FLORIDA SCHOOL OF TRADITIONAL MIDWIFERY

STUDENT HANDBOOK

Dear Student Midwife,

It is our pleasure to welcome you to the Florida School of Traditional Midwifery. FSTM strives to provide an intellectually and socially vibrant campus that offers a safe and supportive environment for all.

Each of us plays a role in maintaining this environment, the program standards, and FSTM community relations. This handbook is designed to acquaint students with the specifics of the standards expected of them, as well as the privileges and responsibilities that we grant to our students as members of the FSTM community. You will also learn about campus resources available to support your achievements, enhance your midwifery school experience, and assist in times of difficulty.

It is important that you take time to familiarize yourself with the materials in this handbook. Let us know if you have any questions, or if you have suggestions for how this handbook can be improved.

We offer you our very best wishes for a wonderful year.

Sincerely,

FSTM Staff

FSTM Mission Statement

The mission of the Florida School of Traditional Midwifery is to offer the finest in Direct-Entry Midwifery education in an environment that encourages students to reach their full potential. We believe that it is our responsibility to promote awareness of and access to midwifery services. Our graduates are community builders who use midwifery as their tool.

FSTM Staff Members

Susan Nelson - Executive Director
Before taking the helm as Executive Director, Susan served on the Board of Directors for FSTM for twelve years, ten of those as Chair. She also spent 8 years in sales as a Regional Account Manager, most recently for Airbus DS Communications, an international firm specializing in public safety IT systems. Prior to that she held the position of Communications Bureau Chief for eleven years at Alachua County Fire Rescue, and manager of marketing and programs for an international environmental nonprofit for five years before that. Susan has a Bachelor's degree in organizational communication from the University of Colorado and is a Florida State University Certified Public Manager. Susan has three daughters, all born into the hands of licensed midwives, and as a result, has been an advocate of and activist for midwifery, the midwives model of care, and breastfeeding promotion in the North Florida area for almost three decades. She is married and lives in Gainesville, and enjoys spending time, mostly outdoors, with friends and family, including her two grandsons, also born into the hands of midwives.

Amanda Mann, LM – Associate Director

Amanda Mann comes to FSTM with more than 15 years' experience as a teacher, school administrator, and most importantly, a Licensed Midwife. She also holds a bachelor's degree in English and a masters degree in creative writing. Amanda fervently believes that birth is an essential life process that has the potential to transform, inspire, and engage. She believes that midwifery is an essential intersection between passion and the world's greatest need. Amanda is married with four boys, and enjoys reading and practicing at her local midwifery clinic.

Erica Bales - Academic Director

Erica Bales, B.A. is a graduate of the University of Florida and has lived in Gainesville for ten years. She is a DONA-certified doula who has a passion for women's health and the midwifery model of care. In addition to serving FSTM students as the Academic Director, Erica runs a small web development business with her husband. When she isn't working, she enjoys reading, cooking and spending time with friends, family and her pets.

Kerri Audette - Clinical Director

Kerri Audette, LM, CPM, is a licensed midwife and graduate of the Florida School of Traditional Midwifery. She is co-owner and practicing midwife with Gainesville Midwives, her home birth practice. Kerri also holds a Bachelors of Design from the University of Florida School of Architecture. She was inspired to pursue work in women's health as a founding member of the Gainesville Roller Rebels, a local women's roller derby league. That experience led her to realize the power and potential that sisterhood can create. She has been attending births in North Central Florida and instructing childbirth education since 2011. Kerri is a Gainesville native and birthed her own child at home with midwives.

Rachel Smith – Director of Financial Aid and Regulatory Compliance

Rachel, a Pennsylvania native, has a Bachelor's degree in Health Services Management and an AS degree in Accounting Technology from Santa Fe College, as well as certifications in health information management and project management. Her previous work experience includes Santa Fe College's Health IT Workforce Training Program and the University of Florida's College of Medicine. Rachel enjoys life with her son, supportive partner, friends and family. In her free time she enjoys being outdoors, reading, and having bonfires in the backyard of her new home.

Michele Applegarth - Business Manager

Michele has called Gainesville her home since graduating from the University of Florida with a Bachelor's degree in Psychology. After gaining managerial skills working in nation-wide retail professions, she expanded her bookkeeping and finance abilities as business manager for a local Gainesville manufacturer. Michele has always had a strong passion for women's education and women's reproductive freedom. Separate from work, Michele enjoys camping, hiking and traveling, and being a full-time cat mom.

