



ART OF BIRTH AND WELLNESS

Living Tree Midwifery School

Student Handbook

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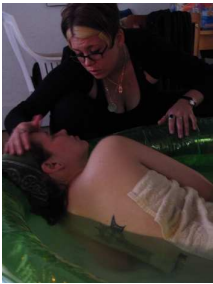
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Description of a Midwife

Midwife – With Woman

According to the World Health Organization, a midwife “is a person who is qualified to practice midwifery. The midwife is trained to give the necessary care and advice to women during pregnancy, labor and the postnatal period, to conduct normal deliveries on her/his own responsibility, and to care for the newly born infant as well as having training in gynecology and child care. At all times the midwife must be able to recognize the warning signs of abnormal or potentially abnormal conditions which necessitate referral to a doctor, and to carry out emergency measures in the absence of medical help. She/he may practice in hospitals, health units or domiciliary services. In any of these situations she/he has an important task in health education within the family and community.”



Types of Midwives

DIRECT-ENTRY MIDWIVES enter their midwifery education without prior medical education, such as nursing programs. Direct-entry midwives most often practice in homes or birth centers. Laws and regulations for direct-entry midwives vary greatly from location to location.

LICENSED MIDWIVES (LM) are licensed to practice midwifery in the state in which they are practicing. Licensure rules and regulations vary from state-to-state.

CERTIFIED PROFESSIONAL MIDWIVES (CPM) are knowledgeable, skilled and professional independent midwifery practitioners who have met the standards for certification set by the North American Registry of Midwives (NARM). The CPM is the only international credential that requires knowledge about and experience in out-of-hospital settings. The NARM certification process recognizes multiple routes of entry into midwifery and includes verification of knowledge and skills and the successful completion of both a written examination and skills assessment. The legal status of CPMs varies from state to state.

CERTIFIED NURSE MIDWIVES (CNM) attend both nursing and midwifery schools and have met the standards for certification set by the American College of Nurse-Midwives (ACNM). CNMs are recognized in all states. Most CNMs practice in the hospital setting.

Living Tree International College of Midwifery



Our History

Living Tree College of Midwifery works in conjunction with [Art of Birth and Wellness](#) (ABW), a flourishing homebirth practice that began in 1996 and soon began offering childbirth education classes and well-woman care for the community. Apprentice midwives have been trained at ABW since its inception. The midwives of ABW had a vision of a center where any woman or family could come for care and not be turned away, even if they had low incomes and no health insurance. The midwives wanted a center where they could nurture and train midwives in a supportive environment where even mothers of young children could learn at a reasonable pace while maintaining a part time job if needed. The vision for the center expanded to include a place to offer community fitness and education, a space that could be used by community support groups, and a place where women “in the system” could work their community service hours while being nurtured and accepted without judgment.

The midwives have worked to make their vision a reality in the Art of Birth and Wellness clinic. ABW is a community-based center providing midwifery care and midwifery training. ABW offers many community classes including childbirth education, belly dancing, and Cardiopulmonary Resuscitation (CPR). ABW also supports many community services, including La Leche League, Attachment Parenting, Desert Baby Wearers, and Peace Vigils.

Our Philosophy

We base our philosophy on the principles of the midwifery model of care. These principles recognize pregnancy and birth as normal and important life events. Our model of care includes monitoring the physical, physiological, and social well-being of the mother throughout the childbearing cycle. We provide individualized education, counseling and care from conception to postpartum and beyond. We minimize technological interventions and refer those who need obstetrical attention beyond our scope of practice. Our methods are proven to reduce the incidence of birth injury, trauma, and cesarean sections.

We respect and support women so that they can safely give birth and receive care with power and dignity. We respect and welcome diversity in personal and cultural backgrounds while responding to women’s social, emotional, spiritual, and physical needs. We believe that women have the right to make informed choices about where and how they birth in the presence of uncomplicated circumstances within our scope of practice.

We believe midwifery education should be accessible to students of all backgrounds and economic statuses. Our experience with students has taught us that we, as seasoned midwives, have much to gain from the students’ commitment, insights, and life experience. The improvement of our program stems from the free expression of students’ ideas and unique perspectives.

Our Mission

ABW is a nonprofit, nondenominational organization whose mission is to improve maternal and child health outcomes as well as women's health care in Southern New Mexico and global communities. We will achieve this mission by:

- ❖ Educating midwives and doulas through academic, clinical, and homebirth-based experience,
 - ❖ Supporting midwives and their families with onsite home school and childcare cooperatives,
 - ❖ Sending midwives and doulas to areas of need throughout the world,
 - ❖ Promoting research by midwifery practitioners,
 - ❖ Making services accessible to all community members regardless of their economic status,
 - ❖ Learning from and honoring the cultures and traditions of the communities we serve, and
 - ❖ Educating the community about women's health, pregnancy, childbirth, lactation, attachment parenting, and natural and alternative health care.
-

Midwifery Education Program



Overview

Living Tree International College of Midwifery is one of the few midwifery training programs that provides clinical experience in both homebirth and clinical settings. Living Tree is also remarkable in that it offers the opportunity for students to train in both the United States and a developing country. Many midwives who have attended educational programs offered in just one setting find that, upon graduation, they are lacking skills that are essential for the practice of midwifery in all settings. Throughout their careers, most midwives will practice in a variety of settings, and it is therefore most beneficial to receive the broadest spectrum of experience during one's training. We are proud to be able to offer just that!

