National Midwifery Institute
INCORPORATED

Clinical Tracking System

NMI CLINICAL EXPERIENCE DOCUMENTATION
STUDENT HANDBOOK

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INTRODUCTION

Dear NMI Student,

In 2020, NMI has given its process of documenting, processing, and tracking students' clinical experiences a massive overhaul. A few major changes have occurred:

1. Clinical Experience Documentation Forms have been updated, many changing significantly

2. All students will now be required to track their clinical experiences digitally through the NMIClinicalTrackingApp.

We recognize that major change like this takes adjustment, and while these changes will be very welcome to some, they may be challenging to others. We hope that ultimately these changes will help streamline your documentation process, and bring some helpful elements to everyone's clinical experiences.

These updates will add needed detail to some clinical experiences, and reduce unnecessary detail in others.

A few **highlights:**

The new NMIClinicalTracking App will enable students and their preceptors to see a student's clinical progress at-a-glance.

This new system will also enable real-time submission of experiences. We expect you now to submit experiences as you go rather than waiting for the quarters. While you will have other quarterly expectations, submitting clinical experiences can now be done on a continuous, rolling basis.

If your preceptor is on board, you can now eliminate paper forms and signatures altogether. If you prefer paper, that also remains an option.

Sincerely,

Molly Dutton-Kenny, CPM, RM, Clinical Director, NMI

MINIMUM CLINICAL EXPERIENCES

In order for students to graduate from National Midwifery Institute, students must complete, and seek verifying signatures from their preceptors on:

Functioning in any role (observer, doula, family member, friend, beginning apprentice):
• *10 Observe Births*

Functioning in the role of student-**assistant** midwife under preceptor supervision:
• *20 Assist Births*
• *22 Assist Prenatal exams*
• *3 Assist Initial exams*
• *20 Assist Newborn exams*
• *10 Assist Postpartum exams*

Functioning in the role of student-**primary** midwife under preceptor supervision:
• *25 Births attended*
• *75 Prenatal exams*
• *20 Initial exams*
• *20 Newborn exams*
• *40 Postpartum exams between 24hrs and 6 weeks postpartum*

Of the 25 required Student-Primary under Supervision births:
• **10** must be with clients for whom the apprentice provided (Partial) **Continuity of Care**, with *at least 1 prenatal exam in a student-primary or student-assisting role; and birth.*
• an additional **5** must be with clients for whom the apprentice provided **Full Continuity of Care,** with at least:
    • *5 prenatal visits spanning two trimesters;*
    • *Birth;*
    • *1 newborn exam performed within 12 hours of the birth, and;*
    • *2 postpartum exams occurring between 24 hours and 6 weeks following the birth*

Notes
All Student-Assist prenatal exams, newborn exams, and postpartum exams must be completed before beginning the same categories of clinicals as student-primary midwife under preceptor supervision.

18 Student-Assist births must be completed before beginning Student-Primary under Preceptor Supervision births, or more at the discretion of the supervising preceptor. All 20 need to be documented as completed before graduation.

A minimum of **5** home births must be attended in any role.

A minimum of **2** planned hospital births must be attended in any role.

Transports to the hospital from an out-of-hospital setting are limited to *4 out of the 20 Student-Assistant under Preceptor Supervision births* and *3 out of the 25 Student-Primary under Preceptor Supervision births*: the first 20 Student-Primary under Preceptor Supervision births may include 2 transports, and the remaining 5 Student-Primary under Preceptor Supervision births may include 1 transport.

10 out-of-hospital Student-Primary under Preceptor Supervision births must occur within the last **3 years** from NARM application date and graduation.

All required minimum clinical experience must occur within the last **10 years** from NARM application date and graduation.

A minimum of **10** of the 25 Student-Primary Under Preceptor Supervision births must be attended i**n the US or Canada** and must occur in **out-of-hospital settings**.

NARM requires that the clinical component of a student's midwifery education must be at least two years in duration. California Midwifery Practice Act requires for licensure: a program that is 84 semester units in length, with half of the program consisting of clinical practice (84 semester units equates to 3780 total contact hours, with half being 1890 clinical contact hours.) NMI requires a minimum student enrollment period of twelve months, provided that the student meets the NARM two-year clinical timeframe stated above.

