



CORPUS CHRISTI BIRTH CENTER

Apprenticeship Policy Manual

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Apprenticeship Policies

Revised March 2014

Student Classifications

Students are classified two ways at Corpus Christi Birth Center (CCBC): by length of stay and by their experience and skill level (*as determined by CCBC*).

1. Length of Stay:

- a. **Temporary:** Students will be considered “temporary” if they are not committed to completing their apprenticeship through the Corpus Christi Birth Center.
- b. **Full-time:** A “full-time” student is one whose intent is to complete training under the direction of the Corpus Christi Birth Center and therefore has made a longer-term commitment.

2. Classification of Experience:

- a. **Beginner Students:** Beginner students are either within the 1st year of their training and/or they have not advanced in their skills enough to work at least as a primary birth assistant (*as determined by the CCBC preceptors*).
- b. **Advanced Students:** Before a student may be considered “Advanced” she must have completed a minimum of one year of training and schooling with an approved midwifery program in addition to being certified in NRP. In addition to this her skills must be advanced enough to serve as a primary birth assistant that can assist a midwife in all emergency procedures. This assessment must be made by the Director of the Birth Center.
- c. **Senior Students:** A student becomes a senior only after a minimum of minimum of 18 months of training (with at least 6 months of Advanced Student status). Before a student will be considered a senior, she should have “caught” or helped “catch” a few babies. When she is ready for the responsibility to act as primary care provider under supervision she is considered a Senior Student. Senior Student status must be approved by the Director of the birth center and any other preceptor’s the Director wishes to consult with. Final decision is up to the Director.

Requirements if Interested in an Apprenticeship:

These are the requirements for students who wish for us to consider offering an apprenticeship position at CCBC.

1. All apprentices must begin by filling out an *Apprenticeship Inquiry Form (AIF)* if they wish to be considered as a candidate for apprenticeship. **Filling out an Inquiry Form is not considered a commitment by the student nor is it a guarantee of acceptance into an apprenticeship with CCBC.**
2. Along with the AIF, we ask students to provide at least two personal references and one midwife reference (*if possible*) or a work-related reference if a midwife

reference is not available. If the student has been involved in a previous apprenticeship, she must also provide the names and contact information for each of her former preceptors.

3. After we read over a student's inquiry form, if CCBC offers an apprenticeship at CCBC there will be a mandatory trial period before a long-term commitment will be offered. With the offer, the student will be asked to sign an agreement with CCBC. The apprenticeship will not be considered in effect before this agreement is signed by both parties.
4. All apprentices must enroll in a midwifery training program that meets with the Birth Center's approval. Please talk to us about which course you are considering if you have any questions. The program we are most familiar with is with the *Association of Texas Midwives*. But we will consider other programs as well. We encourage our students to document for the NARM PEP process whether enrolled in a program that requires it or not. Whether you use the PEP process or not, all students are expected to become familiar with NARM's requirements for this process and keep up-to-date with the most current NARM standards. www.narm.org

Work Exchange Program:

Many birth centers and midwives charge for the clinical education and experience they offer. At CCBC, we prefer to use the work exchange model because we believe it fits better with an apprenticeship model of education. One of the most obvious benefits of a work exchange program is the substantial savings on cost to the student.

A midwife's work includes a wide variety of responsibilities: everything from cleaning up toilets and vomit to dealing with people and paper work. Midwives don't just "do prenatal" and "catch babies." We believe that a balanced midwifery program will develop a good work ethic in the student in many areas. A good student, just like a good midwife, should have the heart of a servant.

Work exchange programs benefit both the student and the birth center. It takes a lot of work to run a busy midwifery practice and birth center. We appreciate the valuable help our students provide. And we believe we are also providing our students with valuable lessons in all aspects of the midwifery business.

Mandatory Trial Period for All New Students:

The first 8 weeks at CCBC for any student, whether the student is only wanting a temporary status or full time. The first 8 weeks will always be considered part of a trial period. During this trial period, either party may terminate the agreement for any reason.