Student Relations

The presence you bring to campus and your clinical setting impacts your relations and communications with other students, staff, faculty, midwives, and clients. Your professional presence can shape your experience and is significant because you are a reflection of FSTM student midwives as well as the greater Florida midwifery community.

FSTM Professional Presence Standards

1. Demonstrate RESPECT
2. Practice COMPASSION
3. Exude CONFIDENCE
4. Wear INTEGRITY
5. Show PASSION
6. Generate OPTIMISM
7. Use EMPATHY
8. Be HUMBLE

Student Representatives

Each new class of students will be asked to elect a Student Representative from their group in Year One, Term One. The Student Representative has the following responsibilities:

- Communicating with the students of their group on issues, concerns and plans, and relaying this information to the FSTM Administration and/or Board of Directors at a scheduled meeting.
- Relaying information shared with the Student Representative by FSTM to their class group.
- Submission of a basic Student Representative Board Report at midterm each semester, to be reviewed at the Board of Director's next meeting.

Student Mentors

Each Fall term, a new class group is seated at FSTM. These new students benefit from the support, guidance and inclusion given by upper-level student midwives. This opportunity is given in the spirit of student connectivity, and upholds the age-old principles of teaching and mentoring that midwives have passed down to each other from generation to generation. Students are encouraged to reach out to the new class and establish connections with individual students, perhaps with someone in their geographic region or with whom they share common interests.

Conflict Resolution

FSTM promotes a learning environment that is transparent, professional and respectful. Students are asked to handle conflict with each other, a staff member or instructor in a direct and respectful manner. There is no tolerance for continuous negativity, bullying, gossip or rumor spreading.

FSTM supports open communication and resolution of conflicts through discussion and mediation. If you have a grievance or complaint against a classmate, faculty member, or staff member, the first step in resolution should be speaking with the individual(s) directly involved unless there is a conflict of interest. If direct communication does not solve the conflict, you may submit a Formal Grievance in accordance with the Grievance Policy on page 11 of this handbook.

FERPA Guidelines

Students have the right to review their educational records, and to ask for corrections if any mistakes are found. Records must be made available in a timely fashion, and administrative responses to any student request must also be timely. Your information will be kept private, unless you authorize us to release it. There are some exceptions to this rule, for directory information and emergencies. Directory information generally includes your name, class, local and permanent addresses, telephone number(s), email address, enrollment status, most recent previous educational institution attended, dates of attendance at FSTM, diploma earned, honors and awards received, participation in officially recognized activities. Your detailed Notice of your Rights under FERPA are posted on the FSTM website, and contain much more detail regarding your records and privacy rights.

HIPAA Guidelines

The Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security Rules are intended to enforce standards of ethics and confidentiality.

- Students will not to use real names or other individually identifiable health information when documenting their clinical experiences, discussing client cases in class or otherwise. This includes: clients, midwives, physicians, and events that take place at clinical sites.
- When submitting clinical experience documentation to FSTM, student midwives are to use a standardized client coding system. This code shall include the first and last initial of the client, followed by a six-digit estimated date of birth (XXMMDDYY). For example, Sally Smith, with an EDB of March 4, 2018 would be coded as SS030418.
- Student midwives are encouraged to keep a private log (for personal use only) of all client names with client codes to use as a reference when submitting clinical paperwork. It is the responsibility of the student to ensure that these logs are kept secure and in compliance with HIPAA guidelines.
- Student midwives may never photocopy client records or charts without direct permission from the healthcare practitioner and the client.
- Violations of HIPAA may result in any of the following:
    - Development of Student Success or Performance Plan
    - Clinical Probation
    - Dismissal from the clinical site
    - Dismissal from the program

About Our Campus

BUILDING & GROUNDS RULES

Parking

- Student parking is located in the front parking lot and along NE 8th Street. Please be considerate of neighbors' driveways, etc. Do not park within 20 feet of the stop sign. Extra parking is available one block west at the Kirby Smith Center.
- The back parking lot is reserved for FSTM staff and faculty until 5pm on weekdays.

Student Entrances/Exits

- Students are to enter and exit the school through the front door that faces University Avenue, the side door that faces NE 8th Street, or through the student kitchen entrance that is located on the Southeast side of the building off of the front porch.
- There is an after-hours/Emergency exit located upstairs next to the bathroom (door will lock behind you when closed). Use this exit if staff has locked the front doors.

Building Maintenance

- Please let a staff member know immediately about broken or damaged items, spills on the carpet, low supplies, temperature problems, computer malfunctions or maintenance issues with the building.

Smoking Policy

- Smoking or vaping is not permitted anywhere on FSTM grounds.