Students are integrated into client care after a maximum of six months of academic study, depending upon individual evaluation. Our curriculum is unique in that it includes important topics that are not typically covered, such as domestic violence and sexual assault education in addition to alternative therapies such as homeopathy, essential oils, reiki, and meditation. Through client care, the students are able to participate in well-woman, prenatal, postpartum, and newborn care in both clinical and home settings. Students are also able to attend homebirths and provide labor or doula support in the hospital setting. Furthermore, students may attend any of the community education classes and fitness classes.

We give each student a firm foundation to eventually establish and practice independently or to join an established midwifery practice. We subscribe to the Midwives Alliance of North America (MANA) core competencies and North American Registry of Midwives (NARM) skill requirements to provide the students with a solid academic foundation. We also believe experience supports academia, and we provide many options for this experience including placing students globally to practice. All prospective students are invited to come and visit the center to speak with the midwives and current students.

Legalities

The curriculum and training at Living Tree fulfill the requirements for becoming a licensed midwife in New Mexico and Texas. We fulfill all state and health department requirements and are registered as preceptors with NARM and the New Mexico and Texas Midwifery Boards and Health Departments. All students are required to know the laws governing midwifery in New Mexico and Texas.

Any student expecting to practice in a state, province, or country other than New Mexico or Texas is responsible for determining the requirements for licensure in that location. We cannot guarantee any certification or licensing in any jurisdiction.

ABW carries no malpractice or liability insurance for staff or students.

NARM information can be found on the web at www.narm.org, or by writing:

North American Registry of Midwives

PO Box 41705

Nashville, TN 37204

888-842-4784

Safety and Non-Competition Clause

Students of Living Tree International College of Midwifery must agree to the following:

Students of Living Tree International College of Midwifery will not open a practice or independently work until fully licensed and/or certified by the state they are planning to practice in. Prior to working independently, they will have their license or certification no less than 2 years and will not work in Las Cruces or El Paso (including an area of 500 miles around these locations) as a midwife or women's health care provider during that 2 years. Students accept that legal action can and will be taken if this clause is violated.

Accreditation and College Credits

Living Tree International College of Midwifery has only recently qualified to apply for accreditation with the Midwifery Education Accreditation Council (MEAC), and we are now actively working towards that goal. Accreditation is an extensive process; however, we are doing all we can to move this process along. In addition, Living Tree is working towards licensure as a Postsecondary Institution by the New Mexico Commission on Higher Education. Some students have been able to arrange for college credits and financial aid with their sponsoring universities for their training at Living Tree.

Advisory Board and Academic Faculty

There is an advisory board for Art of Birth and Wellness and Living Tree International College of Midwifery . The Advisory Board includes licensed midwives and consumer representatives who work with the staff midwives in determining policy and long range planning.

Kamy Shaw CPM, Director is licensed as a senior midwife by the New Mexico and Texas Health Departments. She is the founder of Art of Birth and Wellness and Living Tree International College of Midwifery, and is dedicated to helping women have the best birth experience and care possible. Her efforts have helped to expand the scope of care that women receive and expect as well as raise consciousness about the state of women's healthcare in the U.S. and abroad. Her professional birth settings continue to include hospital labor support, birth center births, and home births. Kamy received midwifery training at Maternidad La Luz and went on to be a staff midwife and academic instructor there.

Melissa (Mel) Bailey LM, BSN is a staff midwife and educational director at Art of Birth and Wellness and Living Tree International College of Midwifery. Mel began working with homebirth midwives in Michigan in 1997. She went on to graduate with her Bachelors of Science in Nursing in May of 2002 at Valparaiso

University. Mel has also trained as a midwife in developing nations, and is thus trained to manage the complications associated with malnutrition, lack of child spacing, and poor overall health. Mel earned her Associates of Arts in Midwifery from the National College of Midwifery in 2004. She has worked in El Paso as a pediatric nurse in order to broaden her knowledge and hone her skills in the care of children. Her professional birth settings include homes, birth centers, and hospitals. Mel is currently a clinical instructor at Dona Ana Community College.

Placement Options

There are multiple placement options at Living Tree to meet the varying needs of students. Our programs are self-paced, and require a high degree of initiative and responsibility from students. Our programs include requirements for students to complete community hours. These hours allow the students to become actively involved in the community and foster the understanding that being a midwife is about more than just attending births.