At the end of the trial period, both parties will have an opportunity to decide whether or not to continue the apprenticeship. **Even if everything seems to be going very well, no decision to continue the apprenticeship commitment will be considered final unless both parties have clearly communicated their intentions after a full 8-week trial period.**

During the trial period, there are a number of things to keep in mind:

1. Attendance at every prenatal and birth will not necessarily be guaranteed.

2. A new apprentice (or new with us) must be ready to observe only without expectations of a lot of hands-on responsibilities or privileges at prenatal or births. We will look for opportunities to give you hands on experience as soon as we know that our patients are comfortable with your presence and when we believe you are ready.
3. Throughout the trial period, we will be evaluating you. During this time, one of three things could happen:
 - a. You may decide that we are not a good match for your apprenticeship needs. Or you may decide that midwifery is not what you expected, and you choose to not continue in that path. We would hope that if you choose not to continue with us for whatever reason, that you will be able to look back on your time with us as a positive experience. We recognize that not everything in life works out exactly as planned. But we hope that even when that happens that it can still be a positive experience. The beauty of a “trial period” is that neither party has to make premature a long-term commitment and it doesn’t work out, we can both walk away without hard feelings.
 - b. It is also possible that we might decide that you are not a good fit for our practice long term. If this happens, is not necessarily because we think that you are a bad student or that we think you won’t fit into someone else’s practice. But through experience we have learned that is much better to move on than it is to try and make things work when the fit isn’t right.
 - c. During this time, we could also both find that we are a great fit and want to continue the apprenticeship. If we are a “good fit” for each other, we will really want you to stay on as a full-time apprentice if that is possible. We have had a number of “good fit” apprentices that could only do part time or temporary stays with us. That’s okay, too. We will work to figure out what works best for both of us if we get to that point.

Transportation, Computer and Cell Phone Requirements:

All full-time apprentices must provide their own reliable transportation. Temporary students are also expected to have their own transportation if possible, but exceptions are sometimes granted depending on the circumstances.

1. All apprentices must have their own means of financial support for basic living expenses and educational needs while staying with us. Consider the cost of course work, books, supplies, rent, groceries, gas, entertainment, etc. *(No exceptions.)*
2. All apprentices must have a reliable cell phone. *(No exceptions.)*
3. All apprentices must have a reliable lap top computer. It is absolutely necessary for charting needs in our practice. *(No exceptions.)*

Living Arrangements:

CCBC can provide housing for up to two at a time. See details about this option under “Student Housing Details.”

The advantages to using student housing are:

1. Low cost. A comparable efficiency apartment in the area would cost about \$800 a month. And renting a room in the Corpus area runs around \$400 a month.
2. Proximity to the Birth Center.
3. Time to get to know other students and share common interests and goals or study.

Student Housing Details

1. Monthly rent: \$200 per person (*all bills paid*).
2. 2 rooms and a full bath. (one room is a bedroom that is shared, the other a living room or common area which includes a kitchenette)
3. Furnished: linens, table and chairs, chest-of-drawers, two single beds with shelves and closet space for personal items.
4. We allow only limited cooking because the apartment is very small. We provide a safe conductive heat burner with special pans, a microwave, crock pot, small refrigerator and coffee pot.
5. Parking: Parking is limited. Students must park at the curb and leave the driveway free for the owners of the home. The owners of the home and birth center will not be responsible for vehicles parked on the street. Tenants must obey city laws and park the correct direction and must assume liability for their own property including vehicles.
6. Laundry Facilities: Tenants may wash personal laundry at the birth center as long they clean up after themselves and do not interfere with birth center business in any way. Please keep all personal items and supplies marked clearly away from birth center supplies to avoid confusion.
7. Tenants must keep the rental property clean and will be held responsible for any damage they cause during their stay whether it is by accident or neglect. (This does not include normal wear and tear.)

Providing your own housing is also an option as long as it doesn't interfere with other obligations.

Access to Patient Care (our digital charts):

During your apprenticeship with us, you will also need access to our digital charts. We use Patient Care for charts and they charge us per user. So, we require our students to cover the cost of their access. Currently, that cost is **\$20 per month**. You will be required to cover this expense.

Necessary Supplies and Equipment for Apprentices:

The following supplies or equipment are required within the first couple of weeks of your apprenticeship:

- ◆ A dependable watch.

- ◆ Your own stethoscope. (This does not need to be an expensive one, but you will need to use your own stethoscope, so you can begin taking blood pressure using your own stethoscope.)
- ◆ A cell phone & portable computer (lap top or notebook) (*must have*)
- ◆ Reliable transportation
- ◆ Appropriate clothing as described below.

The following supplies or equipment are required for all full-time apprentices:

- ◆ All the above
- ◆ A good blood pressure cuff (not an automatic one) of adequate size for most arm sizes.
- ◆ A box of non-sterile latex gloves in your own size to keep with you when on call. (We usually supply gloves, but you need to have your own supplies available, just in case you need them when we aren't there.)