Cleaning and Respecting Our Space

- Each person should take a moment before leaving at the end of their day to help clean up the classrooms and other common areas—the student areas are shared spaces among all FSTM students and faculty. Please respect others by keeping all spaces tidy and clutter-free!
- Be mindful of food and personal items, take care of dishes and replace chairs & desks to the way they were found before class began.

Trash and Recycling

- Students are responsible for emptying their kitchen trash and recycling each week before leaving campus.
- Trash cans are located in the bathrooms and kitchens. Garbage containers in the classrooms and bathrooms are limited to paper/non-perishable trash to cut down on possible pest issues. Please throw food away in the kitchen trashcan *only*. **No food is allowed upstairs in the classrooms.**

- Recycling bins are located in the student kitchen. Orange bins are for paper and cardboard. Blue is for plastic, glass, and metal. Please recycle, and please rinse food containers before putting them in the recycling bin.

Descriptions of Campus Areas

Student Kitchen

- The student kitchen is located downstairs at the southeast corner of the building, off of the student lounge.
- Students have access to a full refrigerator, microwave and sink. In order to maintain kitchen privileges, students must wash, dry, and put away dishes, clean microwave spills and maintain clean counter tops. Remove leftover food from refrigerator weekly. Since all students will be sharing this refrigerator, please only bring what you intend to eat and drink that day.

Student Lounge

- The student lounge is located downstairs off of the student kitchen. It can be accessed via the student kitchen or the computer lab under the main staircase.
- The lounge is the student's place to relax, read, eat lunch, study or commune with the other students. Please be respectful of clutter and noise level as this is a common space adjacent to the multipurpose room and a faculty office.

Student Cubbies

- Each student has a cubby in which to keep personal items, books, etc. Please clean your cubby at the end of the week and take home any personal belongings.
- Abandoned items will be placed in Lost and Found. Unclaimed Lost and Found items will be donated to charity.

Anatomy and Physiology Lab

- The A&P Lab is where anatomy models, posters, microscopes and other lab materials are stored.
- This room is available for study and skills practice at all times, unless being occupied for a specific class meeting.
- All lab materials should be treated with care and put away properly after use.

Clinical Lab

- The Clinical Lab is located upstairs. In addition to clinical supplies, models and equipment, the lab includes an exam table and bed for clinical skills practice, mock clinical exams, and assessments.
- This room is available for study and skills practice at all times, unless being occupied for a specific class meeting.
- All lab materials should be treated with care and put away properly after use.
- Donated supplies from preceptors are always welcome!

Library

- The Library contains all required and supplemental textbooks and scientific journals for FSTM courses. The shelves are organized by course subject matter.
- If you wish to check out a book, please bring it downstairs to the Administrative Assistant or Academic Director. Note that some books are non-circulating and are not to leave the library.
- This room is also available at all times for quiet study only. Please use student lounge, porch or FSTM grounds for communal and recreational activities.

Quiet Study Room and Student Pantry (a.k.a. "The Womb Room")

- The Womb Room is located upstairs, off the back stairwell. It is a small, private study area that can be used at your leisure or reserved for group study sessions. The room contains desks, chairs and some basic office supplies.
- There is a Student Pantry located in the Womb Room that contains nonperishable food items, books, school supplies and other items. Students in need may take what they want at any time. Students who are able to make donations to the student pantry are encouraged to do so.

Student Bathrooms

- The upstairs bathrooms are equipped with 2 stalls (divided by curtains) to ensure privacy. If you are in need of total privacy when using this bathroom, please switch the door sign to "Privacy Please." Otherwise the sign will say "Willing to Share" and will be open for students and staff to use. Please keep the door closed at all times.
- The other student bathroom is located downstairs next to the student lounge.
- Please do not flush any items other than toilet paper; dispose of feminine hygiene products in the garbage cans.
- **Do not use the bathroom sinks to wash dishes**. Only the sink in the student kitchen should be used for this purpose.
- All feminine hygiene products that are stocked in the bathrooms (pads, tampons and disposable menstrual cups) are donated by FSTM staff. Please use only what you need while you're on campus, and help other students by donating supplies if you can.
- Please let the Administrative Assistant know if you need any bathroom supplies.

Classrooms

- #1: Located upstairs, at the top of the staircase next to the bathroom.
- #2: Located upstairs next door to the A&P Lab and the faculty office.
- Multipurpose Room: Located downstairs at the bottom of the main staircase by the front door.
- All rooms are equipped with a TV, DVD player, laptop and white board. A projector is also available if needed.

