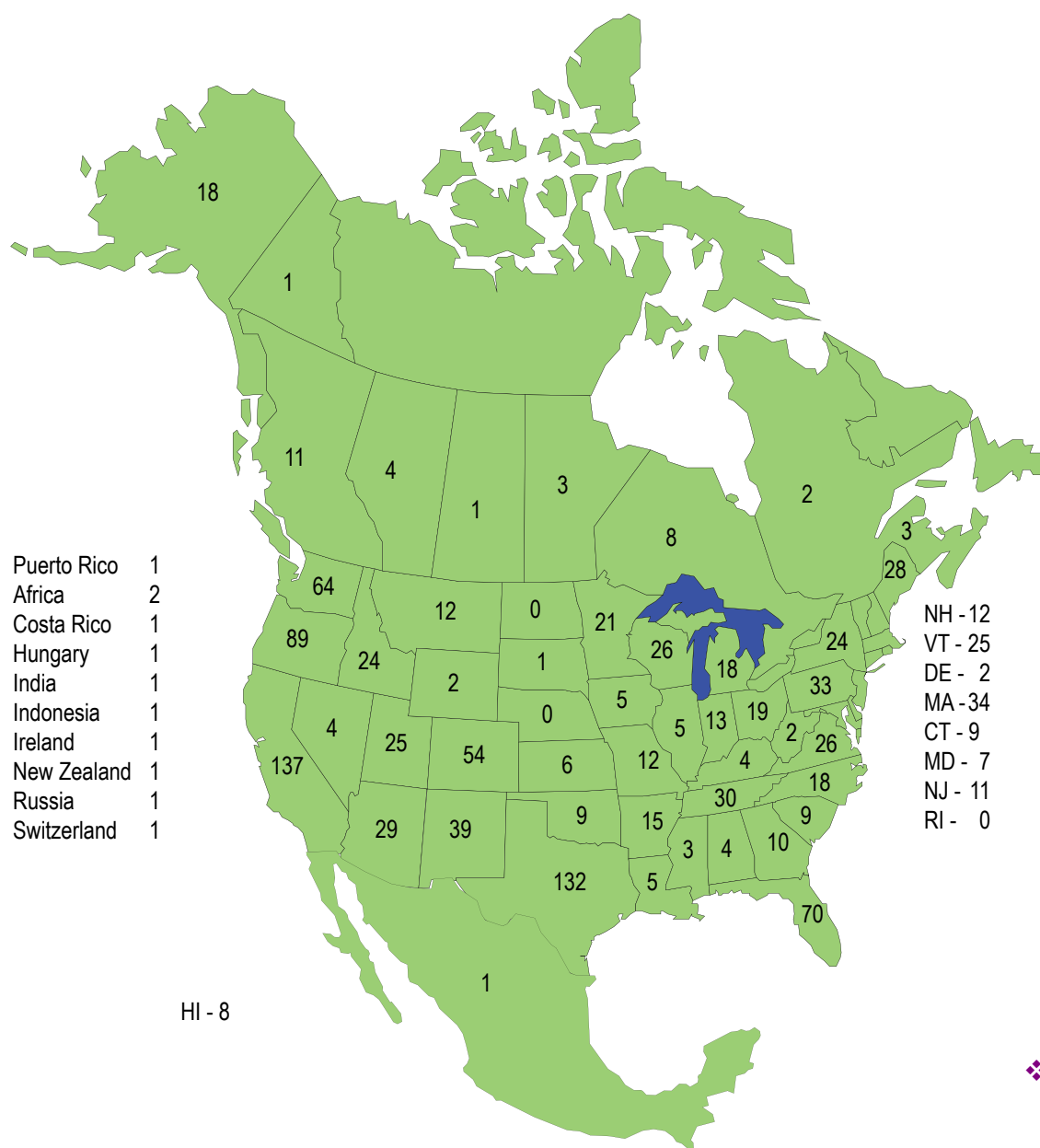
Brynne Potter, LM, CPM

- Provides ongoing assessments of the status of projects.
- Is responsible for the semi-annual 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.



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Following is a map listing the number of CPMs across the world as of December 31, 2008.



Board Biographies 2008

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 board of the California Association of Midwives (CAM). 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 childbirth 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

Board Biographies 2008

Organization for Competency Assurance, and is 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 three grandchildren.

Robbie Davis-Floyd PhD

Robbie is Senior Research Fellow in Anthropology at the University of Texas Austin. A cultural anthropologist specializing in medical, ritual, and gender studies and the anthropology of reproduction, she lectures at childbirth, midwifery, and obstetrical conferences around the world. She is author of over 80 articles and of *Birth as an American Rite of Passage* (1992); coauthor of *From Doctor to Healer: The Transformative Journey* (1998); and coeditor of nine collections, including *Childbirth and Authoritative Knowledge: Cross-Cultural Perspectives* (1997); *Cyborg Babies: From Techno-Sex to Techno-Tots* (1998); *Daughters of Time: The*

Shifting Identities of Contemporary Midwives (a special triple issue of *Medical Anthropology* 20:2-3/4, 2001), and *Mainstreaming Midwives: the Politics of Change* (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*. She has been a member of the NARM Board since 1994 and will be retiring to Senior Advisor status at the end of 2009.

Miriam Khalsa CPM

Miriam has been attending homebirths in Massachusetts since 1981. Both of her children were born at home with the help of midwives. Miriam is a founding member of the Massachusetts Midwives Alliance (MMA) and served on its board in various positions for eighteen years. Currently she represents MMA to the Massachusetts Coalition of Midwives, a representative group of CNMs, CPMs, and consumers who have drafted legislation and are lobbying to pass a Bill to license all midwives in Massachusetts. Miriam also represents MMA on the Partners in

Board Biographies 2008

Perinatal Health board and is the current chairwoman. She was the coordinator of the MANA 2002 conference held in Boston.