COMBINATION ACADEMIC AND EXPERIENTIAL PLACEMENTS are the most common placements at Living Tree. Students spend up to 20 hours per week in the classroom and they begin clinical observation and birth attendance sometime between the first week and the six-month mark, depending on student readiness. Clinical observation includes up to five full days per week of experience. A minimum of one day of clinical observation/business office work (charts, labs, appointments, care plans, etc) is required per week. Students who have earned the privilege of attending births are required to be on call at all times, unless on approved leave of absence. 50 community hours per semester are required with this placement option. Public relations work is required as needed and does not count towards community hours. There will be required classes, events, labs, or training intensives with guest lecturers on most Saturdays of the semester.

ACADEMICS-ONLY PLACEMENTS are available for those interested in only academics with no clinical practicum. This is a good option for those interested in filling in gaps in their education as well as for advanced midwives who want to increase their education in the area of complications, the areas of abnormal and unforeseen situations, or to perfect teaching skills. Students may also choose to take all academic classes concurrently in one semester. A minimum of one day of clinical observation/business office work (charts, labs, appointments, care plans, etc) is required per week. 100 community hours per semester are required with this placement option.

ADVANCED PLACEMENTS are available for students who have already fulfilled some academic and clinical requirements. Students must present proof of previous clinical experience and proof of attending a minimum of 13 births as primary midwife. Students seeking advanced placement also participate in a knowledge and skills assessment including tests to opt out of academic classes. Students are required to pay fees for skills assessment and tests to opt out of semesters (see "Tuition and Fees").

SHORT TERM PLACEMENTS are available for those interested in exploring the path of midwifery. At the end of one-month, students have the option to continue for the rest of the semester. 20 public relations hours are required with this placement option.

Graduation Requirements



The following requirements are the minimum to complete to earn a Certificate of Midwifery from Living Tree. With the addition of the NARM written and practical exam, these requirements fulfill those for NARM certification.

- Attend a minimum of 20 births as active participant.
- Attend additional 20 births functioning as the primary midwife under supervision.
- A minimum of 10 of the 20 births attended as primary under supervision must be in homes or other out-of-hospital settings
- 3 of the 20 births attended as primary under supervision must be with women for whom you have provided conceptual care from prenatal appointments (min. 4) through the birth, newborn exam, and postpartum.
- A minimum of 75 prenatal exams.
- A minimum of 20 initial exams.
- A minimum of 20 newborn exams.
- A minimum of 40 postpartum exams.
- Documentation of NARM skills.
- 620 hours of academics.
- 540 academic hours (Levels 3 and 4)
- 1920 practicum hours (Levels 3 and 4)
- 3000 hours of practicum, clinic, birth hours
- A minimum of 8600 points (out of a possible 10,000 points).

Students at Living Tree are apprentices who learn midwifery from fully licensed midwives. The midwives guide the students through academic and clinical participation at the Art of Birth and Wellness practice at a mutually agreed upon pace. The student is ultimately responsible for meeting the academic requirements, while the preceptors evaluate academic progress. Many students attend at Living Tree for their entire training, which typically takes 3-5 years.

Curriculum



Overview

Our curriculum is based on the MANA Core Competencies, NARM skills and experience requirements, and MEAC accreditation requirements. The goal of our curriculum is to assist aspiring midwives in obtaining the most complete and multidimensional education possible. We do this by providing innumerable perspectives and taking part in an environment of shared knowledge. Our experiences shape who we are and our cumulative knowledge is a foundation on which can all stand. We encourage instructors to add anecdotal accounts and elaborate on each of the topics covered. This curriculum should be the base of information on which a unique educational experience it should be built. We also encourage midwives to utilize the other health care providers in their community as guest instructors when appropriate. Students are encouraged to share their experiences as they are an important contribution to everyone's learning, even the midwifery instructor!

The entire curriculum can be taught in an 18-month to 5-year time frame, depending on the needs of the individual students. The curriculum is divided into two levels to assist students in information retention, build upon previously mastered information, and encourage a sense of completion.

Level 1 Curriculum

Level 1 focuses on midwifery care of the low-risk client throughout the normal processes of pregnancy. Starting with reproduction and moving through the postpartum period, students learn how to council a client through a normal pregnancy, labor, and postpartum, as well as in the care of their well newborn. Emphasis is placed on normal physiological changes and identifying risk factors in order to provide safe and comprehensive care. The skills students obtain in this level are consistent with those required of a Professional Labor Assistant (PLA). They would also be prepared to serve in the same capacity as a doula and a lactation consultant. In an 18 month program Level 1 is completed in the first 5 month semester. In a four year program, Level 1 is spaced over the first full year of study.