Student Computer Lab

Located under the main staircase, this room has desks, chairs, computers and a student printer. **Please bring your own paper and only print what you need.**

FSTM Staff Wing

- All FSTM Staff offices are located downstairs next to the computer lab on the West side of the building.
- Our doors are (almost always) open and we welcome visits between classes to assist with anything you might need.
- The staff printer/copier in the staff kitchen is for staff use only and should not be used for student printing purposes.

Student Services

Student Pantry

The FSTM Student Pantry provides non-perishable food items as well as school and home supplies to students in need. The Pantry is located in the Quiet Study Room. FSTM welcomes donations to the pantry at any time, and all students are encouraged to take items as needed.

Student Counseling

FSTM strives to create an environment that fosters student growth, development, and psychological well being. Staff are available to provide guidance and support to help students handle the academic, clinical, or financial challenges they may encounter. When the counseling or mental health needs of the student are outside of the scope of staff members, FSTM offers free or low-cost counseling with our Licensed Mental Health Counselor. Students may contact any staff member to request services with the LMHC and arrangements can be made to meet on campus or provide services remotely.

Jennifer Wolheim Scholarship Fund

The Jennifer Wollheim Scholarship was created in memory of Gainesville midwife, activist, daughter, wife and mother Jennifer Wollheim Devine, who passed away in 2007. The scholarship fund is supported by her mother, Marilyn Magnet, and other generous donors. Funds support student retention, providing monetary support necessary to continue attending school. Recognizing that school is expensive, many students commute long distances to attend, and family obligations must also be met, the Jennifer Wollheim Scholarship funds support unexpected expenses, such as unforeseen daycare expenses, car repairs, or other extraneous expenses that, if unmet, would jeopardize the student's academic career or family well-being.

Professional Liability Insurance

FSTM students are covered by professional medical liability insurance through FSTM. In order for a student to be covered by this policy, the FSTM-approved preceptor must be present and supervising the student during the clinical experience. Any student practicing midwifery in the birth or clinical setting without the presence and supervision of an FSTM-approved preceptor will not be covered by the school's liability insurance. This policy does not protect students in observation-only sites. The policy does not cover student experiences with other staff midwives at the student's clinical site if they

are not FSTM-approved preceptors. The student agrees to inform the FSTM Clinical Director of any incident or situation that they believe may result in a liability claim within 24 hours of occurrence. The student shall also submit to the Clinical Director a written, printed statement of the events that have occurred as soon as possible, within three days of the occurrence.

FSTM Technological Guidelines

Student Email
Students are provided with FSTM email accounts, which will be used as the primary mode of communication with FSTM faculty and staff. This is the official method of communicating electronically and is the only avenue through which student communication will be delivered. Students are expected to check their FSTM email at least once daily. FSTM email is managed by Google Apps, and all student Gmail accounts come with Google Drive storage and access to all Google App services (such as Inbox, Calendar, Docs, etc.)

FSTM students are given unique email addresses at the start of their program. These emails are not to be used by, sold to, or shared with any entity outside of FSTM, and we protect our student's privacy at all times. These email addresses are solely for official use by FSTM faculty, students, and staff.

Students are responsible for the security of data, accounts, and systems under your control. Keep passwords secure and do not share account or password information with anyone, including other students, family, or friends. Providing access to another individual, either deliberately or through failure to secure its access, is a violation of this policy.

Student Contact information
Students are responsible for updating their contact information (name, address, phone number, personal email, etc.) and emergency contact information in their electronic student file on Sycamore. Students can access and update their profile information at any time.

Electronic Device Use During Class

All cell phones and other electronic devices should be silenced during class. Students are required to be off-call while attending class. Texting, using Social Media, surfing the internet or otherwise playing on a phone, tablet or laptop while in class is strictly prohibited.

Computer Use, Internet Access and Laptop Usage
Our building is equipped with WiFi throughout and the password is located on the upstairs bulletin board at the end of the hallway. Students have use of two computers located in the computer lab downstairs in the room under the main staircase. All computers are connected to the internet and the printer, and all computers have the MS

Office Suite installed. Students are not permitted to install **any** additional software on FSTM computers.

Laptop computers and tablets are to be used for academic purposes only during class time. Using Facebook, checking your email, shopping, etc. is distracting to your instructors and others, and is not an appropriate use of your class time. Instructors have the right to establish and enforce their own policies regarding the use of laptops and other electronic devices in the classroom.

FSTM Policies

The Policies listed below are selected from FSTM's Catalog. For a complete listing of all FSTM Policies and Procedures, please refer to the most recent volume of FSTM's Catalog.

