

Midwifery Program Student Handbook Academic Year 2015-2016



SUNY
DOWNSTATE
Medical Center

Revised June 2016

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The Midwifery Education Program was fully accredited by the Accreditation Commission for Midwifery Education (ACME)

For information about ACME accreditation, please contact the ACME office at:

8403 Colesville Road, Suite 1550

Silver Spring, MD 20910-6374

Phone: 240-485-1800 Fax: 240-485-1818

<http://www.midwife.org/accreditation>

This program is registered with and approved by the New York State Education Department. Its HEGIS code is **1203.10**.

The program registration number for the Advanced Certificate in Midwifery is **12042**. The registration number for the Master of Science Degree in Midwifery is **21570**.

Statement of Understanding*

I, _____, have read and completely understand the policies and procedures of the Midwifery Education Program as delineated in this Handbook.

I am aware of the additional policies, procedures, rules, and regulations of the College of Health Related Professions and the State University of New York (SUNY) Downstate Medical Center as identified in the SUNY Downstate Medical Center Student Handbook. I understand that I must comply with these policies in every way. I further understand that failure to comply at any time may result in disciplinary actions against me including possible dismissal from the program.

I understand that if I am a continuing student, the policies in this new Midwifery Program Handbook and those in the most recent version of the SUNY Downstate Medical Center Student Handbook supersede the policies of the previous handbooks.

Student's signature _____

Date _____

* After reading the above statement, please print, sign, and return it to one of the faculty or to the Program Administrator by the **third Tuesday in September**. This document will be maintained as part of your record in the Midwifery Education Program.

Welcome

Welcome to the SUNY Downstate Medical Center Midwifery Education Program. The midwifery faculty is committed to educating competent and compassionate midwives to serve diverse patient populations in all health care settings. The faculty strives to provide a caring and supportive learning environment. It is the faculty's responsibility to ensure that, upon successful completion of the program, each student possesses entry-level competency required for safe professional midwifery practice.

The midwifery faculty believes that open and effective communication is a key component of student success. This handbook has been developed to provide you with general program information; to familiarize you with the program philosophy, purpose and objectives; and to inform you of policies and procedures that govern our program within the College of Health Related Professions (CHRP). It is your responsibility to become familiar with and abide by the information and policies described in this handbook along with the academic regulations and professional requirements published in the current *CHRP Bulletin* and the *SUNY Downstate Medical Center (DMC) Student Handbook* (see, specifically, the section on the College of Health Related Professions). Any areas pertaining to student policies not specifically delineated in this handbook are found in the current *DMC Student Handbook*.

SUNY Downstate and the Midwifery Program reserve the right to alter the existing rules and regulations, and the midwifery program of study as deemed necessary by the institution, college or program. SUNY Downstate expressly reserves the right, whenever deemed advisable to: 1) change or modify its schedule of tuition and fees; 2) withdraw, cancel, reschedule or modify any course, program of study, degree, or any requirement or policy in connection with the foregoing; and 3) change or modify any academic or other policy. Written notification will be provided to all students regarding any change.

Essential changes in information in this Midwifery Program Manual and other University publications concerning new academic regulations, policies or programs will be published in e-mails, memos, newsletters, Prime or other University publications. It is the responsibility of each student to ascertain current information that pertains to the individual's program, particularly regarding satisfaction of degree requirements by consultation with the student's advisor, the student's program, Office of the Dean of the College of Health Related Professions, the Office of Student Affairs, the Office of the Registrar, and other offices as appropriate.

Updated copies of all regulations, course offerings and specific program policies are available for review in the respective program office, CHRP Dean's Office and in the Office of Student Affairs.

Although the Midwifery Education Program adheres closely to the college's published academic calendar, some modifications may be required in order to meet academic and/or clinical scheduling needs. These modifications are made to ensure that students have maximal opportunity to fulfill academic and clinical course objectives. Students will be given advanced notification of deviations from the college academic calendar.

Each student is responsible for obtaining current information that pertains to the individual's program of study, particularly with regard to satisfaction of degree requirements. Students are strongly encouraged to refer to the *SUNY Downstate Medical Center Student*

Handbook, other university publications, and/or consult with their midwifery program faculty advisor, the Office of the Dean, the Office of Student Affairs, and other offices as appropriate.

The faculty looks forward to developing a rewarding partnership with students and will assist them in the pursuit of their academic and professional goals. All students are assigned a faculty advisor to help with this process. These assignments are distributed at the Midwifery Program orientation. We ask that students make an appointment with their faculty advisor to discuss any questions or concerns they have following review of this handbook. The faculty welcomes student suggestions and feedback.

Mission/Vision/Values Statements

State University of New York (SUNY) Downstate Medical Center

Mission:

- To provide outstanding education of physicians, scientists, nurses and other healthcare professionals.
- To advance knowledge through cutting edge research and translate it into practice.
- To care for and improve the lives of our globally diverse communities.
- To foster an environment that embraces cultural diversity.

Vision:

SUNY Downstate will be nationally recognized for improving people's lives by providing excellent education for healthcare professionals, advancing research in biomedical science, health care and public health, and delivering the highest quality, patient-centered care.

Values:

P R I D E - To take satisfaction in the work we do every day, and to value our collective contributions to the Downstate community.

P r o f e s s i o n a l i s m - We commit to the highest standards of ethical behavior and exemplary performance in education, research, and patient care

R e s p e c t - We value the contributions, ideas and opinions of our students, coworkers, colleagues, patients and partnering organizations

I n n o v a t i o n - We research and develop new and creative approaches and services for the anticipated changes in healthcare

D i v e r s i t y - We embrace our rich diversity and commit to an inclusive and nurturing environment

E x c e l l e n c e - We commit to providing the highest quality of education and service to our students, patients and community by holding ourselves, our coworkers and our leaders to high standards of performance

College of Health Related Professions

Mission

To educate health professionals in the delivery of excellent health care service by developing their scientific competence and fostering their humane spirit. The College seeks to accomplish this by providing a challenging and supportive atmosphere for learning that offers opportunities for structured experiences as well as independent inquiry. Faculty contribute to knowledge in the health professions through advancements in clinical practice, scholarly activities, basic and applied research and professional service.

Collaboration is emphasized among students, faculty, clinicians, and professionals in health care and related disciplines. Students are prepared for professional leadership roles through coursework and professional and campus activities. The College fosters ongoing professional growth by sponsoring continuing education opportunities in all disciplines. The College strives to serve the urban community in which it is located by providing health services and education to the population.

Vision

The College of Health Related Professions will be recognized for its leadership in health professions education through its education of the next generation of outstanding health professionals, curricula innovation, clinical training, scholarly activities and community service.

Values

The College values innovation, collegiality, responsiveness, leadership, and respect for the rich diversity which characterizes Brooklyn, New York City, and the residents we serve.

Philosophy of the American College of Nurse-Midwives (ACNM)

We, the midwives of the American College of Nurse-Midwives, affirm the power and strength of women and the importance of their health in the well-being of families, communities and nations. We believe in the basic human rights of all persons, recognizing that women often incur an undue burden of risk when these rights are violated.

We believe every person has a right to:

- Equitable, ethical, accessible quality health care that promotes healing and health
- Health care that respects human dignity, individuality and diversity among groups
- Complete and accurate information to make informed health care decisions
- Self-determination and active participation in health care decisions
- Involvement of a woman's designated family members, to the extent desired, in all health care experiences

We believe the best model of health care for a woman and her family:

- Promotes a continuous and compassionate partnership
- Acknowledges a person's life experience and knowledge
- Includes individualized methods of care and healing guided by the best evidence available
- Involves therapeutic use of human presence and skillful communication

We honor the normalcy of women's lifecycle events. We believe in:

- Watchful waiting and non-intervention in normal processes
- Appropriate use of interventions and technology for current and potential health problems
- Consultation, collaboration and referral with other members of the health care team as needed to provide optimal health care

We affirm that midwifery care incorporates these qualities and that women's health care needs are well-served through midwifery care.

Finally, we value formal education, lifelong individual learning, and the development and application of research to guide ethical and competent midwifery practice. These beliefs and values provide the foundation for commitment to individual and collective leadership at the community, state, national and international level to improve the health of women and their families worldwide.

Revised September, 2004
(Replaces version updated October 1989)

Code of Ethics of the American College of Nurse-Midwives (ACNM)

Certified nurse-midwives (CNMs) and certified midwives (CMs) have three ethical mandates in achieving the mission of midwifery to promote the health and well-being of women and newborns within their families and communities. The first mandate is directed toward the individual women and their families for whom the midwives provide care, the second mandate is to a broader audience for the “public good” for the benefit of all women and their families, and the third mandate is to the profession of midwifery to assure its integrity and in turn its ability to fulfill the mission of midwifery.

Midwives in all aspects of professional relationships will:

1. Respect basic human rights and the dignity of all persons.
2. Respect their own self-worth, dignity and professional integrity.

Midwives in all aspects of their professional practice will:

3. Develop a partnership with the woman, in which each shares relevant information that leads to informed decision-making, consent to an evolving plan of care, and acceptance of responsibility for the outcome of their choices.
4. Act without discrimination based on factors such as age, gender, race, ethnicity, religion, lifestyle, sexual orientation, socioeconomic status, disability, or nature of the health problem.
5. Provide an environment where privacy is protected and in which all pertinent information is shared without bias, coercion, or deception.
6. Maintain confidentiality except where disclosure is mandated by law.
7. Maintain the necessary knowledge, skills and behaviors needed for competence.
8. Protect women, their families, and colleagues from harmful, unethical, and incompetent practices by taking appropriate action that may include reporting as mandated by law.