PREREQUISITES: High school diploma or equivalent; Admission to the Midwifery Program; Anatomy & Physiology (which is offered for those who have not previously completed a 3-credit college-level course and is paid for individually)

LEVEL 1 ACADEMIC ASSIGNMENTS – 1000pts

MIDWIFERY FOUNDATIONS - *100pts*

1 - REPRODUCTION & FETAL DEVELOPMENT - *100pts*

2 - ANTEPARTUM TRANSFORMATION - *100pts*

3 - ANTEPARTUM EXAMINATION & NUTRITION - *100pts*

4 - ANTEPARTUM TESTING & RISK ASSESSMENT - *100pts*

5 - INTRAPARTUM (1ST STAGE) - *100pts*

- 6 – INTRAPARTUM - *100pts*
- 7 - INTRAPARTUM (2ND & 3RD STAGE) - *100pts*
- 8 – POSTPARTUM - *100pts*
- 9 - NEONATE- *100pts*

LEVEL 1 TESTS – 1000 pts

Module 1 REPRODUCTION & FETAL DEVELOPMENT - *200pts*

Module 2-4 ANTEPARTUM – *300pts*

Module 5-7 INTRAPARTUM - *300pts*

Module 8-9 POSTPARTUM & NEONATE – *200pts*

Comprehensive Level 1 Exam for determining advanced placement.

Level 2 Curriculum

Level 2 focuses on midwifery care of the client in relation to reproductive health throughout the lifespan. The student will learn how to care for and counsel a client in contraception, fertility, well-woman care, and menopause. Students will also learn how to manage complications associated with pregnancy, labor, postpartum, and in the newborn. Variations of normal and disease processes are also explored in each of these areas. Emphasis is placed on collaboration with other health care providers in order to provide safe and comprehensive care. In an 18 month program Level 2 is completed in the second 5 month semester. In a four year program, Level 2 is spaced over the second full year of study.

PREREQUISITES: Level 1; Permission for academic advancement by program director; Microbiology (which is offered for those who have not previously completed a 3-credit college-level course and is paid for individually)

LEVEL 2 ACADEMIC ASSIGNMENTS– 1000pts

10 - CONTRACEPTIVE METHODS- *100pts*

11 - INTERCONCEPTUAL HEALTH- *100pts*

12 - DISEASE PROCESSES, INFERTILITY, AND MENOPAUSE- *100pts*

13 - ANTEPARTUM CONDITIONS; SYSTEMIC & CHRONIC- *100pts*

14 - ANTEPARTUM COMPLICATIONS; ACUTE, FETAL, & INFECTIOUS- *100pts*

15 - INTRAPARTUM COMPLICATIONS; 1ST STAGE- *100pts*

16 - INTRAPARTUM COMPLICATIONS; 2ND STAGE- *100pts*

17 - INTRAPARTUM COMPLICATIONS (3RD & 4TH STAGE) - *100pts*

18 - POSTPARTUM COMPLICATIONS- *100pts*

19 - NEONATAL ABNORMALITIES- *100pts*

LEVEL 2 TESTS – 1000pts

MODULE 10-12 INTERCONCEPTUAL- *250pts*

MODULE 13-14 ANTEPARTUM- *250pts*

MODULE 15-17 INTRAPARTUM- *250pts*

MODULE 18-19 POSTPARTUM & NEONATE- *250pts*

Comprehensive Level 2 Exam for determining advanced placement.

Levels 3 and 4

Levels 3 and 4 are directed independent study. The focus for students during these levels is clinical experience, and as such the academic requirements are less than in Levels 1 and 2. The academics for Level 3 include independent completion of modules, with elective subjects such as history of midwifery, technology in reproductive health, and traditional healing modalities. The academics for Level 4 include a community action project and final thesis.

Evaluation Policies and Procedures

Students are evaluated for both midwifery knowledge and clinical skills. Formal evaluations occur at the middle of the semester and at the completion of the semester.



Academic Evaluation Components

Students are evaluated on homework assignments, class participation, and tests.

To successfully complete Levels 1 and 2, students must do the following:

- A. Achieve a score of $>77\%$ on each academic assignment. Students receiving 78-87% must submit a plan of action to be eligible for academic advancement.
- B. Achieve an overall test average of $>77\%$. Students receiving 78-87% must take the comprehensive level exam with a passing score of $>80\%$
- C. Participate fully and appropriately in all class and clinical activities.
- D. Receive a satisfactory evaluation from preceptors/instructors

When the above requirements are not met, it is possible for a student to repeat the curriculum for each level. In this instance, the student will be taken off the birth and clinic rotation to facilitate focus on the academic knowledge. Once the above requirements are met, the student may advance to the next level curriculum and will once again be allowed to participate in the birth and clinic rotations.

Clinical Evaluation Components

Students are evaluated on birth reviews, time cards, and experience records.

BIRTH REVIEWS: Following every birth, birth review forms are filled out by the students with the senior midwife for available for comments and evaluation. Birth reviews serve a dual purpose; they provide feedback to the student and provide the administration with a view of the clinical progress of the student. In addition, students are expected to present their birth review at the beginning of the next class day. Birth review forms become part of the student's permanent record.