Each student will receive an electronic copy of the FSTM Catalog and handbooks during their first term of their first year. Thereafter, the most current volume of the FSTM Catalog will also be available on Sycamore and FSTM website. Students are required to adhere to all FSTM Policies and Procedures throughout the program, and are held accountable to the policies and procedures listed in the most recently updated edition of the Student Handbook, Clinical Handbook, and FSTM Catalog.

Attendance Policy

Students must register and pay for courses before the first day of class to attend classes, unless a payment arrangement has been made with the Business Manager. Students who do not attend at least one of the first two meetings of a class or clinical experience may be dropped from the course in accordance with the course drop/add policy. Attendance is tracked by instructors in every class.

FSTM expects students to attend every class for every course. Students are required to be off call during all academic classes. Because didactic learning underpins the clinical experience, it is vital that students do not miss classes. If missing class becomes inevitable, it is the student's responsibility to make up the coursework missed. If at any point the student's absences exceed 25% of the course hours for any individual course, the student will be given an "F" for the course and be required to retake and successfully pass the course. Instructors may set their own individual course policies for attendance as long as they do not conflict with this general policy.

If an absence is inevitable, the student is responsible for immediately contacting the instructor(s) for the course(s) and the FSTM Academic Director before the absence occurs.

Inclement Weather and Hurricane Policy

Classes may be cancelled or postponed in the case of inclement weather or hurricane activity. In this event students will be contacted by FSTM. If an area is under hurricane or tropical storm warning/watch, commuting students are to use their best judgment

regarding travel. Makeup classes may be rescheduled, and the standard attendance policy applies to makeup classes.

Grievance Policy
When a student has a problem, issue, complaint or any other concern regarding their education with FSTM, and this matter cannot be resolved by the staff and faculty, the student may file a grievance using the following guidelines:

1. The grievance shall be presented in writing to the Academic Director, Clinical Director or Executive Director. A written acknowledgement of the grievance shall be provided to the student within (5) business days of receipt of the grievance and a resolution offered to the student within five (5) business days following the acknowledgement of the grievance.

2. If a satisfactory resolution cannot be achieved via the review process cited in item 1 above, then the student presenting the grievance may request in writing that the grievance be reviewed by the Executive Director. Such a request is to be made directly to the Executive Director. A written acknowledgement of the grievance shall be provided to the student within (5) business days of receipt of the grievance and a resolution offered to the student within five (5) business days following the acknowledgement of the grievance.

3. If, upon review by the Executive Director, a satisfactory resolution is not achieved, the student may make a written request to the Board of Directors that the grievance be brought to the Board of Directors for review as soon as possible, but not later than 30 days. Such a request may only be made when the steps in items 1 through 3 have been taken. A written acknowledgement of receipt of the grievance shall be provided within five (5) days of receipt of the grievance.

4. The Board of Directors, or a committee appointed by the Board, shall review the grievance and decide if the finding of the Executive Director shall be upheld; or, if not upheld, undertake a separate review of the matter and render a final decision regarding the grievance. A written decision shall be provided to the student within forty-five (45) days of receipt of the grievance.

5. FSTM recognizes the importance of any grievance presented by a student and shall seek to find a resolution in a prompt manner.

Dismissal / Termination Policy
A student may be dismissed for any of the following reasons:

- Failure to meet SAP requirements for academic or clinical courses following a performance review / probationary period
- Failing three or more classes throughout the entire midwifery program

- Failure to correct violations after notification by the Academic Director and/or the Clinical Director
- Failure to adhere to the FSTM Policies and Procedures
- Failure to meet financial commitments
- Failure to attend birth when on-call (see the clinical section of the catalog)
- Violating HIPAA guidelines
- Dismissal from two or more clinical sites due to poor performance or behavior
- Failing Clinical Skills Exam more than once
- Attending classes or clinical experiences under the influence of alcohol or drugs
- Failure to correct behaviors identified at Performance Review
- Other behavior that is disruptive to the learning environment

IT / Acceptable Use Policy

General Requirements
You are responsible for exercising good judgment regarding appropriate use of FSTM resources in accordance with FSTM policies, standards, and guidelines. FSTM resources may not be used for any unlawful or prohibited purpose.

For security, compliance, and maintenance purposes, authorized personnel may monitor and audit equipment, systems, and network traffic. Devices that interfere with other devices or users on the FSTM network may be disconnected. Information Security prohibits actively blocking authorized audit scans. Firewalls and other blocking technologies must permit access to the scan sources.