Midwives as members of a profession will:

9. Promote, advocate for, and strive to protect the rights, health, and well-being of women, families and communities.
10. Promote just distribution of resources and equity in access to quality health services.
11. Promote and support the education of midwifery students and peers, standards of practice, research and policies that enhance the health of women, families and communities.

Source: Ad Hoc Committee on Code of Ethics Approved by Board of Directors June 2005 Reviewed and Endorsed by the ACNM Ethics Committee, October 2008

MIDWIFERY EDUCATION PROGRAM PHILOSOPHY

1. Midwifery care respects the unique physical, emotional, social, and cultural characteristics of each individual and recognizes the strength and power of women.
2. Midwifery care is based on a partnership with women, provided with compassion, continuity, human presence, and communication that demonstrates cultural humility and respect.
3. Midwifery care fosters the belief that pregnancy and birth are normal physiologic processes to be respected and supported.
4. Midwifery care fosters the belief that all life cycle stages and transitions are normal physiologic processes.
5. Midwifery care supports judicious use of intervention and technology when necessary to ensure healthy outcomes for women and infants and recognizes that care must be individualized and based on the best available evidence.
6. Midwifery care emphasizes health promotion and disease prevention and recognizes that these must be relevant to each person's life experiences and knowledge, and must be offered in a health care system that is equitable, accessible, and ethical.
7. Midwives provide education and counseling to empower women to make informed decisions, thereby assuming responsibility for their health and the health of their newborns.
8. Midwives serve as advocates for women, newborns and families within the health care system and, within the struggle for basic human rights and social justice for all individuals, recognize that the violation of women's rights violates the rights of all people.
9. Midwifery care is family-centered and strives to involve the woman's significant others in the delivery of care as the woman deems appropriate.
10. Midwives recognize the potential transformative aspects of pregnancy and the childbirth experience and use these opportunities for enhancing the individual woman's self-esteem, health, and personal growth. Midwives recognize that women's health contributes to family, community, national, and global health.
11. Midwifery is an independent health discipline possessing its own special core of knowledge, skills, and competencies, yet midwives recognize the need for consultation, collaboration, and referral as appropriate with other health care team members.
12. Midwifery recognizes the importance of confidentiality and respect for privacy in all health care encounters.
13. Midwifery education recognizes that education and continuing competency are lifelong pursuits and therefore the faculty is committed to providing opportunities for professional advancement for students and midwives.
14. Midwifery education recognizes that adult students are responsible for their own learning and therefore the faculty provides a climate that facilitates the acquisition of knowledge and skills essential to safe clinical practice while respecting individual

learning styles.

15. Midwifery education promotes community services.
16. Midwifery education at the graduate level promotes professional role development that mandates an ability to evaluate and implement research, to analyze local, state, national and international health care policy, to assess the health of communities, and to participate in teaching.
17. Midwifery education and practice are based upon ethical principles.
18. Midwifery education is enhanced through diversity in the student body and faculty.
19. Individuals from a variety of educational and experiential backgrounds can be comparably prepared to enter the profession of midwifery as safe beginning practitioners.
20. Faculty contribute to knowledge in the health professions through advancements in clinical practice; scholarly activities; basic and applied research; and professional service.

Faculty's Philosophy and Beliefs on Learning

1. Learning is a self-directed process for which the adult learner assumes primary responsibility
2. The role of the midwifery faculty includes providing resources and support to facilitate student learning
3. Individual faculty members differ in teaching styles. Students can benefit from exposure to a variety of approaches, both in the classroom and the clinical settings
4. Evaluation is part of the learning process. Learning is facilitated by reinforcement and constructive feedback from others
5. Students are responsible for self-evaluation and communication of learning needs to the faculty
6. In clinical practice, it is the responsibility of the faculty to maintain boundaries of safety and it is the responsibility of the learner to respect those boundaries
7. Learning is facilitated by a variety of instructional modalities and interprofessional approaches

NOTE: "The faculty recognizes that today some pregnant people identify as men or are gender neutral. However, because the overwhelming majority of pregnancies occur in women, we have chosen at this time to refer to pregnant people as women. We also believe that, given the inequalities between the genders, the recognition of women's rights is important."

Revised June 2016

MIDWIFERY EDUCATION PROGRAM PURPOSE

The purpose of the Program is to graduate safe, beginning midwives. This is accomplished by assisting each student to:

1. acquire depth and breadth of midwifery and related theory
2. acquire competence in the performance of midwifery skills
3. apply theoretical knowledge, including evidenced based research, to clinical practice
4. utilize the midwifery management process in all aspects of midwifery care
5. become a culturally competent primary health care provider for women

MIDWIFERY EDUCATION PROGRAM OBJECTIVES

The program offers qualified post-baccalaureate students the opportunity to become safe beginning Certified Nurse-Midwives (CNMs) and Certified Midwives (CMs) who are able to:

1. Provide primary health care, encompassing gynecologic care, to essentially healthy women from adolescence through post-menopause
2. Manage the care of essentially healthy women during pregnancy, labor and birth, and the postpartum period
3. Monitor fetal growth and well-being during the prenatal and intrapartal periods
4. Assess the neonate's adaptation to extrauterine life, and initiate resuscitative measures when appropriate
5. Perform comprehensive neonatal assessment, facilitate the newborn's integration into the family, and provide anticipatory guidance related to infant care
6. Manage collaboratively the care of women with selected obstetrical, gynecologic and/or medical complications and make appropriate referrals
7. Provide emergency care as appropriate
8. Analyze the impact of health care policies, legislation, and socioeconomic trends on health care delivery systems and the practice of midwifery
9. Apply leadership, management, and teaching/learning theories to effect change within the health care delivery system for the betterment of patient services

10. Assess the needs of communities and promote changes in health care delivery that are responsive to the needs of specific populations, including the underserved
11. Interpret, evaluate, and apply research studies relevant to women's health care and midwifery practice
12. Analyze the role of research in promoting the advancement of midwifery education, practice, and maternal/child and women's health.

MIDWIFERY EDUCATION MINIMAL TECHNICAL STANDARDS FOR ADMISSION AND CONTINUATION

Introduction

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act require that no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or denied the benefits of SUNY Downstate Medical Center's services, programs or activities or be subjected to discrimination by SUNY Downstate. The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or for participation in programs or activities. The Committee on Admissions and Academic Standing will not discriminate against qualified individuals with disabilities. Students must be able to perform the essential functions of the program in order to meet certain minimum academic and technical standards. In carrying out their functions, the Committee will be guided by the technical standards set forth in this proposal as standards necessary for admissions, continuance and successful completion of the program..

Technical Standards

The purpose of the Midwifery Education Program at Downstate Medical Center is to graduate safe, beginning midwives. This is accomplished by assisting each student to:

- acquire depth and breadth of midwifery and related theory
- acquire competence in the performance of midwifery skills
- apply theoretical knowledge, including evidence based research, to clinical practice
- utilize the midwifery management process in all aspects of midwifery care
- become a culturally competent primary health care provider for women.

Students are required to successfully complete both the academic and clinical requirements of the program to receive the MS in midwifery, MS in nurse-midwifery, or Advanced Certificate in midwifery. In order to carry out the activities described below, candidates for these degrees must be able to consistently, quickly, and accurately learn, integrate, analyze, and synthesize data. The activities described below are the technical standards necessary to complete the Midwifery Education Program and to perform as a safe beginning midwife.

A candidate for a midwifery degree must have abilities, attributes, and skills in five major areas: 1) Observation, 2) Communication, 3) Motor Coordination, 4) Intellectual, including conceptual, integrative, and quantitative abilities, and 5) Behavioral and Social. Performing in a reasonably independent manner is an essential function of the program and profession.

1. Observation

Students must have sufficient vision to be able to observe demonstrations, experiments, and laboratory exercises in the basic sciences. They must be able to observe a patient accurately at close range and at a distance, be able to obtain an appropriate medical history directly from the patient or guardian, and observe digital and waveform readings and other graphic images to determine a patient's condition. Students must be able to perceive the signs of disease and infection through visual inspection, palpation of changes in various organs and tissues, such as the uterus, ovaries, and pelvic adnexal area, and auscultation of sounds such as those of the heart, lung, and bowel. Such observation necessitates the functional use of vision, hearing and other sensory modalities.

2. Communication

Students should be able to communicate, understand and observe patients in order to elicit information, examine patients, describe changes in mood, activity and posture, and perceive nonverbal communications. They must be able to communicate effectively and sensitively with patients. Communication includes not only speech but also reading and writing. Students must also be able to communicate effectively and efficiently in oral, written and electronic form with all members of the health care team to convey information for safe and effective care.

3. Motor Coordination

Students should be sufficiently mobile to execute movements required to provide general care and emergency treatment to patients. Students should be able to do basic screening and examination procedures, including but not limited to physiological measures such as heart rate and respiration; palpation; percussion; and auscultation. They should be sufficiently mobile, and possess the eye-hand coordination and motor strength, to execute movements required to provide general treatment of patients (including transfers), and provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of midwives are cardiopulmonary resuscitation, the application of pressure to stop bleeding, and the performance of maneuvers to manage shoulder dystocia in a rapid manner. Additionally, students must be able to perform the maneuvers involved in vaginal assessment in labor, delivery, and suturing. Such actions require coordination of both gross and fine muscle movements and functional use of the senses of touch and vision.