TIME CARDS AND EXPERIENCE RECORDS: Time cards are kept by the students for recording clinical and academic hours. The student is responsible for maintaining the record of their hours, and this record gives students and the administration an easy way to review the quantity of clinical experience gained by each student. Time cards and experience records are reviewed quarterly and become part of the student's permanent records.

Mid-Semester and End-Semester Evaluations

Mid-semester and end-semester evaluations are filled out for each student by staff midwives. In addition, students are required to fill out self-evaluation forms. The evaluation forms cover a broad range of topics including student conduct, communication, counseling skills, and clinical skills. Students meet with the midwifery staff and an Advisory Board member to discuss the evaluations, and these forms become part of the student's permanent record. An independent educational care plan (IECP) for each student may be developed by the student and evaluating team if necessary or requested. If there are any clinical or academic concerns at the mid-semester evaluation, the student may be placed on probation. Additional evaluations are performed for students on probation.

Admissions



Application and Admissions Process

Prospective students should submit an Application for Enrollment and a \$25 application fee. Applications for enrollment are accepted year-round. Due to high demand, it is recommended that applications are submitted six months to one year in advance. A limited number of students are accepted each semester. For advanced placement, enrollment may occur at any time throughout the year. Applications are reviewed by the director and members of the Advisory Board.

Each student chosen for admission will receive a letter of acceptance, and a deposit is required within 10 working days of the date of that letter (see “Tuition and Fees” for details). Students who are not chosen for admission will receive written confirmation that they have not been accepted into the school. Letters are typically sent within 30 days of receipt of application.

Once a deposit is received, a place is being held for the student and other students are turned away. Full tuition must be paid by the start of the semester (unless the student has qualified and been accepted for a hardship scholarship, as described in “Financial Aid”). At least 6 weeks of notice for cancellations is requested. The deposit is nonrefundable, but may be applied to future semesters for students who re-enroll (at the discretion of the director and Advisory Board).

Enrollment Requirements

The following is required for all students. Please contact the school if there are any issues to be resolved.

- Proof of negative Tuberculosis (TB) test, which must be performed within three months of attending school (this can be drawn at our clinic)
 - Proof of negative Venereal Disease Research Laboratory (VDRL) or Rapid Plasma Reagin (RPR) (this can be drawn at our clinic)
 - Proof of HIV, HEP B and C, and Rubella immune status (this can be drawn at our clinic)
 - A copy of current passport.
 - Current CPR card for adult and infant (this class is offered to prospective students once classes begin)
 - A working cell phone or beeper kept on and in working order at all times
 - Dependable transportation and valid driver’s license
 - A financial, safety, and noncompetition contract will be read and signed by all students in the presence of one of the staff midwives or an advisory board member.
 - All students are required to read and understand the student handbook.
-



Tuition and Fees

Tuition and Deposits

For all placement options, the deposit is half of the tuition and is due within ten days of notification of acceptance into the program. If a deposit is not received during this time, your position will be offered to another applicant. The remainder of the tuition is due prior to the start of classes. Payment plans are available for students who can prove financial hardship (see “Financial Aid” for more information).

COMBINATION ACADEMIC AND EXPERIENTIAL PLACEMENTS

A nonrefundable \$1000 deposit is required within ten days of notification of acceptance into the program. Tuition for each six-month semester is \$2000 (including deposit).

ACADEMICS-ONLY PLACEMENTS

A nonrefundable \$700 deposit is required within ten days of notification of acceptance into the program. Tuition for each six-month semester is \$1400 (including deposit).

For students who choose to take all academic classes concurrently in one semester, tuition is \$2800.

SHORT TERM PLACEMENTS

A nonrefundable \$200 deposit is required within ten days of notification of acceptance into the program. Tuition for the one-month placement is \$400 (including \$200 deposit), which is due prior to the start of classes. At the end one month, students who decide to continue education for the rest of the semester are required to pay the balance of the semester fees.

Fees and Other Costs

Application Fee	\$25
Doula Program Fee	\$350
Tests for Opting Out of Semesters	\$200 each
NARM Exam Fee	\$700
Books	Typically \$500 total

Financial Aid



Living Tree is not enrolled in any Federal Student Loan Program. Private loans are available for those who qualify through their bank or credit union. Living Tree offers partial scholarships for each semester. In addition, there are two work-study scholarships awarded each year. Students on work-study scholarships can expect a minimum of 20 hours of work per week at the clinic. Please inquire by phone for details and availability.

At the discretion of the director, payment plans are available for students who can prove economic hardship. To prove economic hardship, students must submit a copy of the previous year's tax return, a letter describing reason for hardship consideration, and a reference from someone verifying hardship. Typically, students on payment plans are required to pay a \$200 deposit (instead of half of tuition), and then the semester fees are divided up into monthly payments. Payment plans require a credit or debt card on file which is charged at the beginning of each month.

