APPRENTICESHIP CONTRACT

*Expectations: What will the preceptor do? What will the apprentice do, and when? Time table? Clinical duties? Other duties (clerical, educational opportunities outside of basic midwifery practice)?*

* Most apprenticeships will be 3+ years long, and the workload (school +apprenticeship) should be considered full-time*. (will other students also be apprenticing with the same preceptor? How will that be coordinated? Does that mean less than a full-time commitment?)*
* Apprentice should maintain her own NARM (if needed) and school paperwork. At the beginning of apprenticeship, a binder should be created that contains all relevant paperwork, which should be reviewed and signed off on a regular basis *(every prenatal day? Once a quarter?).*
* Apprentices are expected to abide by NARM/NACPM guidelines for practice *(if the preceptor is a CPM)* and/or the preceptor’s practice guidelines. Preceptor’s Guidelines for Practice, Informed Consent Agreement and Emergency Care Form should be reviewed prior to the start of apprenticeship and discussed*. (If the preceptor is licensed in her state there may also be state regulations to consider)*
* Apprenticeship may be defined as a certain number of births, a particular time period, or both. The terms of the apprenticeship should be flexible to allow for additional learning opportunities as determined by the apprentice and preceptor. *(how will you decide if the apprentice is “ready” to move on to the next phase or to complete apprenticeship and practice independently?)*
* Apprentices must have a preceptor present at all births they are attending in an apprentice capacity (doula births do not count for apprenticeship credit, though they can count as “observations”)
* Participate in study group with other apprentices; sometimes study group facilitated by preceptor or other midwives. The current study group is mandatory for apprenticeship – necessary skills and guidelines for practice are actively reviewed in this group and it is essential to participate. *(is the apprentice responsible for organizing study group?)*
* Be available for all prenatals, births, and postpartum visits unless time off is approved by preceptor in advance. Apprentice should be on time for all visits and ready to participate.
* Attend NRP, adult CPR, and make efforts to attend other conferences such as MANA and ICAN as well as local skills days and workshops. *(how to communicate about what educational opportunities are available and which ones are recommended)*
* Apprentices should have observations of both home and hospital births. Observing hospital births as a doula or after transport is recommended. *(are some hospital/transport births required?)*
* Reimbursement: there will not be fees for teaching, and the apprentice will not be paid as an assistant. If the apprentice is acting as a doula, fees will be paid from the client directly to the apprentice. *(this can vary from one group to another – this is how it’s usually done in our area. Be very clear about the financial arrangement up front; there can easily be misunderstandings)*
* Appearance: business casual dress for prenatals and casual/comfortable dress for births. Wear a watch for births
* Apprentices in violation of these policies are subject to disciplinary action including suspension or termination of apprenticeship. Policy infractions will be reviewed by the preceptor and other midwives to determine appropriate action. The AAMI Apprenticeship Mentor is available to facilitate discussions with preceptors and apprentices to resolve any issues.

Apprenticeship periods:

* Trial period:
	+ 60+ day trial period, followed by review with preceptor *(any time period works, but decide upfront and always follow with a review)*
	+ Attend prenatals, observe and take notes. Write down questions and schedule time to discuss with your preceptor
	+ Observe births with client permission: observe and take notes, assist with set-up and clean-up
	+ Read and understand the preceptor’s written practice guidelines
	+ CPR and NRP class: attend or at minimum read NRP book and Karen Strange notes
	+ Learn how to assemble and use all equipment
	+ Apprentice should plan to attend some births as a doula during this time period, either home or hospital, and review these births with the preceptor
	+ At the end of the trial period, the apprentice should formulate a plan for acquiring skills and a timeline for the observation and primary periods *(check out the AAMI skills checklist)*
	+ Trial period to be followed by a written evaluation with feedback *(evaluate each other)* and a plan to move forward with specific goals and a time table
* Observation period
	+ Active participant in prenatal and postpartum visits; attain relevant skills such as taking BP, drawing blood, Leopold’s maneuvers, assessing fundal height, newborn screening *(will the preceptor train the apprentice in these skills? Is the apprentice required to attend a skills workshop before beginning prenatals or births?)*
	+ Observe and participate in births by assisting the primary midwife/preceptor. Specific birth skills will be demonstrated during births– this can be planned in advance *(plan what skills/how many observations the apprentice will need before being ready for primary role and how the two of you will decide when you are “ready to catch”).*
	+ Apprentice may wish to attend births when her preceptor is a second midwife during a birth – this is an excellent opportunity to observe other midwives in action. Permission from the primary midwife should be obtained in advance (review your preceptor’s due date schedule to avoid conflicts)
	+ Maintain a prenatal and birth notebook for questions and areas of study: this will be helpful for student study group and skills workshops. The preceptor will make her resources (books/videos/training tools) available for the apprentice’s use
	+ Evaluation every 3 months during the observation period: evaluation should include feedback from both the apprentice and preceptor about what is working well, what needs improvement, and what skills have been mastered in preparation for primary role
* Primary under supervision period
	+ Conduct prenatals and postpartum visits with supervision. Apprentice should perform all necessary skills (supervisor may want to also assess the mother or baby, for example assessing fetal position) during visits, including discussing relevant topics listed on the prenatal check-list, and answering questions. Preceptor will be in attendance and available for assistance with above duties
	+ Primary attendant at births – evaluate labor progress, maintain labor notes, catch baby, evaluate mother postpartum, perform newborn exam. Apprentice should plan to attend some moms during early labor, especially continuity births, to understand the entire labor process and hone labor coaching skills.
	+ Begin to acquire equipment such as instruments and other durable supplies
	+ Maintain birth records (written) for own records; review births with preceptor on a monthly basis or more frequently as needed. A notebook to take to births for notes is ideal: the apprentice can write notes and questions which can be reviewed after the birth. Time can be set aside on prenatal days if possible to review birth notebook and sign off on skills and visits. Have the preceptor sign off on skills/births within a few weeks: don’t wait!
	+ Review procedures related to complications (example: postpartum hemorrhage, shoulder dystocia) with preceptor; apprentice should have covered complications in their studies prior to entering this period
	+ Teach childbirth classes, attend breastfeeding class.
	+ Recommended attendance at: other childbirth classes (ex. Bradley), doula training, childbirth educator training, La Leche League meetings, and lactation consultation appointments.
	+ Continue study groups and workshops/conferences
	+ Begin formulating own practice guidelines/procedures (most midwifery schools require this for graduation) and written materials for practice
	+ Formulate a plan for transition to independent practice (will the preceptor “assist” you for a time period/# of births after apprenticeship is completed?)

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Signature of Apprentice Date

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Signature of Preceptor Date