4. Intellectual—conceptual, integrative and quantitative abilities

These abilities include measurement, calculation, memorization, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of midwives, requires all of these intellectual abilities. In addition, students should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

5. Behavioral and Social

Students must be able to fully utilize their intellectual abilities, exercise good judgment, promptly complete all responsibilities attendant to the diagnosis and care of patients, and develop mature, sensitive and effective relationships with patients. Students must be able to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. The student must be able to experience empathy for the situations and circumstances of others and communicate that empathy. Compassion, integrity, concern for others from all levels of society, respect for human diversity, interpersonal skills, interest and motivation are all personal qualities that are assessed during the admissions and educational process.

Conclusion

The SUNY Downstate Medical Center Midwifery Education Program and its sponsoring institution will attempt to develop creative ways of opening the Program to competitive, qualified individuals with disabilities. In doing so, however, the Program and sponsoring institution must maintain the integrity of the curriculum and preserve those elements deemed essential to the education of a Midwife. The Program and sponsoring institution cannot compromise the health and safety of patients. An applicant or student who is unable to meet the minimum academic and technical standards is not qualified for the practice of the profession.

General Information

Program Office & Classroom Locations

The SUNY Downstate Medical Center Midwifery Education Program address is:
450 Clarkson Avenue, Mail Stop Code 1227, Brooklyn, N.Y. 11203-2098

The program office is located in the Health Science Education Building (HSEB), 7th floor, Room 7-043. The phone # is (718) 270-7740 and the Fax # is (718) 270-7634.

Program classrooms are located on the 7th floor HSEB, Room 7-031 and on the 8th floor HSEB, Classroom 8 D/E. Additional laboratory, lecture hall and classroom spaces are used as needed in HSEB and/or the Basic Sciences Building (BSB).

The CHRP computer lab is located on the 7th floor HSEB, Room 7-045 and additional computer terminals are available for student use in the library.

Program Accreditation

The Midwifery Education Program is fully accredited by the Accreditation Commission for Midwifery Education (ACME)

<http://www.midwife.org/accreditation>

The ACME office is located at:

8403 Colesville Road, Ste 1550, Silver Spring, MD 20910-6374

Phone: 240-485-1800; Fax: 240-485-1818; e-mail inquiries: info@acnm.org

The national certifying organization for midwives is the American Midwifery Certification Board (AMCB). The phone number of the AMCB is: (866) 366-9632; and the website address is: <http://www.amcbmidwife.org>

This program is registered with and approved by the New York State Education Department. The registration number for the advanced certificate in Midwifery is **12042**. The registration number for the Master of Science in Midwifery is **21570**. The HEGIS code is **1203.10**

Communication with Faculty and Staff

A. Offices and Office Hours

All faculty offices are on the 7th floor. Room numbers are listed below. Faculty schedules are posted outside these offices. Although faculty doors may be closed because of building fire regulations, the Program philosophy is "Open Door". Students should feel free to knock if you need to speak to a faculty member. If you have something that will take time to discuss, an appointment is preferable. Students can make appointments with faculty by stopping by, e-mailing or calling.

B. E-Mail

Downstate E-mail is the preferred method of communication between students and faculty. All faculty members check their e-mail with great frequency. Faculty e-mail addresses are listed below.

C. Voice Mail

All faculty members have individual telephone extensions with voice mail. Extensions are listed below.

D. Faculty Mail Folders

Mail folders for all faculty members are located in the Program Office, Room 7-043.

Midwifery Faculty and Staff Information			
Name	Rm. #	Campus Ext.	E-mail address
Ronnie Lichtman (Chair)	7-041	270-7742	ronnie.lichtman@downstate.edu
MaryAnne Laffin	7-047	270-7759	maryanne.laffin@downstate.edu
Aleida Llanes-Oberstein	7-044	270-7754	aleida.llanes-oberstein@downstate.edu
Suzanne Schechter	7-046	270-7757	suzanne.schechter@downstate.edu
Sheryl Eason	7-043	270-7741	sheryl.eason@downstate.edu

Students

1. Student Electronic Mail

All students are given individual e-mail accounts by the University for the duration of their enrollment in the program. **This university e-mail account is the official and only e-mail address utilized by the faculty for communication with students. Students are expected to check their Downstate e-mail DAILY, including summer, and as often as possible during all school breaks.**

2. Program Bulletin Board

The program bulletin board is located in the hallway outside the program Office (Room 7-043). Notices regarding employment and continuing education opportunities are posted on this bulletin board. Please check the program bulletin board on a regular basis for important notices as well as items of interest.

3. PRIME Midwifery Student Group

All students have access to an electronic midwifery group through the College's educational software, called PRIME. Students will receive training on how to access this group. Through the PRIME Midwifery Group students can access:

- program documents including clinical site assignments, evaluation forms and clinical records
- announcements
- emergency telephone tree lists
- course evaluations
- faculty student advisor/advisee list
- little sibling/big sibling list
- student contact list
- emergency information

4. Online Program Calendar

You will also find a calendar in your online PRIME account—you will learn about this at Orientation. You will be instructed on how to subscribe to the course calendars so that they can be accessed from your computer and mobile electronic devices. You will be able to access the calendars wherever you are and updates will be automatically sent to the calendar subscriptions.

Emergency Information

In case of an on-campus emergency, students should call Ext. 2626 for University police and 911.

In the event of a weather or other emergency, SUNY Downstate has set up a special phone system for students, faculty, and staff. The number is **718-270-1000**. Call just before you start traveling to get the most updated information. In general, information for the day will be provided by 7am, but it might change as circumstances change.

If classes are cancelled for the entire University, you will hear that message and need make no other call (except if you are scheduled for clinical that day). If there have been no changes for the University as a whole, you will hear a standard greeting:

“Welcome to Downstate Medical Center and its University Hospital of Brooklyn. If you are dialing from a touchtone phone, press 1. If you are dialing from . . .”

This greeting means the President has not closed the University. However, The College of Health Related Professions (CHRP) may be closed, or some classes cancelled. You must press “2”, and then “4” to get CHRP’s individual message number. The faculty will make every effort to have our individual class postings announced on this message number. If you don’t hear anything about the Midwifery program classes, try one more number—call the midwifery program office @ 718-270-7740. A message should be put there if any or all midwifery classes will not be held during weather or other emergency. If none of these voice messages tell you that a class is cancelled, assume it will be held and try to be there, unless you get a phone call through the program’s telephone tree.

In the event of an emergency not related to the College as a whole, but strictly to an individual faculty member of the Midwifery Education Program, the faculty member will contact all affected students the morning of the class, using the phone trees, and will put a message on her individual voice mail—or on the program phone number at extension #7740. When the faculty member asks you to implement the phone tree, *please cooperate*—as it would be exceedingly difficult to reach all students in time if one person were to make all the calls. Once we have all students’ phone numbers updated (home and cell, please) the faculty will create a “telephone tree” based on groups of students who will be in the same classes. The telephone tree will be accessible through the Midwifery Student Group in PRIME (see previous page). If you are in a course or courses in the College of Nursing, you will have to follow its emergency procedures to find out if classes are cancelled—for your information, however, its number on the main emergency message is 3 (after you first press 2). If there are additional emergency procedures, they will be given to you by the College of Nursing.

If you are scheduled for a clinical area on a day that there is an emergency, you must contact your preceptor to find out whether s/he will be in. If so, you are expected to be there, with the proviso, of course, that you can make it and it is safe to do so. If you cannot make it in, let the preceptor know when you call. You will be expected to make up the clinical time—every clinical day is a precious gift to you!

We advise you to become part of EARS---Early Alert & Response System. Go to:

www.downstate.edu/ears

for information about how to register your cell phone or page.

Student Services

Services for Students with Disabilities

Students are referred to the current *SUNY Downstate Medical Center Student Handbook* for a description of the procedures for requesting accommodations due to temporary or permanent disabilities. Students who are requesting special accommodations are required to complete the Continuing Student Disability Information form available from the Office of Student Affairs (Basic Science Building, Room 01-114; X2187). No special accommodations for pre-existing conditions will be provided by the program for students who fail to fully complete and submit the Continuing Student Disability Information form to the Office of Student Affairs. Appropriate accommodation will be made by the program when the form has been processed and approved by the Office of Student Affairs.

Academic Support Service

Students who experience academic difficulties may request to access the Academic Support Service. At times the faculty may refer a student to these services. Students may call X7536 to make appointments with an Academic Counselor.

Student Counseling Service

A detailed description of this service appears in the current *SUNY Downstate Medical Center (DMC) Student Handbook*. Confidential student counseling is available through the Downstate Medical Center Student Counseling Services. Students may call X1408 for appointments.

Student Health Service

A detailed description of this service appears in the current *SUNY DMC Student Handbook*. The Student Health Service provides emergency and ambulatory care to all matriculated students. Its webpage is http://sls.downstate.edu/student_health/. Student Health Services is available on a walk-in basis during the hours posted on the webpage. The Student Health phone number is X1995 and in emergencies, students can call x4577.

Shuttle Service/Parking

Downstate Medical Center provides complimentary van services for students to select subway stations/bus stops and to the parking lots. See *University Police section in the DMC Student Handbook*. In addition to scheduled pickups, individuals traveling to and from the subways late nights and odd times can make arrangements to be picked up by calling 2626. You will need your ID card. For more information and schedule go to: www.downstate.edu/police/transportation.html

Limited pre-paid daily parking tickets for the Foundation Parking Lot (Parkside Ave./Winthrop St. between Nostrand/New York Aves.) are available. See *Parking section in DMC Handbook* for more information.