Students who are enrolled in college may be able to arrange financial aid through their sponsoring university.

Local women's resource centers may provide small grants.

State work force agencies and state rehabilitation agencies have provided financial aid for other midwifery schools set apart from traditional universities.

Student Policies and Procedures



Disciplinary Policies

The disciplinary process is as follows.

- When a problem is identified, a warning will be given by the director.
- The warning, as well as any discussion and suggestions for remediation of the problem will be noted in the student's file.
- If the problem is not remedied within the time frame and conditions established by the director are not met, the student will be put on probation.
- If the problem continues, the student will be suspended or expelled.
- In the case of suspension, if the conditions of reinstatement are not met, the student will be expelled.
- If the student is reinstated but the problem recurs, the student will be expelled. No further periods of probation will be allowed.

WARNINGS are an official written notification to a student of a serious problem. Students may receive warnings for any of the following:

- Failure to complete any course/project on time without prior notification/discussion with the instructor or director,
- Failure to comply with the requirements, rules, and policies of the school or clinic as described in the student handbook,
- Determination by the director that a student is conducting themselves in an unprofessional manner, either in a clinical situation or in any situation in which the student is representing Art of Birth and Wellness or Living Tree,
- Disrupting the class, impeding or otherwise hampering the educational process of the school or clinic,
- Inability to act in the role of a student midwife, as determined by the director or staff,
- Unsatisfactory progress,
- Failure to complete homework work within the allotted time (students who miss a class due to a birth or excused absence are still required to do the work within the allotted time),
- Unexcused absence,
- Failure to satisfactorily complete all requirements of the program within the time parameters outlined in policies described in the student handbook, or
- Failure to attend classes.

PROBATION occurs when students do not adequately respond to warnings. When a student is placed on probation, the student will be counseled regarding terms of the probation, which will be clearly

documented in the student's file. The length of the probationary period and its terms will be determined by the director.

SUSPENSION AND EXPULSION are the result of the following:

- The student's actions put a client in danger,
- The student's actions jeopardize Art of Birth and Wellness or Living Tree,
- Failure to comply with the conditions of probation or renegotiation,
- Failure to show up for classes or clinic work hours without approval of the director or staff in charge,
- Failure of the student on probation to achieve satisfactory progress for the probationary time, or
- Failure of the student to achieve overall satisfactory progress in the program at the end of two successive probationary periods.

Students who have been suspended or expelled may be allowed to attend the school at a later time. Each case will be determined individually by the school staff, and advisory board. Should a student be suspended or expelled, they shall not represent themselves as a current student or one in good standing. Should defamation of character on either side take place, disciplinary action will be taken with the New Mexico and/or Texas Midwifery boards and will be dealt with at a State level.

Complaints and Grievances

If a student disagrees with their evaluation or disciplinary action, their complaint will be discussed and documented with the director or staff midwives. If necessary, the complaint will be brought before the grievance committee.

COMPLAINTS are to be issued as follows:

- Students may bring up their complaints for discussion at the beginning of classes. The discussion and actions taken for the complaint are recorded.
- Alternatively, students may write up specific complaints to be given to the director and addressed anonymously.
- All written complaints are addressed as soon as possible, and no later than 90 days after having been received.
- All written complaints are kept in a complaint file, along with any decisions or actions taken.
- If a student is not satisfied with the actions taken, the matter can be taken up with the grievance committee.

GRIEVANCES may be related to either personal conflicts or policies. The process for grievances is as follows:

- Talk to the person involved. All parties should try to work out grievances among themselves as a first step.
- Ask for a mediator to assist from the board or, if the student prefers, they can hire a professional mediator at their own cost. All parties must agree to this meeting and be given advance notice. The staff at ABW@LT is trained in Non-Violent Communication (NVC) procedures and can request an NVC coach to assist you as a mediator outside of our staff as a neutral party.

- Requests from fellow students for possible solutions can be implemented with a mindfulness that class time is for learning and processing will need to be limited.
- Should the issue remain unresolved after the above actions are taken then the director will convene a meeting of the Grievance Committee. The committee will ideally consist of a fellow student, the director, and an advisory board member and as many as three board members. The purpose of the Grievance Committee is to assist students in working out solutions to problems.
- All decisions made by the Grievance Committee are final.

Attendance Policies

- It is expected that all students will attend all classes scheduled clinicals, prenatal and postpartum home visits, births from beginning to end, and all school and clinical related events.
- Every student is required to verbally notify the director prior to missing class (text messaging is not sufficient). Notification of absence must be made from 7:30 to 8 AM.
- When classes are missed, the student is responsible for the material and turning in assignments and homework.
- Sick time must be accompanied by a physician's note to be excused.
- Not showing up, chronic tardiness, and leaving before the work is done will not be tolerated.
- Time off is not an option during the semesters.
- Emergency leave can be requested and applied in advance of the time off.
- Three unexcused absences and tardiness will result in a warning; if the problem is not resolved the student may be put on probation, suspended, or expelled.
- All excused absences must be made up.
- Students are expected to be 15 minutes early to their classes and shifts.
- Students are expected to be flexible and leave ONLY after all the work is done. This includes charting, cleaning, restocking, and prepping for the next day.
- On occasion, students may be late to their jobs outside the clinic due to the unpredictable nature of clinical shifts. This should be arranged in advance with the student's employer.