These clinical experiences are sufficient to meet NARM certification standards for entry-level midwifery practice, California licensing requirements as well as the licensing requirements of many states. Students are responsible for knowing the requirements of their own states.

Although students are encouraged to seek continuity of training by working primarily with one preceptor, a student may have any number of qualified preceptors. Students attending births with a new preceptor and with prior birth experience sufficient to begin student-primary care under preceptor supervision may be required to attend births as an observer or assistant before beginning student-primary care under preceptor supervision.
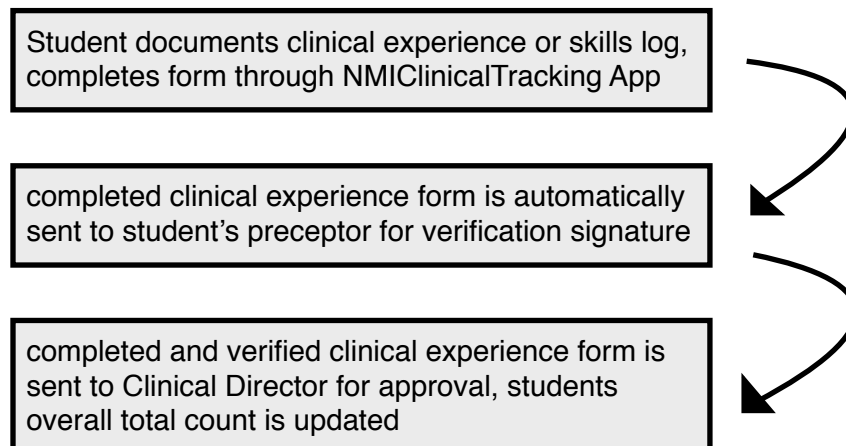
Current NMI forms require preceptor signatures for each exam and birth. This signature may be physical, or by approval through the NMIClinicalTracking App/

Students are required to use client codes (not names) on all experience documentation. Clinical experience documentation with client names will be returned to the student for resubmission.

CLINICAL EXPERIENCE DOCUMENTATION

Documenting clinical experiences is an important part of clinical education at National Midwifery Institute. It's important to document and track each clinical experience you have while working as a midwifery student, and important for your preceptor and NMI to follow along in order to support your progress.

National Midwifery Institute will now be asking all its students to track their clinical experiences in a new way: through the NMIClinicalTracking App. Each student and preceptor will be given a unique account on the app. Students will submit digital documentation of clinical experiences for preceptor review. These experiences will be forwarded to their preceptors for digital verification. Then, experiences are automatically forwarded to NMI's Clinical Director for approval.

Student documents clinical experience or skills log, completes form through NMIClinicalTracking App

completed clinical experience form is automatically sent to student's preceptor for verification signature

completed and verified clinical experience form is sent to Clinical Director for approval, students overall total count is updated

This is an on-demand system, meaning you are encouraged to submit experiences as you go. Prior to this app, NMI students submitted clinical paperwork once per quarter (4 times per year). Now, you can submit whenever you like, and you are encouraged to submit as soon after each experience as possible.

Each experience, once approved by the clinical director, will populate into an ongoing totals tracking sheet which you can access at all times to track your progress. As such, each experience must be entered on a unique form. When using consistent client codes, this will also allow to app to automatically tally and track Continuity of Care (Partial and Full) clients for you.

New skills logs help students and preceptors keep track of clinical skills development and parse out skills categories for easy reference.

We hope this handbook will help explain all aspects of use of the App. Should you have any questions, feel free to reach out to your Clinical Director.

Enjoy!

NMICLINICALTRACKING APP

NMI will now be using a web-based app to track Clinical Experiences so students, preceptors, and the Clinical Director can all be aware of student clinical standing as the apprenticeship unfolds. To use the app, navigate in a web browser to:

www.nmiclinicaltracking.com

Detailed descriptions of how to use the app follow below.