Financial Aid Information

Current information about eligibility for financial aid, loans, and scholarships is made available to students by the Financial Aid Office located in Room 1-114 of the Basic Science Building. Other external sources of scholarships may be available. You can check the http://sls.downstate.edu/financial_aid/ website for information on Financial Aid.

Each year a number of scholarships specific to midwifery are available. Sometimes information about these is sent to the Program Chairperson who will then forward this information to students via e-mail. Other scholarships are announced at Midwifery Chapter Meetings (NYC, LI, or Hudson Valley), or on the ACNM website: www.acnm.org. It's advisable to check this website

periodically. Note: Advanced Certificate students may not be eligible for some financial aid or loans.

Required Textbooks

This list does not include all texts to be used while in the program; however, the following books are required the first year. We recommend purchasing these books during the summer so that you can look them over to get a bit of a head-start.

Hackley B, Kriebs JM, Rousseau ME. *Primary Care of Women*. Boston: Jones and Bartlett, 2007.

Blackburn ST. *Maternal, Fetal and Neonatal Physiology: A Clinical Perspective*, Fourth Edition. St. Louis, Mo: Saunders/Elsevier, 2013.

King TL, Brucker MC. *Pharmacology for Women's Health*. Boston, MA: Jones and Bartlett, 2011.

King TL, Brucker MC, Kriebs JM, Fahey JO, Geger CL, Varney H. *Varney's Midwifery*, Fifth Edition. Burlington, MA: Jones & Bartlett Learning, 2015.

We also suggest that *all* students have an up-to-date medical dictionary, such as Stedman's or Taber's (or any other). Taber's comes with a CD-rom that provides pronunciation for the terms and this may be especially helpful.

Midwifery Student Academic Policies

As students in the Midwifery Education Program, you are being educated for a profession that relies on its practitioners to function at the highest level of integrity. Providing care to women and families, which you will be doing from early in this program and for the rest of your professional life, requires honesty, responsibility, trustworthiness, and respect for others. In essence, by attending this program, you are signing onto a lifelong honor code. However, to help you negotiate the academic environment, and to have guidelines should problems arise in your ability to maintain these characteristics or in your ability to perform at the level of excellence required for this program, the faculty has developed explicit policies for both your academic and clinical work in this program. These are detailed in the sections that follow.

The following policies which relate to academic standing and promotion have been reviewed and approved by the Academic Policy Committee of the College of Health Related Professions. The policies which you are responsible for abiding by are included in the current versions of two documents: this Midwifery Program Student Handbook and the *SUNY Downstate Medical Center Student Handbook*.

I. Registration

All students are expected to register online through the Banner portal according to the schedule established by the Registrar's office.

II. Program Length

- A. A two-year program of study is designed to be completed in 5 semesters
- B. A three-year program of study is designed to be completed in 7 semesters
- C. The MS in midwifery for CMs and CNMs is designed be completed in 2, 3, or 4 semesters.

III. Midwifery Programs of Study (tracks)

All students, regardless of track, are required to successfully complete the 38 graduate credit midwifery program core curriculum.

Note: As of 2011, all new midwives are required to have a graduate degree in midwifery or a related field. Therefore, any student entering the program without a related Master's degree will be required to enroll in the Master's track.

Advanced Certificate Midwifery:

Students registered for the advanced certificate track exit the program with an Advanced Certificate in midwifery upon successful completion of the midwifery program core curriculum (38 graduate level credits). Students may enroll in the Advanced Certificate track if they have a Master's in a related field (approved by the midwifery faculty) or if they are also pursuing the MS Nurse-Midwifery option (see IV, below).

Master of Science (MS) Midwifery:

Students registered for the master's track are eligible for a Master of Science (MS) midwifery upon successful completion of the midwifery program core

curriculum (38 graduate level credits) plus an additional 12 credits that comprise the master's component.

Certified midwives (CMs), certified nurse-midwives (CNMs), graduate midwives (GMs), or graduate nurse-midwives (GNMs) who register for this program of study are awarded up to 38 graduate level credits of advanced standing.

IV. MS Nurse-Midwifery Option

Master of Science (MS) Degree in Nurse-Midwifery:

Students enrolled in the Advanced Certificate track in CHRP may also pursue a master's degree in the College of Nursing with a concentration in nurse-midwifery. The degree is awarded upon successful completion of the Advanced Certificate plus an additional 20 credits, which comprise the nursing master's component. The Advanced Certificate by CHRP and the graduate degree is awarded by the College of Nursing (CON).

V. Midwifery Curriculum

Two-year and three-year course sequencing is outlined in the following pages for the

- 1) Master of Science degree in midwifery and 2) Advanced Certificate in midwifery. Modified programs of study are available and may be individualized based on a student's progress. Students who are pursuing the Adv. Certificate midwifery/MS nurse-midwifery option should meet with the CON as soon as possible and each semester to discuss how the 20 credits taken in the CON can best fit into the programs of study outlined below.

Master of Science Program of Study - 7 Semester Option

First Year

Fall

Course No.	Course Title	Credits
NRMW 5010	Professional Issues & Leadership in Midwifery	3
NRMW 5401	Research 1 +	3
NRMW 5407	Introduction to Teaching +	3
NRMW 5117	Continuity of Care Elective 1##	0.5##
Total Credits		9/9.5##

Spring

Course No.	Course Title	Credits
MIDW 4002	Integrated Med. Sciences I *	3 *
NRMW 5402	Research II +	3
NRMW 5403	Health Care Policy & Community Assessment ** +	3
NRMW 5216	Continuity of Care Elective 2##	0.5
Total Credits		3/9.5 ***##

Summer

Course No.	Course Title	Credits
MIDW 4002	Integrated Med. Sciences I * (If not taken in previous semester.) and/or	3
MIDW 4003	Integrated Med. Sciences II *	3 *
NRMW 5700	Independent Study #	1-3 #
NRMW 5310	Continuity of Care Elective 3##	0.5##
Total Credits		0/9.5*###

Second Year

Fall

Course No.	Course Title	Credits
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MIDW 4001	Basic Health Skills *	3 *
NRMW 5112	Physical Assessment of Women, Didactic	1
NRMW 5113	Physical Assessment of Women, Clinical	1
NRMW 5114	Pelvic Assessment of Women, Didactic	0.5
NRMW 5115	Pelvic Assessment of Women, Clinical	0.5
NRMW 5116	Pathophysiology of Acute and Chronic Conditions in Women and	3
NRMW 5205	Their Primary Care	3
	Advanced Pharmacology	
Total Credits		9/12*

Spring

Course No.	Course Title	Credits
NRMW 5009	Obstetric Pharmacotherapeutics	1
NRMW 5209	Medical & Obstetric Complications	1.5
NRMW 5212	Well Woman Gynecology, Didactic	1.5
NRMW 5213	Well Woman Gynecology, Clinical	1.5
NRMW 5214	Antepartum Care, Didactic	1.5
NRMW 5215	Antepartum Care, Clinical	1.5
Total Credits		8.5

Summer

Course No.	Course Title	Credits
MIDW 4003	Integrated Med. Sciences II * (If not previously taken.)	3 *
NRMW 5208	Clinical Practicum in Primary Care	1
MIDW 5302	International Women's Health Care Policy ** +	3 **
NRMW 5309	Medical Complications of Pregnancy	1.5
NRMW 5700	Independent Study #	1-3 #
Total Credits		2.5/11.5 ** #

Third Year

Fall

Course No.	Course Title	Credits
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NRMW 5404	Intrapartum Care	5.5
NRMW 5105	Postpartum Care	1
NRMW 5104	Neonatology	3
NRMW 5409	Obstetric Complications of Pregnancy	1.5
Total Credits		11

Spring

Course No.	Course Title	Credits
NRMW 5405	Integration of Clinical Studies	4
Total Credits		4

Total Credit Allocation for the Program		50/59*
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* 9 credits of supplemental courses for Direct-Entry Midwifery Track (required for state licensure). These courses, or their equivalents, are required only of direct entry students. The credits for these courses are undergraduate level credits and are not included in the number required for the Advanced Certificate or Master's Degree.

** Either Health Care Policy and Community Assessment, **NRMW 5403**, or International Women's Health Care Policy, **NRMW 5302**, satisfies the requirements for the MS degree in Midwifery.

A 1-3 credit independent study (NRMW 5700) may be taken as an elective in either or both of the first two summer semesters with faculty permission. Credits for these courses are not included in the number required for the Advanced Certificate or Master's Degree.

This elective must be taken for all 3 semesters. It involves following one family planning a home birth through all prenatal visits, observing the birth, and following the family up to 6 weeks of the postpartum period. It must be taken for 3 semesters unless the family opts out of care or has transferred to the hospital. Credits for these courses are not included in the number required for the Advanced Certificate or Master's Degree.

+ Courses in the MS in Midwifery Completion program.