The following supplies or equipment should be added to your birth kit within the first year of your apprenticeship:

- ◆ All the above
- ◆ Basic emergency birth kit which should include at least the following items:
 - Your blood pressure cuff and stethoscope
 - Your own sterile set of instruments (or “vag pack”)
 - Thermometer
 - Non-sterile gloves (your size)
 - At least two pair of sterile gloves (your size)
 - At least two singles of sterile gloves (your size)
 - 4x4 gauze (8 to 10 sterile packages)
 - A large bulb syringe (included in “vag pack”)
 - Cord clamps or cord tape
 - A soft baby blanket(s) or towel(s) for baby
 - Baby hat(s)
 - Shepard's Purse Herbal Tincture or other Tincture Formula for controlling bleeding
 - A fetoscope or Doppler (Doppler is most recommended)

The following supplies or equipment are required before you become a Senior Student (doing primaries):

- ◆ All the above
- ◆ A baby scale (or fish scale with oz increments) and net bag or blanket for weighing

- ◆ O2 tank and proper resuscitation equipment for both mother and baby
- ◆ A delee
- ◆ Additional herbs and homeopathic remedies
- ◆ A Doppler

Legal Stuff:

Students will be expected to keep up-to-date on all Texas laws pertaining to midwifery students while in Texas.

1. At no time should a student refer to herself as a “Midwife.” This is against the law. A student may call herself “student midwife” or “apprentice midwife” or if she is acting as a primary midwife under supervision, she may call herself as a “Senior Student”.

If at any time a student willfully misrepresents herself to anyone, it will be considered grounds for immediate termination of the apprenticeship. This includes misrepresenting her level of experience or education as a student-midwife.

2. At no time should the student advertise midwifery services or accept payment of any kind for midwifery related services directly from any patient. This is also against the law.
3. Students must know HIPPA standards and adhere to them at all times when it comes to patient privacy (including after the apprenticeship has ended.) This is not only our standard, it is the law. Be particularly aware of HIPPA laws when interacting online such as on Facebook or Twitter, etc.

Policies Related to Prenatal Days, Work Days:

We require all apprentices to work in the birth center or prenatal office on prenatal days and occasionally on other work days. Be there.

1. Most often these days will be scheduled three days a week between 8:30 AM and 5:30 PM, with time off for lunch. (*You will be responsible for your own lunch but we usually schedule an hour and a half off for lunch.*)
2. We will schedule all office visits on Tuesdays, Thursdays and Fridays whenever possible with Monday and Wednesday as overflow days. (*Obviously the timing of births may interrupt or change this schedule.*)
3. **When they are available, we prefer students to wear Birth Center scrubs on prenatal days and to many public functions that could promote the Birth Center.** Sometimes a more formal attire is appropriate, such as to the annual Pregnancy Center Banquet. When representing the Birth Center, we require your clothing to be clean and not worn (including scrubs). Please avoid extreme fashion styles and dress modestly. If in doubt, ask us. Business casual or birth center t-shirts (if available) with slacks or blue jeans that are not worn looking are also allowed if not wearing scrubs.

4. We expect you to participate in all tasks scheduled on Prenatal and Work Days. This may include some rather mundane tasks (*such as cleaning the office or running errands*). Even so, this is the only compensation we ask for giving you clinical experience, so we expect your full cooperation. If time permits, you may also practice midwifery skills or study your lessons in between scheduled office appointments.
5. Not every student will attend every prenatal. Some patients are okay with everyone in the room. Some are not. Sometimes we alter who goes in, sometimes both may attend. Follow the midwife's lead or ask if you don't know. When you are not in a prenatal, make yourself useful in other ways.
6. Students are expected to participate in any classes held at CCBC. At some point, you will be expected to help teach a childbirth classes and possibly other classes when you are ready.

Library Use:

We have a library of books which we are happy to loan to our apprentices.

1. The books may be checked out for up to two weeks at a time. These books are also available to our patients, so be prompt in returning them. The same rules apply to all DVDs.
2. Some books are not for loan outside of the office. However, you may consider them a reference tool for use while you are at the birth center. If you would like to schedule a study time at the birth center, just ask. We will be happy for you to spend a morning or afternoon at the center in order to study. You may form a study group with other apprentices or you may do it individually. All we ask is that you schedule the time in advance and that you respect our property and leave the birth center at least as clean as you found it.

