**Preceptor Questions:**

**Q. What qualifications must a preceptor hold?** A.The equivalent or higher academic degree than that sought by the student. NCM considers Midwifery Certification or Licensure equivalent to ASM. The National College of Midwifery recognizes the following categories of practitioners as acceptable preceptors for training midwives: 1. Licensed Midwives 2. Midwives holding College-accepted certification by their State midwifery organization 3. Certified Nurse Midwives 4. Physician Assistant Midwives 5. Licensed Physicians practicing Obstetrics.  **Preceptor Qualifications:**The preceptor must hold at least the academic credential sought by the midwifery student. College policy is to recognize the CPM credential or local state midwifery licensing as equivalent to the ASM degree. Midwives practicing in states where licensure is required must provide a copy of current licensure in order to be approved. Approved preceptors must maintain their licensure/certification as required by their state, unencumbered by holds/investigations/disciplinary action of any kind during active instruction and supervision of their NCM student(s). All ASM and BSM Preceptors must have at least two years experience post licensure/ certification in full scope midwifery practice.

**Q. What practice guidelines must my preceptor follow?** A. Preceptors are required to practice within the midwifery guidelines of their state midwifery association, or in the absence of state guidelines, they must follow the CPM Guidelines. The student and preceptor must have reviewed and be aware of the supervision requirements of their State's midwifery regulations and of the guidelines of all relevant State midwifery associations. They must have formulated a supervision and back-up plan based on these regulations and guidelines, which will promote the safety of mothers and babies. Preceptors further agree to incorporate the International Confederation of Midwives Core Competencies for Midwifery Preceptors into the teaching process.

**Q. Do preceptors have to personally supervise their student's clinical requirements?** A. Yes. Preceptors must be in *direct supervision*(be physically present to diagnose, authorize, and approve all work performed) of all the clinical encounters, births, and NARM skills for which he/she signs-off.

**Q. Does the preceptor have to note the student's student's name or allow the student to initial on all client charts for supervised clinical experiences, and to make these charts available for review, in case of audit?**A. Yes.

**Preceptor Questions:**

**Q. What updated/renewed documents relevant to my status as a preceptor must the preceptor supply to NCM?**

* Copy of current certification/license
* Copy of most advanced degree
* ASM Contract for each student enrolled in NCM
* 3 References (upon application)
* Curriculum vitae/ Resume
* Floor plan of academic and clinical space to be used, showing fire extinguishers, smoke alarms, and emergency exit plan
* Equipment and restocking checklist for clinical facility
* Safety Form listing standards followed in practice and facility inspections

**Q. In the event of a negative clinical outcome, what must a preceptor do?** Preceptors agree to engage in Peer Review of all negative clinical outcomes within 60 days, and must file an NCM Incident Report with the College, within the same timeframe.

**Q. How often must a precpetor and student meet up to review clinical and academic progress, troubleshoot problem areas, build on areas of strength, and debrief any adverse clinical outcomes?** Weekly or at a regularly scheduled time.

**Q. What services does the College offer to students and preceptors involved in a dispute?** The College provides free counseling and mediation services to students and preceptors. Students and preceptors agree to contact the College administration for mediation services, and agree to encourage their student /preceptor to contact the College administration for additional counseling by College staff. The College will fill out an internal incident report evaluating my handling of the disagreement, and that a copy of this report will be sent to the complainant, while another copy will be placed in the College file.

**Q. What are conditions for probation or termination of a preceptor by National College of Midwifery?**For a comprehensive list consult the NCM Handbook:

* Preceptor fails to adhere to the duties set out in the student-preceptor contract
* Preceptor fails to provide student with the required academic or clinical supervision
* Preceptor fails to debrief student to her satisfaction after an adverse clinical outcome, and subsequently fails to engage in mediation by college administration as requested by student
* Preceptor loses their license or is put in an administrative status by the licensing board

**Q. What if the student's or precptor's status changes?** The student and preceptor agree to report to the College any changes in a student's status, such as completion of clinical and academic requirements, successful completion of NARM or state midwifery certification exams, or withdrawal form the program.

**Q. How can a preceptor participate in the Faculty Advisory Board as an advisor to the College?** All precptors are a member of the Faculty Advisory Board as an advisor to the College, we invite you to participate in our annual review survey, and attend Education Committee meetings approximately 6 weeks before the end of each trimester. Contact [Cassaundra](mailto:cassaundraj@midwiferycollege.org?subject=Faculty%20Advisory%20Board) for more information.

**Q. How can a preceptor or student make recommendations to the College?** Preceptors are asked to review the College materials for the student and to send the College any recommendations for improvements. Preceptors may provide the College at any time with verbal or written suggestions for improvements to any aspect of the College program or administration. On the end of trimester evaluation form there is space for both the student and preceptor to make comments and suggestions.

**Q. Are preceptors allowed to attend College Board meetings?**  Yes, contact [Marcy](mailto:marcya@midwiferycollege.org?subject=Attending%20a%20NCM%20Board%20Meeting) for information about the next meeting date and how to join the discussion.

**Q. Are preceptors allowed access to their personal preceptor file maintained by the college?**A. Yes, contact the [office](mailto:info@midwiferycollege.org).

**Q. How are preceptors paid?** Preceptors may directly agree to remuneration with and by the student according to this mutually agreed upon contract. A copy of this contract will be kept in the student's College files.

**Q. When can a preceptor terminate a relationship with a student?** A preceptor may terminate student-preceptor relationship with any student if a working relationship is not in place or fails to develop, or if the student fails to pay the preceptor according to the Student-Preceptor Contract, and will notify the College in writing of such occurrence.

**Q. Are preceptors required to pay tax on their income earned from students in NCM programs?** Yes, preceptors are required to file with the IRS and my State taxation department on all income earned from students in NCM programs.