Miriam has been an instructor for the MMA Basic Course in Midwifery Skills and is a NARM Qualified Evaluator. She has been on the Board of the North American Registry of Midwives since January 2007 and is the Director of Policy and Procedures and manages the Skills Assessments.

Carol Nelson LM, CPM

Carol Nelson lives in Summertown, TN, with Don, her husband of 35 years. She is the mother of four children, three of which were born at home, and grandmother of 7, all of which were born at home. She has been attending home births since 1972. She is in a midwifery partnership with five other midwives at the Farm Midwifery Center, Summertown, Tennessee. She has been actively involved with midwifery politics since 1977. Carol graduated from Oak Forest Hospital School of Nursing in 1968,

was licensed by the State of Florida in 1982 as a midwife. She was on the Board of Directors of the South Florida School of midwifery from 1983 to 1988. She received her CPM in 1995 was actively involved in the Certification Task Force meetings and was the chair of the NARM pre-approval committee. She has worked on item writing and test development of the NARM Written Exam, Skills Assessment and Qualified Evaluator training and has been involved in the 1995, 2001, and 2008 Job Analysis. She has been on the NARM Board serving as the Treasurer since 1997 and Director of Applications since 2003.

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

She is co-author of the APHA position paper, "Safe Motherhood in the United States: Reduc-

Board Biographies 2008

ing Maternal Mortality and Morbidity.” This was adopted in 2003, by APHA.

She is currently active in the 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 six years. In 2009 she was selected as one of the “Program Planners at large” for the APHA Annual Meeting.

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 elected to the APHA Governing Council by the Maternal Child Section. 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 pro-

mote 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 12 and 16, 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. Between 2003-2005, Brynne served as coordinator for the grassroots efforts to pass a licensing bill to allow CPMs to provide midwifery services in Virginia. She has held a license to practice midwifery since 2005.

Brynne is the Chair of the Advisory Board for the VABirthPAC, a political action committee whose goals are to impact statewide policy regarding evidenced-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 the education efforts of state agencies regarding the practice of

Board Biographies 2008

licensed midwifery. She also serves on the board of directors for the Montessori Community School of Charlottesville and is 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 became Chair of the MANA Legislative 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 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.



Job Descriptions

2008

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

NARM by-laws state that, “The Treasurer 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 for and keeps an accurate accounting of all funds

- does all of the bookkeeping and accounting of the funds, makes deposits, and pays all bills
- 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 upcoming year
- answers all correspondence, e-mails, and phone calls involving NARM’s finances, including audits.

The Treasurer and the Finance Committee make recommendations to the Board. The Board makes final decisions about the use of discretionary funds.



Job Descriptions 2008

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



Public Education and Advocacy

Debbie Pulley CPM

This department's main responsibilities are to:

- answer phone calls for the NARM 800 number
- answer emails
- send out information.
- route calls and e-mails to the appropriate departments

- manage the Board e-mail list
- keep minutes for Board calls and meetings
- assist with the *CPM News*
- oversee webpage updates
- acts as PR liaison to the press
- arrange lodging/meeting space for Board meetings
- assist in formatting and arranging printing for NARM documents.
- present NARM workshops
- attend various conventions as an exhibiter for NARM.



Accountability

Shannon Anton LM, CPM

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

- Answer phone calls regarding accountability issues and questions

Job Descriptions

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



Test Department

Ida Darragh LM, CPM

A detailed description of Test Department tasks is kept on file in the Test Department. The gen-

eral duties of the Test Department include the following:

- Correspond with state licensing agencies regarding the administration of the Written Examination
- Send Agency Packs as requested by agencies (CIB, , registration instructions and intent form)
- Review the 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 NARM's testing vendor prior to the exam dates
- Receive agency test fees (when appropriate) and forward to treasurer. Keep all pertinent information in the data base

Job Descriptions 2008

- Send confirmation letter to all Written Examination candidates
- Send admission letters and test site directions to all candidates
- Receive test results from NARM's testing vendor. 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
- 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 NARM's testing vendor
- Participate in weekly NARM Board calls, follow up on specific tasks as defined by Board

- Keep current list of Test Department tasks, policies and procedures
- Answer or return phone calls to the Test Department
- Prepare Test Department report for NARM Board meetings, written reports for Fall and/or Spring Board meetings, and final, year-end report

Maintain all appropriate information for NCCA accreditation, file annual report with the NCCA, submit re-accreditation application every five years

Skills Assessments fall under the direction of the Test Department and are managed by Miriam Khalsa: 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



Job Descriptions

Applications Department

Carol Nelson LM, CPM

- 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.
- Maintain CPM table
- Maintain CPM statistics tables
- Issue certificates and wallet cards for new and renewed CPMs
- Oversee distribution of CPM Newsletter
- Develop detailed Policies and Procedures for the Applications Department

- Update and revise application packet
- Prepare Year End Report for NARM Board meeting, CPM Newsletter, and Annual Report



Policy Management

Miriam Atma Khalsa CPM

Policy Management involves organizing, categorizing and filing of all NARM Policies and Procedures. These include the following specific duties:

- Maintain current Policy and Procedure Manual
- Make sure all policies are updated and current
- Provide current copies to Board Members either by mail or at Board meetings
- Archive old policies when replaced, changed, or retired

Job Descriptions 2008

- Keep a history of when these changes are made



Special Projects

Brynne Potter CPM

- Provide ongoing assessments of the status of projects
- Edit the *CPM News*
- Keep ongoing task list from Board calls and meetings and send the list weekly to Board members
- Keep ongoing list of ideas for the CPM News and follow up with those who have agreed to write the articles

