

Preceptor/Student Agreement Template

Practice Name: _____

NARM Registered Preceptor _____ Preceptor's renewal date: _____

Student Midwife _____

1. Job description for the student and the preceptor

- Student is expected to:
 - Retain a signed copy of this agreement for their records.
 - Attend prenatal and postpartum _____ day(s) per week.
 - Be available on call to attend births _____ days per week.
 - Arrive on time and provide _____ days advance notice of time off.
 - Contact info@narm.org to confirm the preceptor is registered with NARM prior to working with the preceptor. The student understands that if the preceptor is not registered with NARM, any student paperwork signed by the preceptor may not be accepted by NARM.
 - Perform the following non-clinical duties:

 - Acquire didactic education through the following means:

 - Maintain the following certifications/training (i.e., NRP, CPR, HIPAA, OSHA, CLIA)

 - Maintain confidentiality of the practice and the clients' confidential information and adhere to the preceptor's policy regarding client communication and social media, including:

 - Adhere to the preceptor's dress code, including:

 - Understand unacceptable behavior that is grounds for termination as a student include:

- Preceptor is expected to:
 - Retain a signed copy of this agreement for their records.
 - Provide a copy of this signed agreement to the student.
 - Orient the student to the policies and procedures of the preceptor's practice. Orientation period of _____ days is anticipated.
 - Provide opportunities for the student to learn the skills and acquire the knowledge of a midwife.
 - Provide opportunities for the student to observe and assist with the care of the preceptor's clients at increasing levels of complexity depending upon the preceptor's assessment of the student's progression.
 - Supervise the student during clinical encounters.
 - Assess the learning and progression of skill of the student midwife.
 - Retain ultimate responsibility for the care the client receives.
 - Maintain active status as a NARM Registered Preceptor. If active status lapses, the Preceptor will notify the student immediately.

- Disclose to clients their practice’s policy regarding student participation during the client’s care, including hospital transfers. The client should be informed of their right to refuse student participation in their care.

2. Regular reviews of the student’s progress and completion of the student’s NARM paperwork.

- a. The preceptor will be clear as to what they consider to be adequate progress in student skills. The student may need more than the minimum number of clinical experiences to demonstrate proficiency. If the student is not meeting the preceptor’s expectations for progress or proficiency, the preceptor will make sure the student is made aware of this, a plan should be made to help the student meet the preceptor’s expectations, and there should be a timeline for resolution.
- b. The student and preceptor will review of the student’s progress, effectiveness of the preceptor’s teaching, and completion of paperwork for the student’s NARM Application at least every 3 months. NARM encourages preceptors to sign application documentation for the apprentice at the time the skill is performed competently. It may be impractical to complete paperwork immediately following the clinical experience however this should not be postponed for more than 90 days after the fact.

3. Financial compensation plan for the student and preceptor.

- a. The student _____ (will/will not) be compensated by the preceptor financially for their role during clinical experiences. The student (will/will not) be compensated for non-clinical duties as follows:

- b. The preceptor _____ (will/will not) be compensated by the student financially for their role during clinical experiences. The preceptor (will/will not) be compensated for non-clinical duties, such as completion of the student’s paperwork, as follows:

4. Criteria required for the preceptor to sign off on NARM paperwork.

- a. The preceptor will sign only for those experiences for which they were present, and they believe the student has performed competently.
- b. Once the preceptor signs for anything on a NARM application form, it may not be retracted.
- c. The preceptors will complete the Final Verification Form, unless there is a justifiable reason, or will risk having their preceptor status revoked.

5. NARM’s Preceptor/Student Accountability Committee will be utilized for complaint resolution if the student and preceptor have a conflict they cannot resolve themselves.

- a. The NARM Preceptor/Student Accountability Committee’s work will be guided by the [International Confederation of Midwives’ Code of Ethics](#) and official NARM policies. The student and preceptor agree to uphold these same principles.
- b. The preceptor/student agree that any recommendations derived resulting from this process are binding and may include probation, suspension, or revocation of NARM Registered Preceptor status, or suspension or denial of the student’s NARM application.

Preceptor Signature _____

Date _____

Student Signature _____

Date _____