Policies Regarding Speaking With Patients:

1. Never contact any of the patients outside of the office, without your preceptor's knowledge and consent. If you are caring for a patient under a midwife's supervision, every aspect of her care must be "supervised" and this includes letting your midwife know about any communication you have with the patient when the preceptor is not directly involved.
2. **As already mentioned, do not violate HIPPA laws concerning patient information!** If you are unclear about these regulations, please ask us.
3. During visits, some polite conversation is acceptable, even desirable, but please avoid talking too much or focusing too much on your own stories. The midwife will try to let her patients determine the topic of conversation as much as possible. Please remember the primary reason for the patient's visit is her maternity care.
4. Regarding giving advice or discussing pregnancy and birth related topics:
 - a. Especially if you are a beginner student, be VERY slow to give any advice unless asked to do so by your preceptor. If the patient asks you something, keep your answers brief and polite. If she asks your advice or opinion on something pregnancy or birth related, you will direct her to the midwife

and she will either let you answer or she will answer the patient's question. As one of my preceptors once told me, "In the beginning, you should be like a fly on the wall."

- b. As time progresses and your preceptor allows, you may give advice or counsel patients in those areas in which you have demonstrated your ability. But only speak about what you really know and *never* fake an answer to a patient. Always be willing to ask your preceptor for an answer if you do not know it.
- c. Follow your preceptor's lead during a visit. She may not ask you to participate in every visit to the same degree.
- d. At some point in time, you will be asked to do a prenatal visit on your own while the midwife observes. If you miss something, she will help you. If you don't know something, just turn to the midwife and ask for help. It is just another opportunity to learn. That is what an apprenticeship is all about. However, faking something when you don't know it is dangerous. *(Example: It is always better to admit you can't get a blood pressure reading than it is to fake one!)*
- e. You are encouraged to ask questions. You are here to learn. As long as you remember that your needs are second to the patient's needs, your questions will be welcome and answered as long as it is possible to answer without taking away from the patient's needs at the time.
- f. If you ever disagree with the midwife or question something she has said or done, you must always speak to her about it privately. You are not expected to agree with every single thing your preceptor might believe. But you are expected to respect, listen and learn from her and you should never contradict her in front of or to a patient. If your disagreement with her becomes disrespectful or a stumbling block to learning, you may be asked to find another preceptor. Remember not all midwives, not all doctors, not all experts agree on many issues. So, it is understandable that at some point you might develop a differing opinion about something you are studying. But your preceptor is still your preceptor with many more years of experience than you. So, if you want to maintain a healthy relationship with her, you must keep this in mind and show her the respect she deserves.

Policies Regarding Student Reports, Records and Evaluations

1. All student records that need a preceptor to initial or sign or fill out, must be presented to the preceptor within a reasonable amount of time and the preceptor should not be expected to sign off on something that she cannot reasonably remember because of time that has passed.
 - a. Please do not expect a midwife to sign papers without time to review them. Therefore, choose a time when she will have adequate time to look them over *(such as at the end of a prenatal day or during a work day)*. Or

tell her a day or two before that you want to go over paperwork the next time you have a chance.

- b. Do not expect your preceptor to sign something if she cannot remember what you have done. Therefore, it is important to get things signed in a reasonable amount of time and not wait too long.
- c. If you can care for a patient as a “primary under supervision”, the midwife still must approve of your work and learning experience before signing off or giving you credit as a primary. Even if the patient is offered a discount for your privilege to serve this patient, it is still only an opportunity for you to earn the credit, it is not a guarantee. You will be evaluated for how well you handle the responsibility you have been given. This is not to say that you will be expected to know everything. After all, it is a learning experience. But it is to say that you will be evaluated and expected to show signs that you are progressing and learning to think on your own and make wise decisions. So, if your preceptor does not think you showed the right level of responsibility and performance, you won’t be given credit for primary care. You may still receive credit for participating in the birth but not for being primary unless the preceptor is convinced you earned the credit.
- d. Credit for births will not be given until after you have reviewed the birth with your preceptor and debriefed about what you learned at the birth. Every birth should be discussed for learning purposes. It isn’t always easy to do this immediately afterwards, but don’t let too much time pass. The rule of thumb is to debrief within the first 72 hours after the birth!
- e. The preceptor *always* has the final say in whether she will sign off on a skill or your participation. Remember, your preceptor wants you to succeed but she also does not want to sign off on something if she believes you are not ready. So, if you do not believe you are getting credit where credit is due, discuss your concerns with her promptly so that any misunderstandings between you might be resolved quickly.