Master of Science Program of Study - 5 Semester Option

First Year

Fall

Course No.	Course Title	Credits
MIDW 4001	Basic Health Skills *	3 *
NRMW 5010	Professional Issues & Leadership in Midwifery	3
NRMW 5112	Physical Assessment of Women, Didactic	1
NRMW 5113	Physical Assessment of Women, Clinical	1
NRMW 5114	Pelvic Assessment of Women, Didactic	0.5
NRMW 5115	Pelvic Assessment of Women, Clinical	0.5
NRMW 5116	Pathophysiology of Acute and Chronic Conditions in Women and Their Primary Care	3
NRMW 5205	Advanced Pharmacology	3
NRMW 5401	Research I +	3
	Continuity of Care Elective 1##	0.5
Total Credits		15/18.5 *##

Spring

Course No.	Course Title	Credits
NRMW 5009	Obstetric Pharmacotherapeutics	1
NRMW 5209	Medical & Obstetric Complications of Pregnancy	1.5
NRMW 5212	Well Woman Gynecology, Didactic	1.5
NRMW 5213	Well Woman Gynecology, Clinical	1.5
NRMW 5214	Antepartum Care, Didactic	1.5
NRMW 5215	Antepartum Care, Clinical	1.5
	Continuity of Care Elective 2##	0.5
Total Credits		11.5/12##

Summer

Course No.	Course Title	Credits
MIDW 4002	Integrated Medical Sciences I *	3 *
MIDW 4003	Integrated Medical Sciences II *	3 *

NRMW 5208	Clinical Practicum in Primary Care	1
NRMW 5302	International Women's Health Care Policy ** +	3
NRMW 5309	Medical Complications of Pregnancy	1.5
NRMW 5402	Research II +	3
NRMW 5700	Independent Study #	1-3 #
	Continuity of Care Elective 3##	0.5
Total Credits		2.5/15*###

Second Year

Fall

Course No.	Course Title	Credits
NRMW 5104	Neonatology	3
NRMW 5404	Intrapartum Care	5.5
NRMW 5105	Postpartum Care	1
NRMW 5407	Introduction to Teaching +	3+
NRMW 5409	Obstetric Complications of Pregnancy	1.5
MIDW 4003	Integrated Medical Sciences II * (If not taken during previous summer)	3 *
Total Credits		14

Spring

Course No.	Course Title	Credits
NRMW 5405	Integration of Clinical Studies	4
NRMW 5403	Health Care Policy and Community Assessment +**	3
Total Credits		4-7*

Total Credit Allocation for the Program	50/51.5/59/60.5*
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* 9 credits of supplemental courses for Direct-Entry Midwifery Track (required for state licensure). These courses, or their equivalents, are required only of direct entry students. The credits for these courses are undergraduate level credits and are not included in the number required for the Advanced Certificate or Master's Degree.

** Either Health Care Policy and Community Assessment, **NRMW 5403**, or International Women's Health Care Policy, **NRMW 5302**, satisfies the requirements for the MS degree in Midwifery.

A 1-3 credit independent study (NRMW 5700) may be taken as an elective in either or both of the first two summer semesters with faculty permission. Credits for these courses are not included in the number required for the Advanced Certificate or Master's Degree.

Advanced Certificate Program of Study - 5 Semesters

(Students must have a related graduate degree to be eligible for this option. Whether or not the degree is acceptable is at the discretion of the faculty.)

First Year

Fall		
Course No.	Course Title	Credits
MIDW 4001	Basic Health Skills *	3 *
NRMW 5112	Physical Assessment of Women, Didactic	1
NRMW 5113	Physical Assessment of Women, Clinical	1
NRMW 5114	Pelvic Assessment of Women, Didactic	0.5
NRMW 5115	Pelvic Assessment of Women, Clinical	0.5
NRMW 5116	Pathophysiology of Acute and Chronic Conditions in Women	3
NRMW 5205	and Their Primary Care	3
NRMW 5010	Advanced Pharmacology	3
NRMW 5117	Professional Issues & Leadership in Midwifery	0.5
	Continuity of Care Elective 1##	
Total Credits		12/15.5 *##

Spring		
Course No.	Course Title	Credits
NRMW 5009	Obstetric Pharmacotherapeutics	1
NRMW 5209	Medical & Obstetric Complications of Pregnancy	1.5
NRMW 5212	Well Woman Gynecology, Didactic	1.5
NRMW 5213	Well Woman Gynecology, Clinical	1.5
NRMW 5214	Antepartum Care, Didactic	1.5
NRMW 5215	Antepartum Care, Clinical	1.5
NRMW 5216	Continuity of Care Elective 2##	0.5
Total Credits		8.5-9##

Summer		
Course No.	Course Title	Credits
MIDW 4002	Integrated Medical Sciences I * and possibly	3 *
MIDW 4003	Integrated Medical Sciences II *	3 *

NRMW 5208	Clinical Practicum in Primary Care	1
NRMW 5309	Medical Complications of Pregnancy	1.5
NRMW 5700	Independent Study #	1-3 #
NRMW 5310	Continuity of Care Elective 3##	0.5
Total Credits		2.5/13*##

Second Year

Fall

Course No.	Course Title	Credits
NRMW 5104	Neonatology	3
NRMW 5404	Intrapartum Care	5.5
NRMW 5105	Postpartum Care	1
NRMW 5409	Obstetric Complications of Pregnancy	1.5
MIDW 4003	Integrated Medical Sciences II * (If not taken during previous summer)	3 *
Total Credits		11/14*

Spring

Course No.	Course Title	Credits
NRMW 5405	Integration of Clinical Studies	4
Total Credits		4*

Total Credit Allocation for the Program	38/39.5/47/48.5*##
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* 9 credits of supplemental courses for Direct-Entry Midwifery Track (required for state licensure). These courses, or their equivalents, are required only of direct entry students. The credits for these courses are undergraduate level credits and are not included in the number required for the Advanced Certificate or Master's Degree.

** Either Health Care Policy and Community Assessment, **NRMW 5403**, or International Women's Health Care Policy, **NRMW 5302**, satisfies the requirements for the MS degree in Midwifery.

A 1-3 credit independent study (NRMW 5700) may be taken as an elective in either or both of the first two summer semesters with faculty permission. Credits for these courses are not included in the number required for the Advanced Certificate or Master's Degree.

This elective must be taken for all 3 semesters. It involves following one family planning a home birth through all prenatal visits, observing the birth, and following the family up to 6 weeks of the postpartum period. It must be taken for 3 semesters unless the family opts out of care or has transferred to the hospital. Credits for these courses are not included in the number required for the Advanced Certificate or Master's Degree.

Advanced Certificate in Midwifery & Master of Science in Nursing - Concentration in Nurse-Midwifery

The following are College of Nursing courses that students enrolled in this track must take.

NRMS 5180 Advanced Health Assessment & Diagnostic Reasoning: 3 credits

NRMS 5190 Advanced Pathophysiology: 3 credits

NRMS 504 Theoretical Foundations for Advanced Nursing Practice: 2 credits

NRMS 510 Community Context for Continuity of Care: 3 credits

NRMS 585 Nursing Research I: 3 credits

NRMS 586 Nursing Research II: 3 credits

The following are elective College of Nursing courses. Students enrolled in this track must take one of these courses.

NRMS 516 Management and Leadership: 3 credits

NRMS 517 The Advanced Practice Nurse as Nurse Educator: 3 credits

NRMS 515 Family Theory and Application: 3 credits

NOTE: NRMW 5302 International Women's Health Policy offered by the Midwifery program will fulfill the elective for the Master of Science degree in Nursing - Concentration in Nurse-Midwifery.

Courses may be taken fall, spring or summer of each year of enrollment. Students must meet with a faculty advisor in the College of Nursing and the College of Health Related Professions, Midwifery Education Program, to plan how these courses can best fit into the midwifery curriculum.

Students will start and complete the CON courses in Year 1 if they are enrolled in Adv. Certificate midwifery/MS nurse-midwifery, 7 semester program.

They will also take NRMW 5010 Professional Issues and Leadership in Midwifery (3 cr) in the Fall semester of their first year.

They will start the Adv. Certificate midwifery courses in Year 2 (see the MS in Midwifery, 7 semester option, starting Year 2).

Students in the Adv. Certificate midwifery/MS nurse-midwifery, 5 semester option, will incorporate the CON courses into their 2-year program of study as determined by the advisors in CHRP and CON.

VI. Attendance/Punctuality

- A. Students are expected to attend all scheduled classes, seminars, examinations, competency performance examinations (CPEs), and clinical assignments as well as participate in on-line instruction. In case of illness or emergency, the student must notify the instructor/preceptor by telephone or e-mail prior to the scheduled class/experience or as soon thereafter as possible.

Students are expected to be on time for class and required to be on time for clinical assignments.

- B. Students who are habitually late or absent to class will be counseled by the faculty on an individualized basis. See course syllabi for policies regarding class participation. Students who are repeatedly late to clinical may be removed from the clinical site on that day or permanently and may fail the clinical course. Students must work at assigned clinical sessions until the end of that session and, if possible, their post conference is complete.
- C. All requests for non-emergency clinical schedule changes must be approved in advance by the Service Director, or designee, or preceptor at the clinical site. The Course Coordinator or Program Faculty Liaison to the site also must be notified. Approval of clinical time requests is subject to availability of clinical experience. Students must make up missed clinical time.
- D. As a courtesy to classmates and faculty, and because of issues of health and safety, please do not bring infants/children to class or exams. Nursing mothers may pump or have the baby brought to them during class breaks. Space is available between 9am and 4:30pm for use by lactating moms who desire additional privacy. Students can discuss where to pump with the midwifery faculty or contact the Dean's office to utilize space in the Dean's suite..

