PRECEPTOR/CTM AGREEMENT, made and effective as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, between

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preceptor and The College of Traditional Midwifery (CTM), a Tennessee post-secondary educational institution with its administrative office at 320 Evergreen Drive, Summertown, TN 38483.

CTM is pleased that you have formed a formal agreement with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student name) to be their preceptor. According to MEAC Standards this makes you a CTM faculty member with rights and responsibilities, including the right and responsibility to participate in the:

a. development, implementation, and evaluation of curriculum

b. evaluation and advancement of students

c. periodic evaluation of student admissions criteria

d. periodic evaluation of program resources, facilities, and services

We look forward to your input and participation.

Your starting date will be on \_\_\_\_\_\_\_\_\_\_\_.

This contract and your CTM Preceptor Approval will be valid for 3 years, until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, although your Student /Preceptor Agreement may be for a different period of time. At the end of 3 years, you will repeat the on-boarding process to be reapproved and sign a new contract with CTM.

**I agree to provide CTM with:**

1. A copy of the Policy and Procedure for HIPPA Regulations currently used in my practice.
2. A copy of my current NARM CPM Certificate or other maternity care provider certificate/license and my state license if required in my practice location.
3. A copy of my current NARM Preceptor Registration Certificate.
4. The signed Student/Preceptor Agreement.
5. A statement describing how non-discriminatory, culturally responsive and respectful care is provided in my practice.
6. For Preceptors who are not CPM’s, submit samples of Emergency Care Form, Practice Guidelines, and Informed Consent Documents
7. A video or series of photos showing:
* All equipment for oxygen administration
* Adult Mask
* Infant Resuscitator with mask
* Res-Q Vac Manual Suction System or DeLee Suction Catheter
* Heating pad or hot water bottle
* Cutting board for a hard surface
* Baby blanket
* Anti-hemorrhagic pharmaceuticals and/or herbs as allowed by state law and regulation
* At least 3 containers, bags or areas for midwifery equipment and supplies, demonstrating sufficient, well maintained, and safely stored equipment and supplies for the provision of safe care to low-risk midwifery clients (Prenatal, Labor and Birth, and Infant Resuscitation)
* Compliance with safety standards for facilities, equipment, and supplies in line with federal, state, and local requirements (inspection certificate and/or multiple exits and ﬁre extinguishers as applicable, safe oxygen storage, etc.)
* Use of universal precautions, hazardous waste and hazardous materials management (hand-washing area, gloves, sharps containers, safety needles, etc.)
1. Completion of CTM classes on Canvas or certificates of completion from a MEAC Accredited School for the following required preceptor trainings:
* FERPA Training
* Sexual Harassment
* HIPAA Training
* OSHA, Bloodborne Pathogens, Universal Precautions Training
* Informed Consent and Shared Decision-Making
* Cultural Competency/Addressing Diversity in Healthcare
* Adult Learning Principles - Effectiveness Training

**I understand it is my responsibility to:**

1. Complete all Onboarding and CTM Preceptor Approval requirements and renew my approval every 3 years.
2. Submit updated certificates if licensure or certification is renewed during the time of the Preceptor/Student relationship.
3. Read and understand the College of Traditional Midwifery (CTM) Catalogue and Preceptor Handbook.
4. Give the student named above the clinical experience numbers required for graduation.
5. Provide practice facilities, equipment, and supplies that are sufficient for students to gain the required skills and knowledge on the NARM Comprehensive Skills, Knowledge, and Abilities Essential for Competent Midwifery Practice Verification Form 201a.
6. Provide the student with a clinical site that adheres to Universal Precautions that CTM finds suitable. Including but not limited to:
* Education
* Hand washing
* Use of personal protective equipment (PPE)
* Cleaning of contaminated surfaces
* Safe Handling/Disposal of contaminated, biohazardous material
1. Review the student’s Clinical Requirements in the NARM PEP Phase 1 through 4
2. Provide the student with adequate opportunities to observe and participate in clinical skills.
3. Spend a minimum of 2 hours per week discussing knowledge and allowing the student to demonstrate skills.
4. Verify competencies for NARM’s Comprehensive Skills, Knowledge, and Abilities Essential for Competent Midwifery Practice Verification Form 201a.
5. Be physically present in the room when the student performs all skills or clinical experiences, as required by CTM and the North American Registry of Midwives (NARM).
6. Assume all responsibility for care provided by a student under my supervision.
7. Maintain open, honest, and culturally responsive and respectful communications with the student and Student Liaison. This includes but is not limited to clinical experience review, peer review, and other feedback on their performance.
8. Participate in at least 1 virtual meeting per Term to discuss student progress openly and honestly with the student and the Student Liaison.
9. Participate in 1 Virtual Preceptor Group Meeting each Term.
10. Have a form for each client giving permission for student involvement in their care and the use of their charts, with the identifying information whited out, for educational purposes.
11. Give permission for the student to make copies of client forms, with the client identifiers whited out, to be used by the student for educational purposes.
12. Resolve conflicts through honest and culturally respectful communication with the student and make every effort to address conflicts quickly and with kindness and grace. If necessary, I know I can utilize the Grievance Procedure found in the CTM Catalogue and Preceptor Handbook for differences with the student that are irresolvable on our own.
13. Contact the Director of Education at 931-629-8566 within 24 hours to report and file an incident report for any incident with an adverse outcome where the student was present. In such capacity you will report directly to Sharon Wells, the CTM Director of Education.