2. Evaluations:

- a. Programs like the *Association of Texas Midwives* may require evaluation reports of both student and preceptor. If your program does not require such an evaluation, CCBC will probably require evaluations anyway.
- b. Please be respectful about your preceptor’s busy schedule when asking her to fill out an evaluation. Do not wait until the last minute before a deadline. Give her time so she can give you a proper evaluation.
- c. Please make sure CCBC has a copy of any evaluations done for our files. These evaluations will be kept confidential.

Policies Regarding Being on Call and Attending Births:

Apprentices must be on call for all births unless they have been told otherwise or they have made special arrangements. If you are not on call, the midwife will let you know.

Whether or not a student is called to a birth to assist is at the discretion of the primary midwife at the time of the birth.

Patients may request that any apprentice not attend her birth. So, do not be offended if this happens to you. Take it as an opportunity to learn how to develop a more positive patient/student relationship in the future. But sometimes it is just something like a personality conflict. When you become a midwife, you will discover that not everyone will want to hire you and it may not be any fault of your own.

The following rules apply whenever you are on call:

1. When a patient reaches 37 weeks, we are “on call” until she delivers. It is rare that we are not on call.
2. Do not rely on any midwives for transportation to a birth. You must always be prepared to get there on your own. Any time you ride with a midwife, you are “stuck” with her until she goes home. More importantly, the midwife may need to leave for another birth in a hurry, or, if there is a transport, you may need your own transportation. So, you should always be prepared to get to a birth with your own transportation. It is just as important to have transportation to leave at any given time. So, getting “dropped off” anywhere by someone else is never a good idea if you are on call.
3. You must have a cell phone with you always. We must be able to reach you 24 hours a day, seven days a week whenever we are on call.
4. This means you must also be able to get to a birth quickly when called. The midwife will always try to give apprentices a “heads up” when it looks like we might get called to a birth. However, it is not uncommon to have to move fast when that call comes. So, you must always be aware of this possibility and have a plan for getting to a birth in a hurry when needed.
5. When on call for a home birth, keep directions or a map to the patient’s house with you always. Do not rely on asking directions over the phone. Do not rely on GPS alone. It’s always best to have directions in mind or a map available in case GPS isn’t working.
6. As an apprentice, you will often be asked to head up to the birth center before the midwife, to prepare the birth room for a patient who is in labor. You will also be asked to clean up after a birth. So, you may be the first to arrive and the last to leave.
7. Additional things to consider:
 - a. Always wear appropriate attire to births. We require scrubs at all births. Make sure your scrubs have no stains and do not look worn. We prefer solid colors; no prints. Please wear a modest undershirt if the front gapes open when you bend over. (**Please note:** *By the fall of 2016, we will require Cherokee Brand, Turquoise color – students will be required to purchase their own scrubs in this brand and color and CCBC will pay for logos and names to be added. Choice of style will be optional. Please double check with us before purchasing any new scrubs!*)

- b. Be aware of how much gas you have in your car. We recommend never letting it get below half full, but at least know where you can buy gas in the middle of the night.
- c. Bring whatever midwifery equipment you have (your stethoscope, Doppler, birth bag, O2, etc). It is a good practice to start carrying all of your own equipment as soon as you have it available. You may not bring every item inside but having it available is always a good practice. You never know when it might be needed.
- d. If you think you might arrive before the midwife, have your computer and/or blank paper charts and black pen with you for charting purposes. Be prepared to chart on paper in case you can't use your computer or get a connection.
- e. Bring snack food or have a little cash available. You should always be prepared for a long birth and the possibility of needing something to eat.
- f. Bring a pillow, a change of clothes and toiletries with you. You may also want to consider having a folding chair, air mattress and blanket available for some home births. Think about these things when we do the home visit and plan.

Policies Regarding Home Birth Patients:

1. At 36-37 weeks, a home visit is scheduled with each homebirth patient. Apprentices are expected to attend home visits, if they expect to be on call for a patient's birth.
 - a. Home visits are usually scheduled on a day other than our usual prenatal days.
 - b. It's difficult to predict how long a home visit will take. But most of our home birth patients live within 45 minutes of Corpus Christi.
 - c. You may be expected to provide your own transportation to the home visit. Ask your preceptor.
 - d. Sometimes we go out to eat on home visit days. It's always a good idea to bring along some "lunch money" just in case we do this.
2. Some patients (*home or birth center*) may receive as many as two postpartum home visits: one on day two and another on day five. You will be asked to attend at least one of these postpartum home visits if you attended the home birth. The policies for postpartum home visits are the same as the 36-37-week home visit.