FSTM Email Accounts

FSTM student emails are not to be used, sold, or shared with any entity outside of FSTM. We protect our student's privacy at all times. These email addresses are solely for official use by FSTM faculty, student, and staff.

System Accounts

You are responsible for the security of data, accounts, and systems under your control. Keep passwords secure and do not share account or password information with anyone, including other personnell, family, or friends. Providing access to another individual, either deliberately or through failure to secure its access, is a violation of this policy.

Network Use

You are responsible for the security and appropriate use of FSTM network resources under your control. Using FSTM resources for the following is strictly prohibited:

- Causing a security breach to either FSTM or other network resources, including, but not limited to, accessing data, servers, or accounts to which you are not authorized; circumventing user authentication on any device; or sniffing network traffic.

- Causing a disruption of service to either FSTM or other network resources, including, but not limited to, ICMP floods, packet spoofing, denial of service, heap or buffer overflows, and forged routing information for malicious purposes.
- Introducing honeypots, honeynets, or similar technology on the FSTM network.
- Violating copyright law, including, but not limited to, illegally duplicating or transmitting copyrighted pictures, music, video, and software.
- Exporting or importing software, technical information, encryption software, or technology in violation of international or regional export control laws.
- Use of the Internet or FSTM network that violates FSTM policies, or local laws.
- Intentionally introducing malicious code, including, but not limited to, viruses, worms, Trojan horses, e-mail bombs, spyware, adware, and keyloggers.
- Port scanning or security scanning on a production network unless authorized in advance by Information Security.

Social Media and Networking

Social media activities include but are not limited to creating or contributing to: blogs, message boards, RSS feeds, etc; social networks such as Facebook, Instagram, Twitter, and YouTube; or any other kind of social media site on the internet. Social media can help FSTM engage with students, colleagues, and others interested in our work, as well as the world at large, and build stronger, more successful relationships. However, we expect all who participate in social media and associate that interaction with FSTM to understand and follow appropriate usage guidelines:

- FSTM students, staff, and faculty are prohibited from posting any content that criticizes or ridicules FSTM, its policies, students, faculty, staff or curriculum, on any social networking site.
- Social networking sites and tools should not be used for internal communications among students and fellow staff, faculty and/or preceptors.
    - Assignment of clinical sites, grades, student files, appointments, projects, or any other official FSTM business should be discussed only in person, over the phone (a voice call, not a text message), or via FSTM-hosted e-mail.
    - Conflicts, grievances and/or other student, faculty or preceptor issues should be directed to a Director on staff. Please see page 11 for the full Grievance Policy.
    - There are to be no exceptions to this rule. Social networking sites can be used to announce special events such as speakers and fundraisers; however, any official business must be communicated as outlined above.
- Make sure you write and post about your areas of expertise only, and avoid comments that should best be answered or posted by others. Let your fellow students speak for themselves as needed, warranted or appropriate.
- Never post offensive material (racial/ethnic slurs, personal insults, obscenity, etc.), and avoid inflammatory off-topic issues such as politics and religion. Do not use FSTM-sponsored sites or pages for SPAM or off-topic conversations.
- Social networking sites are not the appropriate place to work out disagreements,

issues or problems between students, staff or faculty.

- Never post, comment on or blog about FSTM company confidential information. Do not share proprietary information about the company, staff, faculty or students, including contact information, financial information, strategic plans, or other such information via social media or networking sites.
- When disagreeing with others' opinions, it is strongly suggested to keep comments appropriate and polite.
- Never comment on anything related to legal matters, litigation, or any parties FSTM may be in litigation with.
- Do not reference competitors in a derogatory manner.
- When publishing to external websites not owned or managed by FSTM, make it clear that the views and opinions expressed are yours alone and do not represent the official views of FSTM. A suggested disclaimer would be “The postings on this site are my own and don't necessarily represent positions, strategies, or opinions of FSTM.”
- Your online activities must not interfere with your performance or commitments to FSTM.

Electronic Communications

The following are strictly prohibited:

- Inappropriate use of communication vehicles and equipment, including, but not limited to, supporting illegal activities, and procuring or transmitting material that violates FSTM policies against harassment or the safeguarding of confidential or proprietary information.
- Sending Spam via e-mail, text messages, pages, instant messages, voice mail, or other forms of electronic communication.
- Forging, misrepresenting, obscuring, suppressing, or replacing a user identity on any electronic communication to mislead the recipient about the sender.
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).
- Use of a FSTM e-mail or IP address to engage in conduct that violates FSTM policies or guidelines. Posting to a public newsgroup, bulletin board, or listserv with an FSTM e-mail or IP address represents FSTM to the public; therefore, you must exercise good judgment to avoid misrepresenting or exceeding your authority in representing the opinion of the company.