VII. Evaluation

Completion of the program is based on the achievement of didactic and clinical course competency outcomes. Candidates for graduation must have a minimum cumulative grade point average of a 3.0 (B). There are three types of midwifery courses---didactic only, clinical only, and combined didactic/clinical. Students must pass all didactic courses or the didactic component of combined didactic/ clinical courses with a grade of 80% (B) or better. Students must achieve a grade of Pass in all clinical courses or in the clinical component of combined didactic/clinical courses. Issues related to course failure and other academic and/or clinical problems will be handled as specified in the appropriate sections below. In addition, there are specific policies in each course syllabus that describe in greater detail how these policies will be implemented in that course. If there is nothing more specific in a particular course relating to a policy area, the policies below apply to that course.

A. Academic Evaluation

1. Students are required to take all examinations and Competency Performance Evaluations (CPEs) at the time and date scheduled by the Course Coordinator(s). Exams and CPEs will only be rescheduled for illness or extreme emergency at the discretion of the Course Coordinator. If a student misses an exam for other than illness or emergency the student will receive a "0" grade for that exam.
2. Students are expected to be on time for all scheduled examinations and CPEs. Extra time will not be given to late-comers. Cell phones must be turned off during all examinations and CPEs. (The proctor will have a cell phone that is turned on in case of an emergency alert (EARS) being sent out during the time of the exam.) The only reason that students may leave an examination before they complete the examination is to use the restroom. Only one student will be allowed to leave the room at a time. The student will turn in examination materials to the proctor before leaving.

Students are expected to complete and submit all required assignments and/or learning activities by the deadline(s) established by the Course Coordinator(s). A request for approval of an extension of a deadline must be made in writing or e-mail to the Course Coordinator(s) **prior to the deadline**. Penalties for late work will be at the discretion of the Course Coordinator(s) and published in the course syllabus.

3. When the assignment requires the use of references, either the American Psychological Association (APA) or the biomedical format must be used *consistently* within the body of the assignment and in the reference list.
4. A cumulative average grade of 80% (B) or higher is required for passing each course. A grade of less than 80% results in a grade of F. This policy is based on the faculty's belief that grades of less than 80% reflect insufficient knowledge for safe midwifery practice and do not reflect satisfactory graduate level work.
5. In courses in which examinations are given, students must achieve an average of at least 80% on the examinations, with the exception of Pharmacology. If a student achieves less than an 80% average on examinations, irrespective of how many other components comprise the didactic grade in the course, the student will either fail the course or be eligible for a cumulative re-examination. The students eligible for a cumulative re-examination are those whose average on examinations at the end of the course is 70 or higher.
 - a. The cumulative re-examination will be scheduled by the Course Coordinator(s). The student must achieve at least 80% on this re-examination to pass the course.
 - b. No matter what the grade on the cumulative re-examination, it cannot be considered for the purposes of the final grade as higher than an 80%. The policies for Pharmacology are delineated in section VII, A-15, below, respectively, as well as in the course syllabus.
6. In courses in which there are assignments in addition to examinations that are counted toward the final grade, the final grade will be calculated as noted in the course policies. If the student needs to take the cumulative re-examination, the highest possible grade for the examination component of the final grade will be 80%. If the student's average on

course assignments other than examinations is less than 80% and the examination grade, either before or after a re-take examination, does not bring this average to an 80%, an appropriate assignment(s) will be developed by the Course Coordinator. The student must achieve at least 80% on this re-assignment(s) to pass the course.

- 6a. In courses in which there are no examinations, students must achieve an average of at least 80% on all course assignments. If a student achieves less than an 80% average on these assignments, an assignment or assignments will be developed by the Course Coordinator. The student must achieve at least 80% on this re-assignment(s) to pass the course.
7. Students who fail to achieve 80% (B) in any course or on the cumulative re-examination and/or reassignments will receive a grade of F and must repeat the course when it is next offered. Although when students retake a course, the original F grade is no longer counted in determining their cumulative grade point average (GPA), the F counts toward the numbers of credits or courses that may be retaken.
8. A student will be allowed to retake any given course only once. Failure on course retake will lead to dismissal from the program.
9. Failure of 9 or more credits and 3 courses will lead to dismissal from the program.
10. Students will not be permitted to take a course for which they have failed any prerequisite course. The following courses have prerequisites and/or co-requisites as indicated:

COURSE	CO-REQUISITE(S)	PREREQUISITE(S)
Antepartum (AP), Didactic	AP, Clinical Obstetric Pharmacotherapeutics (Ob Pharm) Medical & Obstetric Complications of Pregnancy (MOC)	Physical Assessment of Women (PHAW) Clinical & Didactic+ Pelvic Assessment of Women (PAW) Clinical & Didactic Pharmacology (Pharm) Basic Health Skills (BHS)*
Antepartum (AP), Clinical	Antepartum, Didactic Ob Pharm	PHAW Clinical & Didactic+ PAW Clinical & Didactic Pharm BHS*
Well-Woman Gynecology (WWG), Didactic	WWG, Clinical	PHAW Clinical & Didactic+ PAW Clinical & Didactic Pharm BHS*
Well-Woman Gynecology (WWG), Clinical	WWG, Didactic	PHAW Clinical & Didactic+ PAW Clinical & Didactic Pharm BHS*

COURSE	CO-REQUISITE(S)	PREREQUISITE(S)
Intrapartum (IP)	Obstetric Complications of Pregnancy (OCOP) Postpartum (PP) Neonatology (Neo)	OB Pharm Pharm AP Didactic & Clinical Basic Fetal Monitoring Certification course Basic Life Saving (BLS) course Neonatal Resuscitation (NRP) certification Interprofessional IV Course
Postpartum (PP)	IP OCOP	MOC, Medical Complications of Pregnancy (MCOP) BHS* PHAW Clinical & Didactic+ PAW Clinical & Didactic Pharm BHS* PHAW Clinical & Didactic+ Pharm
Neonatology (Neo)		
Obstetric Pharmacotherapeutics (Ob Pharm)		
Clinical Practicum in Primary Care	WWG, Didactic & Clinical	Patho Acute & Chr Conditions in Women & Primary Care PHA Clinical & Didactic+ PAW Clinical & Didactic BHS*
Medical and Obstetrical Complications of pregnancy (MOC)	AP, Didactic & Clinical	
Medical Complications of Pregnancy (MCOP)		AP Didactic & Clinical
Obstetric Complications of Pregnancy (OCOP)	IP PP	MOC MCOP AP Didactic & Clinical
Integration of Clinical Studies	IMS1** IMS 2**	AP Didactic & Clinical WWG Didactic & Clinical IP PP Neonatology (Neo) MOC MCOP OCOP

COURSE	CO-REQUISITE(S)	PREREQUISITE(S)
Research II		Research I
<p><i>*Basic Health Skills = Student Midwives (SMs) only</i> <i>**Integrated Medical Sciences 1 and 2 = Student Midwives (SMs) only. Students are advised to take these courses prior to Integration, but may take them as co-reqs</i> <i>+Adv. Cert. midwifery/MS nurse-midwifery students may substitute NRMS 5180 Adv Hlth Assess & Diagn Reasoning for PHAW Didactic.</i></p>		

11. The following are Midwifery Education Program grade delineations:

a. A	93-100	(4.0)
b. A-	90-92	(3.67)
c. B+	87-89	(3.33)
d. B	80-86	(3.0)
e. F	<80	(0)

12. Students who are experiencing academic and/or clinical difficulties are strongly encouraged to meet with a member of the faculty, and develop strategies for improvement. Faculty may require that the student develop and sign a learning contract. Failure to meet the conditions of the learning contract will result in course failure.
13. The policy of CHRP regarding incomplete ("I") grades is clearly delineated in the *SUNY DMC Student Handbook*, in the section relating specifically to CHRP. To summarize, an "I" grade is defined as "a portion of the requirements for the course have not been completed for reasons beyond control of the student (e.g. illness)." In addition, the policy clearly states that permission for an "I" grade must be requested from the course instructor prior to the deadline for submission of course grades. The midwifery faculty requires that a student request permission for late submission of any assigned course work before its due date. (see policy VII, A-2).
14. A Comprehensive Examination, a summative evaluation of the student's knowledge and ability to apply theory to midwifery management, is given on a set date and time during the Integration of Clinical Studies course. Policies regarding grading of this examination are available in the course syllabus for NRMW 5405 Integration of Clinical Studies. In addition, students will take a mandatory comprehensive examination created by a coalition of midwifery educational programs in the Northeast. This will be a practice examination.
15. The course, Pharmacology, NRMW 5205, consists of several examinations as well as case studies. For this course only, the final grade will be determined by the grades achieved on the course examinations and case studies as delineated in the course syllabus.

16. Examinations will not be returned to students. All students are strongly encouraged to review all examinations. A student who fails an examination is *required* to review the examination with the Course Coordinator(s) or designee, ideally within two weeks of notification of the grade. The Course Coordinator will send the student a list of possible times for reviewing the examination and the student will either choose one of those times to meet with the Coordinator or request alternate times for the exam review. Students may review their written course examination(s) only in the presence of a faculty member. A student is not permitted at any time to make notes, copies, or recordings of any exam questions or answers. This action is considered academic dishonesty and the student is subject to discipline in accordance with the policy set forth in the current *CHRP Student Handbook*.
17. Students who are challenging courses through the Midwifery Education Program Challenge Mechanism option will be given specific policies regarding challenges.