Primary Patients under Supervision:

When your preceptor is convinced you are ready, she will allow you to have the experience of serving as a "primary under supervision." When you have advanced to this level, we consider you a "Senior Student."

Go to NARM.org for more information about what it means to do primary care under supervision. NARM also requires a certain number of these patients be "continuity of care patients" meaning the student has acted as primary for more than just the birth.

Details are on the NARM website. Currently, NARM requires students to have a minimum of three “continuity of care” patients.

At CCBC, we assign primary patients to students only when we believe they are ready. Even when a patient allows an apprentice the privilege to act as her primary care provider under supervision, the midwife is still the one responsible and liable for her care. So either the patient or the midwife has the right to revoke a student’s role in care at any time for any reason.

We believe part of a student’s training should include learning how to reach out and encourage women to choose midwifery care. So, we expect all of our students to promote the birth center. We want to see you making every effort to encourage women to choose the birth center during your stay with us especially by the time you reach the stage of doing primary care under supervision. At this point, you should be thinking like a midwife which includes promoting the business of midwifery care.

Friendships, Patient Privileges, Social Media and Professional Ethics

Especially with the midwifery model of care, it is natural for occasional friendships to form between midwives and patients or students and patients. But it is extremely important to maintain professional ethics and standards always when dealing with patients, even if they are your personal friends. At times, it won’t seem fair but when dealing with patients, we are required to always be professional first and friendship will not change that fact.

This can be a difficult balance to achieve but if you work at CCBC, we insist on it. For example, the friend of a midwife or student at church may be a patient. That does not make it “ok” for the midwife or student to talk to the patient or anyone else about her pregnancy while at church. Only if the patient initiates the conversation or asks a direct question would it be appropriate to discuss her pregnancy outside of the privacy of a scheduled office visit. Another friend might be able to share with others what she knows about this person’s pregnancy, but a midwife or student midwife does not have that luxury. She must keep her mouth shut even if she is personal friends with the patient!

The same is true if you are friends with a relative or the friend of the patient. Keep your mouth shut. If you are asked health related questions (or other personal questions) by someone close to the patient, don’t answer. Explain to the person that such information is privileged, and you are not at liberty to talk about it unless the patient specifically has instructed you to do so.

Not every patient wants to become your friend. It is possible to have an extremely friendly professional relationship without becoming personal friends. Sometimes it can be difficult to tell the difference, but it is extremely important to understand the difference. If we try to initiate a more personal relationship with a patient who doesn’t really want it, we put that patient in an awkward position and violate our professional ethics.

Our standard at CCBC is that all friendships with patients must be initiated first and only by the patient. Students will not be allowed to seek out a personal relationship with any of our patients if one does not already exist. And where friendships do exist, students will be required to maintain professional and ethical standards always.

Students are to be particularly careful about this when interacting with patients on the phone, with text messages, emails, and especially in social networking. For example, a student must never initiate a request to become friends with a patient on Facebook. The student may accept an invitation but only if the patient initiates it.

If a student is friends with a patient on Facebook, she must never violate HIPPA laws pertaining to that patient's privacy. Never post a patient's picture or personal information on Facebook without that patient's permission. If in doubt, ask your preceptor or the patient FIRST or better yet, just don't do it if you have any doubts.

Rules for interacting with CCBC patients and former patients apply even after you leave an apprenticeship with CCBC. By entering into an apprenticeship agreement with CCBC you must agree to these ethical standards as they pertain to any of our patients or former patients and you must promise to keep those ethical standards even after your apprenticeship has ended.

It is also considered unethical to solicit patient business from any previous patient of a former preceptor after you become a midwife. This is seen as "biting the hand that fed you" among midwives and it won't build positive peer relationships with your sister midwives. If a former patient seeks you out without any solicitation that would be different. But even then, it might be better in the long run if you at least try to direct the patient back to her previous midwife or at least talk to your former preceptor about it first. Remember, you may one day be in her place spending time and energy training new midwives. So, think first how you would want to be treated after your students finish their training.