Academic Classes and Clinical Experience

- Classes are three times a week and may be held in different locations.
- Each class lasts two to six hours and will require preparation time prior to class.
- Most classes have an assignment that will be due no later than one week after the class.
- All students are required to attend the classes offered to the clients and community (at least once for each class series, including fitness classes).
- There will be required classes, events, labs, or training intensives with guest lecturers on most Saturdays of the semester. Out-of-town travel may be required.
- With the exception of emergencies, no personal calls may be made or answered during classes or clinical shifts. Phones should be put away and silenced for classes and clinicals. Personal calls may be made during breaks.
- No student is to communicate by text message with a staff midwife. Please speak to us in person or set up a meeting time.
- No cell phones or beepers are to be answered during class.
- No text messaging during clinic or class time is allowed.

- Classes and clinic days require preparation and cleanup. Everyone participates and does not leave until all the work is done.
- Tardiness and early departures will not be tolerated.
- All personal business must take place outside of office, clinic, and class times.
- No personal long distance calls are to be made from clinic phones.
- The copier is for clinic use only.
- Role playing during classes is required by all students.
- Students are expected to practice new skills on other students prior to applying skills to clients.
- All homework, birth reports, evaluations, birth reviews, peer reviews, time logs, book reports, etc. will be kept on a USB flash drive. This flash drive will be turned in and evaluated on an ongoing basis. Organization of the flash drive will be uniform from student-to-student.
- We try very hard to help students feel confident and prepared. However the work of midwifery is unpredictable and your learning may challenge your levels of comfort and confidence at times.

Time Cards and Experience Records

Time cards are kept by the students for recording clinical and academic hours. The students are responsible for keeping track of their hours. Records of clinical and academic hours must be kept on a USB flash drive. Ultimately, these records are turned in during evaluations and will be kept in the student's file as part of the student's permanent records.

Students must use client initials only to record numbers. Art of Birth and Wellness at Living Tree will verify numbers and will not release clients' names or personal information.

Support and Public Relations

- A list of resources will be provided should any student need professional help or counseling.
- No student will hold Art of Birth and Wellness or Living Tree liable for any harm, injury or theft that may occur.
- All students are required to do outreach as called on. These tasks are varied and defined by ABW. These efforts support our craft of midwifery and are not considered volunteer or community hours.

Childcare

- All children are welcome to join students during training. Nursing children in arms can accompany students during class and office days.
- Children may not be brought to births or into appointments.
- All student apprentices are on call for childcare for births 24/7. It is the responsibility of the student apprentices to establish relationships for their children for this purpose.
- There is a childcare cooperative for students and staff midwives in the event of births/postpartums.
- If a student's child or children prove to be distracting, it is requested that the student give immediate attention to the situation and to be considerate of other students who have paid for the semester.

Emergency Leave

Emergency leave may be arranged for family emergencies and severe illness. Emergency leave may not include holidays, visitations, or special events. Students needing emergency leave are expected to contact the director immediately to make arrangements. The maximum time for emergency leave is two weeks. Classes and clinical time must be made up. A student who misses more than two weeks must make up that section during the following semester.

Dropping Out of School

- All students who drop-out are required to write a letter to the school to formally quit the program, and the letter must state why the student is quitting and date the absence will take effect.
- In addition, a formal request to meet with the director and or board members may be submitted if the student so desires.
- Students who drop-out are generally not eligible for refunds of tuition or deposits. Should a request to evaluate the personal circumstances for possible refund be desired, an additional letter addressed to the Advisory Board is required. The Advisory Board can take up to 90 days to make a decision and the student will be notified in writing.

On-Call Hours

- Students on birth rotation are on-call at all times.
- All students are required to have a cell phone or pager that is activated at all times. This must be in place within 10 days of starting school. Although not required, our preferred cell phone provider is Verizon to minimize our phone bills and reduce minutes used.
- All calls must be answered immediately or returned within 15 minutes.
- Students with jobs must have it arranged to leave in the event of a birth. Students must be willing to lose the job for the birth.

Missed Births

Missing a birth, leaving a birth early, or showing up late for a birth for any reason other than emergency leave will require the student to submit a written explanation. Disciplinary action will be determined by the director, and may include suspension, probation, or expulsion.

Dress Code

To respect our clients and maintain professionalism, students are required to meet the following dress code. Students need to be mindful that their professional appearance affects the impressions of clients and other health workers we come into contact with. Please keep cultural context in mind while adhering to this policy. We reserve the right to ask you to leave and change your clothing or piercings and to address your overall appearance at all times if the attire is found to be inappropriate.