B. Clinical Evaluation

1. All clinical evaluation is Pass/Fail.
2. Some courses require Competency Performance Evaluations (CPEs) before students are permitted "hands on" experience in the clinical setting. For these courses, this is noted in the Course Policies and Evaluation Methods section of the Course Syllabus. Prior to the CPE, students will be given information about what is expected in order to pass. Students must demonstrate satisfactory safe performance of technical skills and/or procedures in a classroom or lab setting, based on the knowledge of when, why, and how those skills/procedures are to be performed. A student whose performance is deemed unsatisfactory on the first attempt will be counseled, given additional practice time, and have a second opportunity to demonstrate beginning competence. Inability to pass the Competency Performance Evaluation on the second opportunity will result in failure of the course (if it is a clinical course only) or failure of the clinical component of the course, therefore failure of the course.
3. The student's written self-evaluation of each clinical experience must be submitted to the clinical preceptor for review and comments at the end of that experience. This evaluation is to be completed on the appropriate evaluation form, which is found on PRIME in the corresponding course's section in the Midwifery Student Group, Clinical Records folder. Students must print a sufficient number of forms for each clinical session and bring these to the session. **The student must complete both the numerical and comments sections of the self-evaluation form before submitting it to the clinical preceptor. Substantive evaluative comments on the day's performance are required.** These should address both strengths and areas for improvement and should reflect a cumulative evaluative approach. A student-preceptor conference immediately following each clinical experience is desirable. Self evaluation is a critical component of the midwifery learning process. Students are responsible for maintaining up-to-date and complete sets of evaluations for each clinical course or clinical component of the course.
4. Students will complete a mid-experience and final evaluation. As with daily evaluations, students will complete the self-evaluation component of these evaluations before submitting them to their clinical preceptors. The preceptor's component will be written by an appropriate person at the clinical site at the end of Ambulatory Care (AP/WWG), Clinical Practicum in Primary Care, Intrapartum/Postpartum Care, and Integration of Clinical Studies. A copy of all daily, mid-experience and final evaluations should be submitted to the Program Faculty Liaison for each course and the student should schedule a mid-experience and final meeting with the appropriate Program Faculty Liaison.

5. A student whose clinical progress during a course is unsatisfactory will be counseled. The student may be required to submit a learning contract, with strategies and a timetable for achieving the clinical competency outcomes, for approval by the clinical preceptor and Course Coordinator(s) and/or Program Faculty Liaison or such a learning contract will be developed by the faculty. The student's unsatisfactory progress, counseling, learning contract and subsequent clinical progress will be documented by a faculty member and placed in the student's program file. The student will have the opportunity to demonstrate improvement during the remainder of the course. In exceptional circumstances special consideration may be given, at the discretion of the faculty, regarding extending the clinical experience. Additional clinical hours *may* be arranged *when and where available before the end of the semester*. If the student fails to achieve the clinical course competency outcomes by the end of the semester, the student will fail the clinical component of the course and policies VI, A: 8-10 will apply. The final grade that will appear on the student's transcript will be submitted only after successful completion of all course competencies documented by submission of daily and midsemester and final evaluations. In some cases, a student may only need a few weeks to complete a clinical course or the clinical component of a course and may receive an In Progress (IP) grade for the course and register (and pay for) an Independent Study (NRMW 5700) to complete the clinical requirements at the end of the semester but before the start of the next semester. If these requirements are satisfactorily met, the student will receive a passing grade in both the Independent Study and original course.
6. A student who is unable to meet the clinical competency outcomes of a course fails the course.
7. A student who has completed all course requirements and desires additional clinical experience may request faculty approval to register for an Independent Study course during a subsequent semester, subject to availability of an appropriate clinical site. Independent study credits do not apply towards those required for attainment of the certificate or degree however students must pass these courses in order to graduate.
8. Once a student begins the clinical course sequence (antepartum, well-woman gynecology, primary care, intrapartum, postpartum, and integration) there can be no gaps other than a summer semester in this sequence of courses. If the student must decelerate or postpone a clinical course, the student must take a *minimum* of a 1-credit Independent Study to continue clinical work. The clinical Independent Study must include all clinical components that the student has already undertaken, whether or not that clinical course was passed or failed (with the exception of primary care). The Independent Study will not count toward the credit requirement for graduation however students must pass these courses in order to graduate. If the student must take a leave of absence, a plan will be developed for remediation as necessary in clinical work when the student returns.
9. Students who are challenging courses through the Midwifery Education Program Challenge Mechanism option will be given specific policies regarding challenges.

VIII. Leave of Absence

The Program's Leave of Absence and Maintenance of Matriculation policies follow those outlined in the current *SUNY DMC Student Handbook*. A leave of absence must be approved by the Program Chairperson and the CHRP Committee on Admissions and Academic Standing.

IX. Change of Status

- A. A two-year student may request a change to three-year status. On occasion, a student in the three-year program may request to decelerate and complete the program in a longer time frame. This request must be made in writing or by e-mail to the Program Chairperson and/or Education Director. An individualized program of study will be developed by the faculty as necessary in order for the student to fulfill the graduation requirements.
- B. Upon recommendation of the faculty and approval of the CHRP Committee on Admission and Academic Standing, a student may be required to decelerate to a modified study program if the student is in academic and/or clinical jeopardy, including probation.
- C. A student cannot change from three-year to two-year status because of the program course sequencing.

X. Program of Study Change(s)

Changes in the program of study may be recommended by the faculty or requested by a student. The faculty may also mandate such a change (see XI, C. 3). This must then be approved by the Committee on Admissions and Academic Standing. A student request for approval of any change in the program of study (e.g., from Advanced Certificate to MS or MS to Advanced Certificate if the student already has a related Masters degree) must be made in writing or via e-mail and submitted to the Education Director and/or the Program Chairperson. A conference may be scheduled to evaluate the student's request.

XI. Probation

The following probation policies are specific to the Midwifery Education Program and supplement the general policy stated in the current *SUNY DMC Student Handbook*. In some instances, this will mean that the student is on program probation, but not college-wide (CHRP) probation.

A. College-Wide (CHRP) Probation

- 1. See the *SUNY DMC Student Handbook* for indications for probationary status.
- 2. The CHRP Committee on Admissions and Academic Standing will review the student's record and the program faculty recommendation (see above). The Committee will either concur with the suggested plan or will decide on an alternative plan of action.
- 3. The CHRP Dean will consider the recommendation of the CHRP

Committee on Admissions and Academic Standing and makes the final decision regarding CHRP probationary status.

B. Program Probation

1. Indications:
 - a. A student who fails a course.
 - b. A student who fails to achieve a 3.0 grade point average (GPA) either cumulative or in any semester (also CHRP probation).

C. Program Faculty Action

1. The student may be allowed to progress to subsequent courses, assuming the student has passed the prerequisite course(s).
2. The program faculty and student will negotiate and develop a plan to assist the student to return to good academic standing.
3. The student may be required to decelerate to a modified study program with a reduced number of credits.

D. Removal from Probationary Status

To remove Probation for failure of a course, the student must re-register for, retake, and pass that course in its entirety during the next semester in which the course is given.

XII. Dismissal

A. Grounds for Dismissal

1. A student who fails to achieve a B or better in the same course twice
2. A student who fails to achieve a B or better in 9 or more credits and 3 or more courses
3. A student who breaches academic, professional, and/or ethical conduct

B. Program and College Actions

A student who is subject to dismissal from the program will be presented to the CHRP Committee on Admissions and Academic Standing. The Committee reviews the student's records in light of the program policies and votes to either recommend dismissal or not. The Dean is informed of the Committee's recommendation and will notify the student in writing regarding her/his status in the program and of the right to appeal.

C. Probation/Dismissal Policies for Students Enrolled in the MS Degree in Nursing with a Concentration in Nurse-Midwifery Track

Students enrolled in the Adv. Certificate midwifery/MS nursing track take 37-8 credits of core coursework in the CHRP Midwifery Education Program and an additional 20 credits in the CON toward the fulfillment of the MS degree. When the student is registered to take the course(s) offered by the Midwifery Education Program, policies of CHRP, the Midwifery Education Program, and the specific course apply to that course. The policies of the CON will apply to courses that are offered by that college.

When a student in the MS degree in nursing with a concentration in nurse-midwifery track is in academic or clinical jeopardy, the Midwifery Education Program reserves the right to recommend or mandate deceleration in midwifery coursework, as appropriate, or to dismiss the student from the Midwifery Education Program, per policies stated in this Handbook.

Procedures regarding dismissal from either or both colleges are delineated in a separate document to be provided to students pursuing the MS in nurse-midwifery upon request.

XIII. Grievance/Appeal Procedures

See "Student Academic Appeals" and "Guidelines for Resolving Academic Integrity Cases" policies in the CHRP section of the current *SUNY DMC Student Handbook*. See also Appendix, "Procedures for Processing Grievances Alleging Discrimination." Students enrolled in the MS degree in nursing with a concentration in nurse-midwifery track are referred to the College of Nursing section of the current *SUNY Downstate Medical Center Student Handbook* for its grievance/appeal policies.