One final thing, to some extent what a student does on her "own time" is up to her. However what CCBC apprentices do in their free time may also reflect on the Birth Center. Please keep this in mind, especially when your activities and conduct are in a public setting of any kind, including social media such as Twitter or Facebook. We do not approve of cruel, disrespectful, or crude joking, language or behavior. Therefore, any conduct which we believe is detrimental to the reputation of the Birth Center will be considered cause for termination.

Conflict of Interest

When you agree to accept an apprenticeship at CC Birth Center, you are agreeing to support our Birth Center both publically and privately and to avoid any conflicts of interest. If you have any question about what might be considered a conflict of interest by the Birth Center, please ask the Director.

Appendix



CORPUS CHRISTI BIRTH CENTER

939 Ayers Street, Corpus Christi, TX 78404
Phone 361.883.BABY (883.2229) or FAX 361.336.0212

CCBirthCenter.com

Director and Senior Preceptor:
Beth Overton, CPM

Apprenticeship Inquiry Form

This form is for letting CCBC know you have an interest in a possible apprenticeship. It is not an agreement. Therefore, students are under no obligation to CCBC because they submitted this Inquiry Form. But this form is a required step in the process. We desire to find students who will most likely be a good fit for our practice. By taking the time to answer these questions, it usually saves lots of time in the long run because it helps us find the students who might fit our practice best. If we do decide that you might be a good fit for our practice, we will contact you and offer you a possible apprenticeship agreement, but you will be under no obligation until you agree to our offer.

Completed inquiries may be FAXED to 361.336.0212

Or sent by e-mail to ccbirthcenter@gmail.com (please put "Apprenticeship Inquiry" in the subject header)

Name _____ Date of Birth _____

Address _____

Preferred Phone _____ Alternate Phone _____

Is your preferred phone a cell? _____ Can you receive text messages? _____

Marital Status _____ Children's ages _____

Please answer the following questions. Please note that the only "right" answer to the following questions is a truthful and honest one. So please be as open, honest and thorough as you can when answering each of the questions. Please include a recent photo of yourself and at least two personal references along with the completed inquiry form. If you have ever worked with or shadowed another midwife (midwives), please include her name(s) and contact information.

1. Why do you want to become a midwife?
2. Why do you want to be an apprentice at the Corpus Christi Birth Center?
3. What is your educational background?

4. Are you currently enrolled in an academic program? Do you plan to enroll in an academic program? Which one? If not, what are your plans?
5. Have you had any experience working with pregnant or birthing women, i.e. childbirth educator, La Leche League Leader, WIC counselor?
6. Have you attended births in any capacity? Please elaborate.
7. Do you have any family or other responsibilities that would limit your availability as an apprentice?
8. Please explain how you see yourself dealing with being told what to do by someone who has authority over you.
9. Now explain how you see yourself handling a disagreement with someone in authority over you.
10. Do you have any physical conditions such as severe menstrual cramps, allergies, hypoglycemia, etc., which might limit your ability to work at full capacity?
11. At times, the demands of midwifery as an apprentice can be overwhelming. Please describe how you handle stress in your life. Give an example.
12. Tell us about your plans for midwifery, including where you would like to practice. For example, do you see yourself working in a birth center, opening a birth center, or being a homebirth midwife or a combination or something different? Do you want to work alone or in a group or partnership?
13. Would you have any interest in being offered a staff position at CCBC upon completion of your apprenticeship?
14. Are you fluent in any other language(s) besides English?
15. Are you sure you will always have a dependable car available?

16. Do you own a reliable cell phone?
17. Please indicate on a scale of 1-10 where you would consider yourself as an extrovert or an introvert using 1 as an extreme introvert and 10 as an extreme extrovert (*no right or wrong answer, we just want to know how you see yourself*).
18. What was your placement within your own family? Among siblings, were you the oldest, youngest, middle or an only child? Or perhaps your situation was unique. Please tell us.
19. Do you have the financial resources available to you to cover the costs of your training and the ability to live without a regular paycheck for the duration of your stay with us?
20. What other commitments do you have in your life that you must consider when considering an apprenticeship?
21. Tell me about your family. (husband, children, grandchildren)
22. What spiritual orientation do you have (if any)?
23. Are you affiliated with any church or religious organization? Would your affiliation have effect on your apprenticeship and/or future work as a midwife? (*For example: are you restricted from working on certain days or working with certain people?*)
24. How will your personal convictions influence the way you relate to patients of like and different beliefs from your own?
25. Are you ready to be on call 24 hours a day, seven days a week, including family birthdays and holidays? If not, what are your expectations or desires regarding time off?
26. Do you use any social (recreational) drugs, alcohol, cigarettes, or prescription medications?
27. If you personally get a cold, have a headache or a stomach virus, how do you deal with it?
28. What contributions do you see yourself making to the birth center during your apprenticeship? How will you be an asset to the birth center and the midwives during your time as an apprentice?