You can navigate to the webpage and access the app from a computer or a smartphone that is connected to the internet or data. When using a web browser on a computer, we suggest you bookmark the page for easy return access. When using on a smartphone, you can make a shortcut so it appears on your phone as an app as follows:

Saving as an "App" on Your Phone/Tablet

NMIClinicalTracking App is a web-based app, meaning it's not an app to download from an app store, it's accessed through the web browser, like a website. Many smartphones/ tablets will allow you to "bookmark" a webpage and save it like an app icon on your home screen for the phone.

See a simple breakdown of how to do this on various operating systems here: https://www.howtogeek.com/196087/how-to-add-websites-to-the-home-screen-on-any-smartphone-or-tablet/
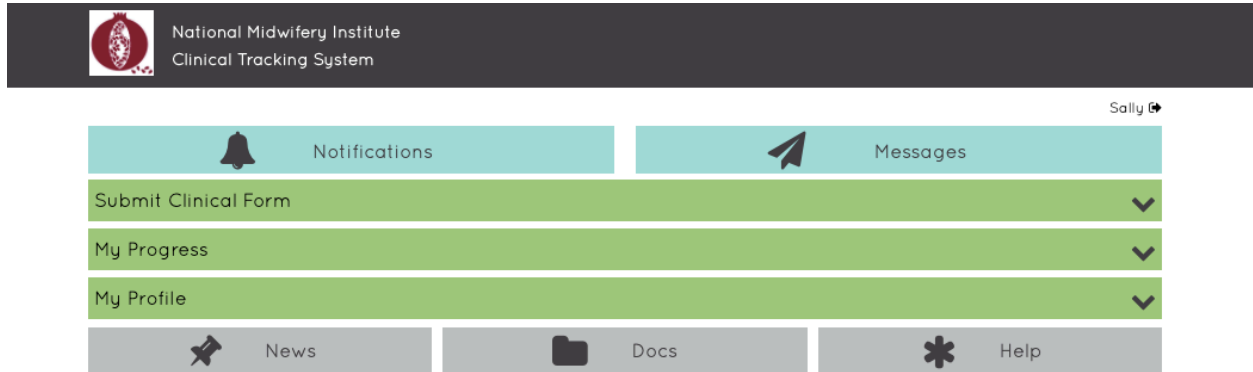
Logging In & Updating Your Profile

One you have navigated to www.nmiclinicaltracking.com, you will need to log in. Please use the email account and password associated with your account. If it's your first time logging in, your password is "changeme". You'll be prompted to change your password.

Now, you'll see your home screen like this:

When you visit NMIClinicalTracking App for the first time, you'll want to navigate to, and update your student profile.

From the home screen, click on **"My Profile"** to view your student profile.

Click "**Edit Profile**" and enter the appropriate information. Save your changes.

From here, return to your Student Profile by clicking "**Back**" beside the Home button at the top of the page.

Next, select "**Upload Student Records**" and you will see the screen below.

Upload your current CPR and NRP cards and enter their expiration dates. This is also the portion of your profile you will return to when you upload your biannual Student Assessment and Student Assessment of Preceptor.

Viewing Your Clinical Numbers Progress

Return to your Home Screen.
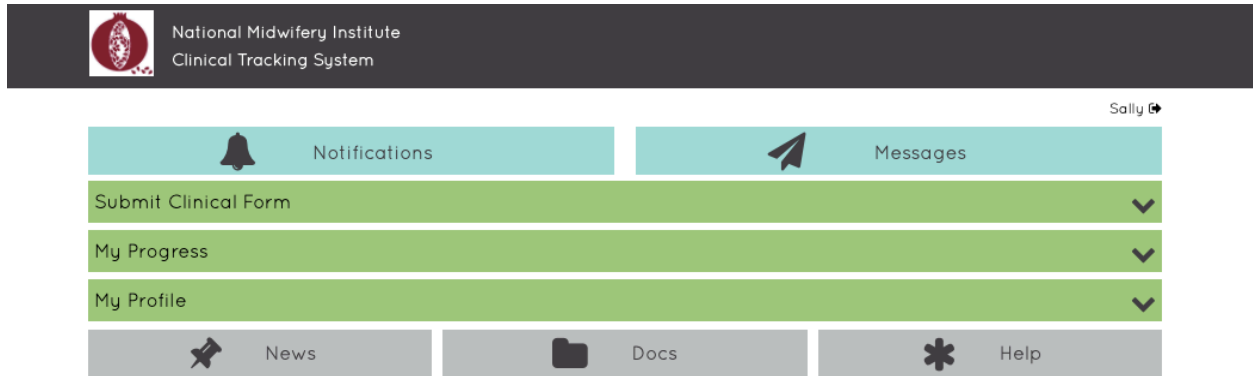
One of the primary functions of the NMIClinicalTracking App is to be able to see your progress in documented clinical experiences on-demand. To do so, students submit clinical experiences as Forms, and the system logs each form for approval, and counts them.