- Clothing must be clean, ironed and presentable.
- No slogans, endorsements, or controversial political statements can be worn.

- T-shirts and jeans (or any clothing that appears too relaxed) are not acceptable.
- Shorts are not allowed.
- Mini skirts or leggings as pants are not allowed.
- Nice sandals are acceptable if in good condition, but no thongs or flip flops.
- Feet must be neat, clean, and attractive.
- Tattoos must be covered.
- Ear piercings and one nose piercing are acceptable. Other facial piercings are to be removed unless cleared by director.
- Hair needs to be neat and well-kept or pulled back neatly.
- Fingernails must be clean and cut short. No nail polish.
- Bras need to be worn and not showing.
- Deodorant must be used.
- Teeth must be clean and breath must be fresh.
- No synthetic perfumes or fragrances are allowed.
- You will be appreciated for your personal sense of diversity and expression but may be asked to change clothing or remove body jewelry at any time.

Relationships and Confidentiality

- No student or midwife will have a personal relationship with any of the clients, unless preexisting at time of enrollment.
- No student or midwife will have a romantic relationship with any of the clients.
- No student or midwife will have a personal or romantic relationship with another student or staff member unless preexisting at time of enrollment.
- Personal and romantic relationships with clients may be undertaken six months after the end of the professional relationship.
- No information of any kind related to Art of Birth and Wellness at Living 'Tree or its' clients is to be shared with anyone other than those contracted with ABW@LT.
- No gossiping among students, midwives, clients, families, community members or professional associations will be tolerated.
- No student will offer their personal phone number or other contact information to any client unless approved by the director or staff midwife.
- No student will invite a client to a social event unrelated to ABW@LT, or into their home.

Social Activities

- Drinking alcohol is not tolerated while on-call or during working or class hours.
- No street drug use will be tolerated at any time.
- Smoking is not permitted in the work or class areas. Smoking is not to interfere with performance or be done socially with clients and other ABW@LT-associated personnel.

Records Access

Student records are kept confidential. Students will have access to their records. Any student who wishes to review their personal records must make an appointment with the director or a staff midwife. In order to transfer students' records to another institution, a release form will be required.

Food

There is a small kitchen area at ABW@LT. The kitchen area must be kept clean and kept up daily. Students are to bring their own dishes to use. This reduces conflict and limits the dishwashing to client dishes. If students want to negotiate a cooperative plan different from this one, they must propose the plan to the director or a staff midwife for approval.

Eating may only occur in designated areas only and not in front of clients or around any equipment. If you leave the premises to eat out, we request that you return 15 minutes before class or clinicals begin. We stagger meals on clinic days since there is no set lunch hour on those days.

Car

- All Students on shift are responsible for having a functioning and dependable car. Cars must be ready for use with plenty of fuel.
- No clients are to be transported in a student's car.
- Car insurance is required by the state of New Mexico or Texas depending on where you choose to reside during school.

Housekeeping and Health

- All students must be familiar with sanitation and health procedures and protocols.
- Sanitation and health procedures and protocols must be strictly followed at all times.
- Biochemical waste must be put in the biochemical waste bin.
- Needles must be disposed of in sharps containers.
- Other garbage must be disposed of daily and cans cleaned out. Specs and other exam tools are to be cleaned and put away daily.
- Students are expected to actively participate in recycling efforts at ABW@LT.
- No pets are allowed in the clinic unless aiding the visually or physically impaired.
- Use only the cleaning supplies provided at the clinic.
- Watering plants and basic grounds upkeep are part of the daily housekeeping.
- Laundry is done as needed and we limit disposable goods.
- Specific cleaning details are outlined for each class and day.
- The staff midwives are doing many other things that student apprentices can not. This is their contribution to the daily upkeep of the clinic. Thus they are not expected to participate in the daily chore list.
- No one leaves until all the work is done. This provides all of us with a clean and safe environment to work and learn in. It also helps us maintain a good public impression.

Personal Items

ABW@LT and its staff are not responsible for students' valuables, including vehicles or other modes of transportation.

Mail

- Students may only open mail addressed to them.
- All mail is to be put in the mail-received box in the midwives office.
- None of the stationary, letterhead, or stamps may be used for personal use.

Clinic Equipment

- Should the clinic phone need to be used, keep calls short and long-distance calls will be paid by the student.
- All of the equipment at the clinic is for midwifery and school related work.
- Use of clinic equipment must be cleared with the staff prior to use.
- Students are responsible for damages to equipment.
- Do not place objects or materials on or near sensitive equipment.
- A computer workstation is available to students. All school-related and personal information must be stored on personal on USB flash drives.
- Copiers and printers are for work only, except to students who donate paper and ink cartridges.
- When items need to be replaced, repaired, or purchased, it should be immediately brought to the attention of the staff on duty.