XIV. Student/Class Responsibilities

- A. Select a student class representative for the purpose of facilitating faculty/student communication.
- B. Contribute to the evaluation of courses, learning opportunities, and the overall program in order to facilitate and implement program growth. Complete all online course evaluations at the end of the semester in which you are enrolled in the course. Complete the final program evaluation upon completion of all program requirements.
- C. Contribute to the learning of classmates by sharing knowledge, experiences, coming prepared and on time for class, actively participating in classes, assisting peers, and demonstrating sensitivity to the learning needs of others.
- D. Share resources. Return all borrowed books and equipment in the same condition in which they were obtained. Damaged or lost books and equipment must be replaced by the student borrower.
- E. Keep classroom spaces locked and clean. Classroom computers and overhead projectors must be turned off, and classroom locked as the classroom is vacated.
- F. Respect faculty members' time and privacy. Although faculty generally have an "open-door" policy and are receptive to meeting briefly with students on an impromptu basis, students are advised to make an appointment to discuss any personal or program-related matter, unless of an emergency nature. Use discretion in time of day chosen when telephoning an academic or clinical faculty member.
- G. Make known to the faculty any specific learning or practice needs, including suggestions for seminar topics, guest speakers, and clinical resources.
- H. Share information with classmates and faculty regarding current literature and/or other references or resources not cited in the course syllabus.
- I. Participate actively in constructive self-evaluation.

- J. Identify academic or clinical learning difficulties and initiate discussion with faculty of plans to overcome these difficulties. When appropriate, initiate or complete a learning contract with faculty.
- K. Silence all phones and beepers during class, lab practice, exams, and clinical experiences. The faculty phone will be kept on in classrooms in order to receive emergency messages from Downstate. All personal electronic equipment, including laptop or tablet computers may be brought to class for educational purposes only and used only on the silent mode. Students should not be disrespectful of faculty, classmates, or guest speakers by using computers during class for game playing, reading or sending email, checking social media sites, or other activities that do not relate to the class. For safety reasons, and because of Downstate's wiring, all personal computers must be used on battery power only.
- L. Obtain permission of the instructor prior to audio or video taping any class or review session.
- M. Discuss academic or clinical conflicts by speaking directly to the faculty member involved. In the event that the problem cannot be resolved at this level, the student should promptly contact the Course Coordinator, Program Faculty Liaison, or Faculty Advisor. The Education Director and/or the Program Chairperson may become involved at the request of the student or faculty. Also see "Guidelines for Resolution of a Problem During Clinical Experiences." This document also appears in the Midwifery Student Group in PRIME in the program documents for the current year.
- N. Immediately report to the course coordinator or clinical faculty liaison, in writing or in e-mail, any untoward incident or poor outcome that occurs in the clinical area.
- O. Input all clinical experiences in the clinical area into the hand-held device that is compatible with the software utilized for this purpose by the Midwifery Education Program. Maintain accurate and up-to-date statistics for all clinical experiences and cumulatively for the program by the program's end.
- P. Maintain additional academic and clinical records accurately throughout the program in a timely, neat, and legible fashion. The purposes of the student statistics and records include documentation for obtaining professional license, obtaining required information for program accreditation, and compiling data for grant applications. Upon completion of all program requirements, these written records will be submitted to and retained by the Midwifery Education Program for three years.
- Q. Purchase student midwife liability insurance (commonly called "malpractice") at the beginning of the semester in which you take the courses Physical/Pelvic Assessment of Women (first semester for full-time students; third semester for part-time students). Submit proof of coverage to the Program Administrator. Renew the policy the following year, at the beginning of the semester in which you take Intrapartum Care. Submit proof of coverage to the Intrapartum Course Coordinator.
- R. Submit proof of completion of a basic fetal monitoring course prior to starting intrapartum Care (IP). This course must have an examination component and be approved for continuing education by ACNM, AWHONN, or for continuing medical education (CMEs). On an individual basis, the IP Course Coordinator will consider documentation of equivalent knowledge and experience in fetal monitoring in lieu of a course.

- S. Complete an American Heart Association Basic Life Support (BLS) before entering the Intrapartum Care (IP) course.
- T. Complete a Neonatal Resuscitation Program offered by the American Heart Association/American Academy of Pediatrics or demonstrate evidence of current certification in neonatal resuscitation prior to starting Intrapartum Care (IP).
- U. Complete the interprofessional IV course at the Center for Healthcare Simulation (CHS).
- U. Refer frequently to the documents in the PRIME Midwifery Student Group in the current Program Documents folder and adhere to the guidelines in these documents.
- V. Download and/or print all PRIME course materials by the end of the semester in which you are enrolled in the course as you will lose online access through PRIME when the course ends.

XV. Assignments

All formal written assignments must be typewritten or word-processed and proofread with proper format (including citations) prior to submission to the faculty. The faculty accepts either American Psychological Association or biomedical format only. Specific requirements and policies for written assignments are delineated in each course in which research or other papers are required.

Student presentations in a class or seminar are required in many courses. Guidelines for what is expected and evaluation criteria are provided for any course in which a student presentation is assigned. Verbal and/or written feedback is given and a grade may be assigned.

XVI. Student E-mail

Your on-campus e-mail address is your official e-mail for communication with faculty. Students must access their on-campus e-mail **DAILY**. No other e-mail address will be used to communicate with students. Campus e-mail is the most frequently used method for faculty to communicate with students outside of class. The more frequently you check your e-mail, the less likely you are to miss program, course, or other information. Students should continue to check e-mail during the summer and holidays.

XVII. Program Completion

Upon successful completion of all course competency outcomes and all program requirements and having earned a Master's degree in Midwifery, Nurse-Midwifery, Nursing, or other related field as determined by the midwifery faculty through SUNY Downstate Medical Center or elsewhere, the Program Chairperson will recommend the graduate to take the certifying examination administered by the American Midwifery Certification Board (AMCB). Applications and information about the examination are available online (www.amcbmidwife.org/). Payment of the examination fee is the responsibility of the student. Students wishing to be licensed in New York State must also contact the State Education Department for information about licensure (<http://www.op.nysed.gov/prof/midwife/midwifelic.htm>).

XVIII. Graduation Requirements

Graduation requirements are detailed in the *SUNY DMC Student Handbook*.

All students will have a final conference with a designated academic faculty member to formally complete the Midwifery Education Program.

XIX. Honors and Awards

A variety of individual awards may be conferred at the CHRP Annual Convocation Ceremony at the discretion of the faculty.

There are also two midwifery awards chosen by the graduating class. *The Outstanding Student Leadership Award* is given to the student who, in the judgment of the graduating class, demonstrates consistent and exemplary leadership in promoting the highest goals of midwifery care. The other student chosen award is the *Joni Zavitz Memorial Award for Perseverance*.

XX. Professional Development

Student membership in the American College of Nurse-Midwives (ACNM) at the local, state, and national levels is expected of all students. National ACNM membership includes a subscription to the *Journal of Midwifery and Women's Health*. Applications for national ACNM membership will be available when you arrive. Membership in ACNM automatically includes membership in the state affiliate—the New York State Association of Licensed Midwives (NYSALM)—if you live in New York.

Regardless of your address, you can join the New York City chapter (New York City Midwives) as a member of the Downstate community. The New York City (NYC) and Long Island (LI) chapters can be accessed and joined on-line at <http://www.nycmidwives.org> or <http://www.longislandmidwives.com>. If you prefer to join the Hudson Valley chapter, you can e-mail Patti Mahoney, CNM, MS, at cnmmpatti@cs.com for information about membership.

Local meetings are held 4 times a year. Students are expected to attend meetings of either the NYC chapter or the chapter to which you belong. You will be *required* to attend at least one chapter meeting and the possibly one NYSALM-sponsored event during the course “Professional Issues and Leadership in Midwifery”. NOTE: NYSALM holds Board meetings throughout the state. However, frequent attendance at the chapter meetings of your choice and attendance at NYSALM’s Lobby Day in years when it is held are highly encouraged. Students also are expected to attend at least one national ACNM Annual Meeting, although yearly attendance is strongly encouraged.

Student Advisement

Faculty Advisor

A list of faculty advisor assignments will be distributed at the Midwifery Program Orientation. Students are responsible for arranging a meeting with their designated advisor a minimum of once each semester.

The role of a designated faculty advisor is:

- 1) to ensure on-going, one-on-one communication with a program faculty member;
- 2) to provide a supportive relationship for discussion of academic and clinical progress, as well as personal issues, as the student desires;
- 3) to serve as a resource for professional &/or personal matters;
- 4) to assist with problem-solving and in meeting special learning needs;
- 5) to provide a listening ear, a sounding board &/or a shoulder to cry on when needed.

The Faculty encourages you to avail yourself of this special relationship with a faculty member. The assignment of an advisor is not meant to limit your out-of-class contact or communication with any and all faculty members. Continue to feel free to meet with any of the faculty as the need or desire arises! Appointments are encouraged. The list of faculty advisors will be distributed at Orientation and will be available on PRIME.

Course Coordinator

Please direct your questions/concerns about a specific course to the appropriate Course Coordinator(s). The Course Coordinator(s) are usually best able to address your question and/or provide clarification regarding that course.

Program Faculty

Liaisons are designated for the clinical sites in Ambulatory Care, Clinical Practicum in Primary Care, Intrapartum and Integration of Clinical Studies. Please direct your questions/concerns about a specific clinical site to the Faculty Liaison for that site because the liaison will usually be best able to address your question &/or provide clarification regarding that facility.

Education Director

Policies issues, time requests, clinical assignment or academic/clinical standing questions or concerns, etc. should be brought to the attention of the Education Director who will consult with the rest of the faculty as indicated.

Program Chairperson

The Program Chairperson is available to meet with students about any individual student issue or concern or any Program matter.

Faculty Availability

In general, the faculty believes in an "Open-Door" policy for students, however, appointments are advisable. Appointments can be made via e-mail, by telephone, or by stopping in when a faculty member is in the office. Monthly calendars are posted outside faculty offices.