**Compensation:**

**There is no compensation agreement between Preceptors and the College of Traditional Midwifery (CTM). All compensation arrangements are between the Student and Preceptor as agreed upon in the Student/Preceptor Agreement.**

**Preceptor Rights and Responsibilities**

I understand that I have the Right to:

1. Attend Adjunct Faculty Meetings and Educational offerings/events
2. Audit CTM Workshops for free
3. Attend CTM Chart (Peer) Review Sessions offered each Term
4. Utilize the CTM Complaints and Grievances procedure including Mediation and Full Board Review
5. Discuss any material which has a significant relationship to the subject matter as defined by the CTM Term Syllabus/Student Workbook or NARM Written Examination Test Specifications (NARM Candidate Information Booklet p. 34-47)
6. Determine how an identified area and skill is taught
7. Conduct research and to engage in creative endeavors;
8. Publish or present research findings and creative works;
9. Engage in public service activities;
10. Participate in the:

a. development, implementation, and evaluation of curriculum

b. evaluation and advancement of students

c. periodic evaluation of student admissions criteria

d. periodic evaluation of program resources, facilities, and services; and

1. Seek changes in institutional policy through established CTM procedures and by lawful and peaceful means.

**Grievance Process:** CTM has policies and procedures in place for the resolution of complaints and grievances. Members of administration, faculty members, staff members, students, volunteers, or contractors are encouraged to first attempt to resolve the matter amongst themselves. Any Board of Trustee member can be approached for assistance in this informal process. If the aggrieved parties are unable to come to a resolution, the matter can be handled through the non-binding Mediation process. If Mediation does not lead to a resolution satisfactory to all parties, a formal complaint can be submitted to the Board of Trustees. In all cases, participants in the complaint and grievance process will be safeguarded against discrimination, harassment, and retaliation as a consequence of their participation in the complaint process. This protection is ensured through strict adherence to confidentiality protocols, impartial investigation procedures, and comprehensive anti-retaliation policies.

After following the entire CTM Grievance Process, including a review by the Board of Trustees, if the administrator, faculty member, staff member, student, volunteer, or contractor remains unsatisfied with the decision, the complainant has the right to file a complaint with the Tennessee Higher Education Commission, Nashville, TN 37243-0830. (Tel: 615-741-5293). Complaints about MEAC accredited schools can be filed online at <https://www.meacschools.org/resources/for-current-students-at-meac-schools/#1614196904447-cecf81bf-c04d>

The complete Policy and Procedure for Complaints and Grievances can be found in the Preceptor Handbook and on the CTM website FAQ page.

Please initial the Grievance Process has been read and agreed to\_\_\_\_\_\_

**Confidentiality Agreement:** As a Faculty Member, Preceptor or Student, you agree to maintain the confidentiality of all information, data, reports regarding CTM, and communications in connection with CTM or its students, in accordance with Federal Educational Rights and Privacy Act (FERPA). Further, you shall not make public any information relating to activities or students enrolled at CTM without prior consent of CTM. All activities related to CTM shall be exclusively for educational purposes consistent with CTM’s mission and purposes, and all applicable laws and regulations. This Confidentiality Agreement will survive in perpetuity.

Please initial the Confidentiality Statement has been read and agreed to\_\_\_\_\_\_\_\_

**Affirmation Of Honest Intent:** As a Preceptor, I agree to be academically and personally honest at all times. I understand that academic dishonesty is directly prohibited by the CTM and is a condition leading to dissolution of the Preceptorship. Actions that can fall under the description of academic dishonesty can include but are not limited to: plagiarism, fabrication of information or citations, and the facilitation of academically dishonest actions by a student. (see [https://en.wikipedia.org/wiki/Academic\_integrity)](https://en.wikipedia.org/wiki/Academic_integrity)

Please initial the Affirmation of Honest Intent has been read and agreed to \_\_\_\_\_\_\_

**Notice of General Nondiscrimination Policy of the College of Traditional Midwifery:**

The College of Traditional Midwifery admits students of any race, color, national origin, and ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.  It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. (IRS Form 5578)

Furthermore, all faculty members, other employees and students are recruited, hired, appointed and/or promoted without discrimination, harassment, retaliation, or discipline against any individual or group on the basis of their actual, implied or perceived: race; color; national or ethnic origin or ancestry; religion or creed; sex, gender, gender identity or expression, including transgender identity, sexual orientation; marital status; familiar status; age; disability; genetic information; or any other protected category under federal, state or local law. (MEAC 5-18-23)

**Discrimination and Harassment Complaints** - Discrimination or harassment against any individual or group on the basis of their actual, implied or perceived: race; color; national or ethnic origin or ancestry; religion or creed; sex, gender, gender identity or expression, including transgender identity, sexual orientation; marital status; familiar status; age; disability; genetic information; or any other protected category under federal, state or local law will not be tolerated. Complaints or grievances regarding discrimination or harassment may bypass the mediation process and go directly to review by the Board of Trustees

Please initial the Notice of General Nondiscrimination Policy has been read and agreed to \_\_\_\_\_\_\_

**Term and Termination:** The term of this agreement is for the 3 year period starting \_\_\_\_\_\_\_\_ . This agreement may be terminated by the preceptor or the College of Traditional Midwifery upon 30 days written notice. This agreement will be considered for renewal after 3 years.

This agreement constitutes the entire agreement between the parties and supersedes all prior agreements, memoranda and understandings, whether oral or written.

If you agree to the terms of this agreement, please sign and date below.

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| Name   |   | Date  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Carol Nelson, Administrator |   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date  |