To see your current standing/progress of submitted clinical experience forms, select **"My Progress"** from your home screen. You'll see the following drop-down options.

To view current progress, select "**Completed Forms**". Your student report will appear, an example is below. Please note, NMI reserves the right to change required clinical experience numbers from this example.

< Back   🏠 Home

Sally Student's Progress

enter search term

search

Observe Birth Log: 0 of 10

Required Planned Hospital Birth Log: 0 of 2

Required Home Births: 0 of 5

Initial Prenatal Visit : 1 of 23

➕ Assist: 1/3

Prenatal Visit : 0 of 97

Postpartum Visit : 0 of 50

Birth Experience : 0 of 45

Newborn Exam : 0 of 40

Partial Continuity of Care : 0 of 10

Full Continuity of Care : 1 of 5

#	Alias	ClientID	Clinical Site	Experience Date	Semester
1	FCC4	HSS121819	Fancy Pants Birth Center	11/18/2019	Spring 2020

Prenatal Skills Log: 0 of 1

Postpartum Skills Log: 0 of 1

Labor/Birth/Immediate Postpartum Skills Log: 0 of 1

Newborn Exam Skills Log: 1 of 1

#	Alias	ClientID	Clinical Site	Experience Date	Semester
1	NBS3	GDA121019	Fancy Pants Birth Center	03/15/2019	Fall 2019

Skills Requiring Second Signature: 0 of 1

Additional Skills Log: 0 of 1

Submitting a Clinical Experience Form

The other primary function of the NMIClinicalTracking App is submitting documentation of your clinical experiences. There are two ways to do this:

- Digital Form Submission through NMIClinicalTracking App (*preferred*)
- Uploading Printed/Signed Paper version of the forms available in NMIClinicalTracking App

Please note, this means regardless of digital/paper form preferences, ALL FORMS are being processed through NMIClinicalTracking App, even if you printed and signed them. This ensures one place can keep a running master total of your experiences.

Digital Form Submission:

When you are ready to document a clinical experience, from your home screen, navigate to **"Submit Clinical Form"** and then **"Start a New Clinical Tracking Form"**. You'll see a selection of forms to choose from. Please choose the appropriate form, and fill out all boxes as they appear on the form. Please note, you must submit a unique form for each unique experience.

Submit Clinical Form
Start a New Clinical Tracking Form —
Observe Birth Log
Required Planned Hospital Birth Log
Required Home Births
Initial Prenatal Visit Form
Prenatal Visit Form
Postpartum Visit Form
Birth Experience Form
Newborn Exam Form
Partial Continuity of Care Form
Full Continuity of Care Form
Prenatal Skills Log
Postpartum Skills Log
Labor/Birth/Immediate Postpartum Skills Log
Newborn Exam Skills Log
Additional Skills Log

Most forms will have straightforward fields to enter, such as:

In order to comply with HIPAA, the clients first or second name should not appear anywhere on this form.

Form Alias

Note: use the form alias to name this particular form to make it easier to find among other forms of this type.

```
[                                                    ]
```

Student Name: Student Preceptor:

```
[                                                 ▲▼]
```

Experience Date

```
[                                                    ]
```

Client ID

```
[                                                    ]
```

Clinical Site

```
[                                                    ]
```

Record Type

```
[ Assist                                           ▲▼]
```

Always make sure you SAVE and when you're ready, SAVE AND SUBMIT!