29. Describe the qualities you like best about yourself.
30. What do you feel are your weaknesses?
31. Do you have any skills you would like for us to know about, such as computer skills, typing, teaching, cleaning, organizing, etc.?
32. What are your hobbies?
33. If you have ever begun an apprenticeship with someone else, who was (were) your preceptor(s) and why didn't you complete the apprenticeship?
34. If you are accepted as an apprentice, will you provide your own housing or need assistance finding low cost housing with us or someone else?
35. Do you have any expectations of how long your schooling and apprenticeship will take? Do your goals include a time frame for when you expect to become a midwife? Please explain.
36. Do you have any children still living at home? What are their ages? What are your arrangements for them while you attend prenatals and workdays? What arrangements do you have for them to be cared for when you are called out for a birth? What is your back up plan to this arrangement?
37. If you are married, please tell me how your spouse feels about your decision to become a midwife. Is he supportive, reluctant, or just doesn't care either way? (Please take your time and answer this question thoroughly.)
38. Please tell us what you think about "Right to Life" vs "Pro-Choice." Where do you stand on this issue? How would you deal with patients who have a history of abortion in their past?

39. Have you formed an opinion about infant circumcision? You don't have to have an option, but please explain if you have one.

40. Have you formed an opinion about vaccinations? You don't have to have an option, but please explain if you have one.

41. Are you more interested in a temporary or full-time position?

If you are unmarried, please answer the following additional question(s)?

42. Are you currently involved in a relationship? If so, please explain and is this person supportive of your plans to become a midwife? Do you have plans to marry and if so will marriage change your plans in any way? If not in a relationship, are you looking for a serious relationship or a husband and how do you see such a relationship fitting into your plans to become a midwife? Please take your time and answer this question thoroughly and honestly. There is no right or wrong answer. We just want an honest answer.

Please send a photo of yourself and at least two references from former preceptors, midwives, or employees.

If you have any questions, please call one the numbers listed on the front of this form.

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Apprenticeship Agreement

Apprentice's Full Name (please print)

Date

I have read, understood and agree to follow to the best of my ability the most current copy of *Apprenticeship Policy Manual for the Corpus Christi Birth Center*. By signing this agreement, I commit to an apprenticeship with the Corpus Christi Birth Center for the dates listed at the top of this document.

By accepting an apprenticeship with the Corpus Christi Birth Center, I also agree to the following condition. If I become licensed to practice midwifery in Texas after working as an apprentice at the Corpus Christi Birth Center, I agree to not practice midwifery within 50 miles of the Corpus Christi Birth Center for the first year following my apprenticeship with the Corpus Christi Birth Center, unless the CCBC grants permission in writing for me to do so (*such as working as a staff Midwife at the Corpus Christi Birth Center*). I also agree to not accept as patients or clients anyone whom I met as a previous patient or client of the Corpus Christi Birth Center during my apprenticeship at the Center (*unless given permission to do so by the Director*).

I am using in the following midwifery study program:

I understand that all students must go through a mandatory 8-week trial period before they may apply for any additional time as a student at the CC Birth Center and that no decision for future apprenticeship training will be made prior to this trial period. If my commitment is longer than 8-weeks, I understand that I still must go through the mandatory trial period and evaluation before being allowed to continue my apprenticeship with CCBC.

I understand that knowing and following the rules for N.A.R.M., and my course work, and keeping the required documentation of all my work, is solely my own responsibility. I promise to ask my preceptor(s) to sign off on any necessary paperwork in a timely fashion so that there is adequate time to evaluate my work fully before the end of this agreement. I understand that the preceptor's decision to give me credit will be based on her professional evaluation of my skills, my understanding of those skills and my performance. I understand that the preceptor has the final authority on whether I have mastered a particular skill under her supervision.

Do you wish to consider a full-time apprenticeship (after the trial) or are you only seeking part-time? _____

Would you like to be considered for a staff position with CCBC after you complete your training?

yes no undecided / If no, what are your plans? _____

I agree to begin my apprenticeship on the following date: _____ and plan to arrive in

Corpus Christi on this date: _____ Are you in need of student housing? yes no

Apprentice's Signature

Date

Supervisor's Signature

Date