All Form Fields Are Required

*This form has not yet been saved!

```
[              Save Progress              ]
[             Save and Submit             ]
[              Download PDF               ]
```

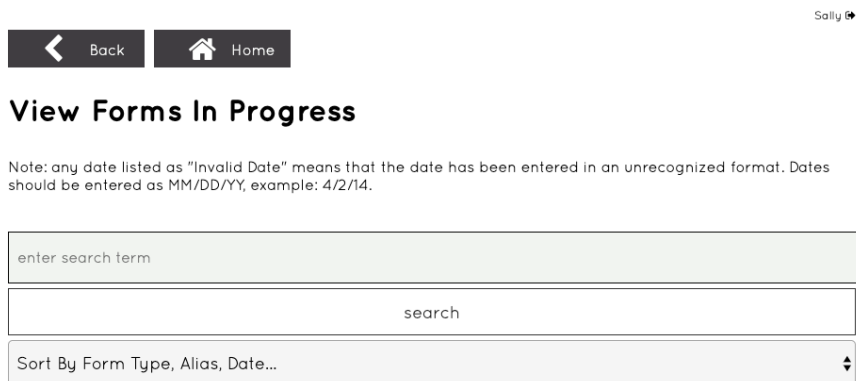You must first save the form before downloading the PDF.

In order to use the Digital Forms in NMIClinicalTracking App, **your preceptor must also agree to sign your forms digitally, and to use their own profile in NMIClinicalTracking App.** The Clinical Director will set this up for you.

Once you press "Save and Submit", your clinical experience form will be submitted to your Preceptor. They will log in to their **own** account on NMIClinicalTracking App, review your forms, and sign them digitally. This will then be submitted to the Clinical Director for review automatically, and once reviewed, your total numbers count will reflect your experiences submitted.

In order to view forms you have SAVED but not SUBMITTED, or forms your preceptor has not yet signed, or forms your Clinical Director has not yet approved, you can select "**My Progress**" from your Home Screen.

And you'll see a list of outstanding forms. Each can be selected and edited as needed.

Once you have submitted digital forms, and your preceptor or Clinical Director has approved a form, you will receive a notification on your home page. Once your Clinical Director has approved the form, your clinical numbers totals form will be automatically updated.

Uploading Paper Forms:

In some circumstances, preceptors may not be willing to engage with the NMIClinicalTracking App. In this case, you will not be able to use the Digital Form Submission, instead you will need to fill out the equivalent forms by hand and upload them to the NMIClinicalTracking App directly. This will bypass the need for a digital preceptor signature and will suit directly to the Clinical Director.

Additionally, some forms may be signed by people other than your preceptor, who are not registered with NMI (such as Observe Birth forms and Skills Requiring a Second Signature). These will need to be printed, signed by the appropriate people, and uploaded.

New fillable PDF versions of clinical experience forms identical to the forms on NMIClinicalTracking App are available for you through the NMI Student Portal. You can either print these blank forms or fill them out on your computer. Then print, and have your preceptor sign them by hand. You'll need to scan or take a photo of the signed form. From your home screen navigate to **"Submit Clinical Form"**, and then "**Upload Form**".

Please note that submitting forms this way requires manual adjustment of your clinical numbers and may have a slight delay in updating your overall totals count.

Please also note in the example below, if your preceptor has already signed the form by hand, do NOT check the box that says "Needs Preceptor Signature". If for some reason you are uploading a paper document but want your preceptor to sign it digitally, you may check this box.

Upload a Form

Instructions: Use the fields below to provide the details of your experience. You may only upload files for one experience at a time.

Form Alias

Note: use the form alias to name this particular form to make it easier to find among other forms of this type.

[   ]

Select Type of Form:

[Select type of form...   ▲▼]

Select Date of Experience:

Note: please enter the date in format *mm/dd/yy*

[05/14/2020   ]

| **Needs Preceptor Signature** | ☐ |

Select File:
Instructions: Select a file to upload. Accepted file types are: pdf, doc, jpg/jpeg, png and gif. If the form contains multiple pages in separate files, you can select multiple files at once, or you can add additional files by viewing/editing the saved form.

[Choose Files] No file chosen

Upload File

My Progress

Additional Features

From the Home Screen you can also see additional features, including:

- **News:** from time to time, we may post updates here for students
- **Docs:** where we keep handbooks and important documents
- **Help:** housing an FAQ and a way to message the app developer
- **Notifications:** where you can see newly signed and approved forms
- **Messages:** you can send message to your preceptor(s) or your Clinical Director through the app should you choose to.

FREQUENTLY ASKED QUESTIONS

What about clinical experiences I had on file with NMI before the app launched? How will those be counted now?

NMI is working on manually inputting past experience documentation into each student's file so they start out using NMIClinicalTracking App with their previously documented experiences already loaded into their clinical numbers totals.

Do I need to re-do past paper documentation?

No, we will manually input any past experience, see above.

My preceptor does not want to/cannot engage with this technology, is there a way we can still use paper forms?

While we hope every preceptor will eventually use the app, is is not mandatory for *preceptors* (though is is now mandatory for students). If your preceptor will not use the app, you can print the new fillable PDF forms, have them signed, and upload them to NMIClinicalTracking App for direct submission to your Clinical Director.

Do my Observe Births need to be signed by anyone?

No, but the must include your chosen witness's name and contact information. Know that is your clinical experiences are audited if/when you apply to NARM, they may contact these witnesses. NMI also serves the right to contact witnesses and verify experiences.

Explain the "Skills Requiring a Second Signature" Form. How will this be counted?

This is a NARM requirement, and one NMI has chosen to take on for graduation requirement as almost al of our students then apply to NARM to become a CPM. Essentially, the form asks someone who is NOT your primary preceptor and has NOT already signed off on your proficiency in a few key skills to act as an independent double check to confirm your proficiency.

So you'll need to work with a midwife and demonstrate the skills in the form either on a client, or in another acceptable manner. You will need to print this form and have it signed. This person does not need to be your registered preceptor with NMI. You will upload the form to NMIClinicalTracking App to be approved and counted by your Clinical Director.

What's up with the Skills Logs? What happened to the old Form 52? Why are there so many separate skills logs?

Once NMI students are in the phase of Primary Under Supervision, the old system of clinical documentation required students fill out, with their preceptors, a lengthy document called "Form 52" which assessed their proficiency in numerous skills, every 5

births. This was a tedious process for most and after considerable feedback, we have adapted this process significantly.

Now, replacing for 52, you now have a series of Skills Logs:

- Prenatal Skills Log
- Postpartum Skills Log
- Labor/Birth/Immediate Postpartum Skills Log
- Newborn Exam Skills Log
- Additional Skills Log

Each of these logs details a series of skills broken down into these categories which you must demonstrate proficiency in, clinically, to graduate NMI. You must achieve the highest score (3) on each skill, as documented by your preceptor(s). Technically, we only need to see a 3 on each skill to graduate you, so you could wait until you know you have a 3 on each to sit down with your preceptor, and submit it once. However, it is designed for you to track progress and watch improvement in clinical skills (with ratings of 1, 2, 3).

You may submit these on-demand, whenever you like. You may select only the skills you want to asses at that moment within a certain skills log to submit, you do not have to address every skill on the log if you're only looking to isolate a few relevant skills from a recent experience.

We suggest you use this as a tool when starting a new apprenticeship, when transitioning between phases in an apprenticeship (assist to primary, for example), or after a series of primary births to check in on your progress.

What do I do if my numbers are incorrect or I see a problem with my profile/numbers in the app?

Contact your Clinical Director. If they are unable to help you solve it, we'll direct you directly to the app developer to fix it.

Who can see my overall total numbers?

You, your preceptor, and your Clinical Director. Additionally, access may be given to the Program Administrator.

Why does each experience have to be logged separately? What happened to the old High Volume Forms?

In order for the app to track your clinical experiences in a running total, they each have to be counted separately. All experiences must be submitted on a unique form.

I have clinical experiences documented on old NMI forms that I hadn't submitted yet. What do I do with these?

You may submit them directly to the Clinical Director to enter manually in to the app for you. After this initial entering of back-data, you will need to use the app for your submissions in the future.