Policy Enforcement

A student, faculty member or preceptor found to have violated the Acceptable Use Policies policy may be subject to disciplinary action, up to and including termination. A violation of this policy by a temporary employee, contractor or vendor may result in the termination of their contract or assignment with FSTM.

Infants at School Policy

FSTM recognizes and affirms the importance of breastfeeding and parent-child togetherness. While infants are discouraged from attendance during class hours, they

are permitted in the classroom until they become vocal and mobile. Permission for infants in class is granted by the administration and continued at the discretion of the administration with consideration of the other students in class. Students with infants need to arrange for childcare outside of the classroom for class time involving skills practice, testing, presentations and modeling.

The option of bringing a child to school may be subject to ongoing evaluation and must adhere to the following guidelines:

- The student shall take full responsibility for the care of their child while at school.
- The child must not interfere with class learning and/or other students.
- The child shall be able to adapt to the school environment so that the student may maintain a reasonable level of productivity.
- A sick child may not be brought to school.
- The student shall be responsible for all items and supplies needed to care for their child while at school, which shall include equipment designed to safely contain the child in a manner that does not pose a safety risk to other people in the building.
- A hygienic changing area should be utilized and the student needs to dispose of soiled diapers in the outside trash cans.
- If a breastfeeding student chooses not to bring their child to school, they may pump on campus.
- We ask that you refrain from bringing children who are vocal or mobile to classes as it is disruptive to other students, faculty and staff.

Drug and Alcohol Policy

FSTM is committed to providing an environment free of the abuse and/or illegal use of alcohol and other drugs. FSTM has adopted policies and procedures that seek to prevent the illicit use or abuse of alcohol and drugs on campus.

This Drug and Alcohol Abuse Prevention policy is posted on the FSTM website for electronic access. The policy includes information on the dangers of drug and alcohol abuse and prevention of the same, with further information on sanctions for violations of FSTM regulations as well as federal and state statutes.

Standard of Conduct

The unlawful possession, use, or distribution of drugs and alcohol is prohibited on property owned or controlled by FSTM. No employee or student is to report to work, class, or a clinical site while under the influence of illegal drugs or alcohol.

Sanctions

Violation of the policies and laws described in this statement by an employee or student is grounds for disciplinary action, including reprimand, suspension, termination or expulsion. See conditions for dismissal in the FSTM course catalog policies and procedures. Additionally, a violation may be reason for evaluation and treatment of a drug and/or alcohol-use disorder or referral for prosecution consistent with local, state,

and federal criminal law. Disciplinary action by FSTM does not preclude the possibility of criminal charges. Conversely, the filing of criminal charges does not preclude action by FSTM.

Other Legal Sanctions
State law prohibits the possession of alcoholic beverages by persons under age 21. No person may sell, give, serve or permit to be served alcoholic beverages to a person under 21, and it is unlawful for a person under 21 to misrepresent his age in order to obtain alcohol. Violation of either of these offenses is also punishable by a definite term of imprisonment of up to 60 days and a fine of $500. Misrepresentation of age may also lead to curtailment of driving privileges.

Under state law, it is a crime for any person to possess or distribute controlled substances/drugs as described in Section 893.03, Florida Statutes, except as authorized by law. Punishment for such crimes ranges from first-degree misdemeanors (up to one-year imprisonment and up to a $1,000 fine) to first-degree felonies (up to 30 years imprisonment and up to a $10,000 fine). Individuals who have been convicted of a felony involving the sale of or trafficking in or conspiracy to sell or traffic in, a controlled substance under certain circumstances may be disqualified from applying for state employment. Penalties under federal law for drug trafficking generally are greater than penalties under state law. Convictions on drug-related charges also may result in disqualification for federal financial aid. Punishments may include a fine of up to $8 million and life imprisonment. **All criminal convictions must be disclosed and explained when applying for your midwifery license.**

Sexual Assault Prevention Policy
FSTM maintains that all forms of sexual assault are unacceptable. This includes intimate partner violence, dating violence, sexual assault, or stalking. FSTM endorses a reporting policy that strongly encourages victims to report all crimes to local police at once. Reporting of a crime ensures that appropriate action can be taken. If you are sexually assaulted, you should take the following actions:

- Go to a safe place.
- Call the police or 911 and get immediate medical attention.
- Contact a trusted friend or family member.
- Do not bathe or douche. If possible, do not urinate.
- Do not eat, drink, smoke or brush your teeth if oral contact was made.
- Keep clothes worn during the offense. If you remove them, place them in a paper bag.
- Do not destroy or move any physical evidence that may be in the vicinity of the crime.
- Tell someone and/or write down the details of the assault as soon as possible.
- Seek counseling services from Victim Services & Rape Crisis Center of Alachua County 1-866-252-5439, or the Rape Hotline (RAINN Hotline) 1-800-656-4673

Should a sex-related offense occur at FSTM, administrative personnel will work with the

student to report the crime to authorities and will direct the student to receive proper medical attention and to protect evidence (see above). Victims of any crime will be referred for counseling to Victim Services & Rape Crisis Center of Alachua County, 1-866-252-5439.

Any student found to be guilty of perpetrating any sexual or criminal offense will be immediately expelled from the school.

Registered Sex Offender Database: Florida Department of Law Enforcement is required by law to put all registered sexual predators and offenders who qualify under the Florida Public Safety Information Act on the Internet. This information can be printed from the web page. The web address is:
http://offender.fdle.state.fl.us/offender/searchNeighborhood.do?actionPerformed=neighborhoodSearchMain

Campus Safety Statistics

FSTM Campus Security
The safety and wellbeing of our students, staff, faculty, and guests are of utmost importance. FSTM provides students, faculty and visitors with information on safety, security procedures, policies and resources available and asks that they cooperate in crime prevention.

Each employee and student at FSTM is encouraged to be vigilant and report all suspicious/criminal activity immediately to the appropriate authorities. Members of the school community should immediately report a crime or emergency by calling 911 or by coming to the administrative office or to any faculty or staff member.

When notified of any criminal activity, the FSTM employee will immediately report the activity to the local law enforcement agency, if not already reported. Finally, the FSTM Security Administrator must be informed so that appropriate actions can be tracked by FSTM. Please call 352-338-0766 if a situation arises.

The FSTM administrative office will alert the FSTM community of any threats to the community through announcement in classes and campus wide. Text alerts and/or email notifications will be used to notify students or employees not on campus.

Campus Safety Statistics
The purpose of this report is to advise current and prospective students and employees of crimes that have occurred on campus during the past three calendar years. This report will be posted on the FSTM website annually, and students, faculty and staff will be notified via email when statistics are posted.

Criminal Offenses at Florida School of Traditional Midwifery
on Campus/Public Property Crime Statistics

Criminal Offenses	**2013**	**2014**	**2015**
Murder/Non-negligent Manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including rape)	0	0	0
Robbery, Burglary	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Arrests	**2013**	**2014**	**2015**
Weapons Possession	0	0	0
Drug law	0	0	0
Alcohol law	0	0	0
Referrals	**2013**	**2014**	**2015**
Weapons Possession	0	0	0
Drug law	0	0	0
Alcohol law	0	0	0

Clinical Experience

Clinical Overview

Clinical Lab typically begins in year one, term two of the program and includes hands on experience at clinical sites with health care practitioners and patients. Requirements for Clinical Lab registration can be referenced in the FSTM Catalog. Students gradually increase Clinical Lab credits and hours as they advance throughout the midwifery program. Students will document all clinical hours spent at their clinical site, as well as clinical experiences including births, prenatal exams, postpartum exams, and newborn exams. Each student will be evaluated every semester by their preceptor and students will meet with the Clinical Director at least once per semester to discuss progress with skills and clinical experiences.

Students are encouraged to participate in a variety of clinical settings including home birth practices, birth centers, clinics, and hospitals. The goal is to provide the student

with ample experiences with midwifery and obstetrics care.

Our program is designed to integrate the academic and clinical components concurrently. Students attend campus academic classes two days per week on average and participate in weekly clinic and on-call time with their preceptors through their clinical site. In the first two academic semesters students will gain theory knowledge, basic hands-on skills, and preparation for participation in the midwifery clinical setting through the Healthcare Skills I and Healthcare Skills II courses. Midwifery Practicum courses begin in the second year of the program and are designed for review and practice of skills covered in the corresponding theory courses so that students will be able to apply these skills at their clinical sites with guidance from their preceptors.

Required Clinical Equipment
The following equipment will be needed to participate in Clinical Lab:

- Blood pressure cuff and stethoscope
- Watch with a second hand
- A dependable vehicle
- Cell phone with voicemail (smartphone preferred)
- Computer/internet access for documenting clinical experiences
- A birth bag packed and ready at all times (suggested items are clothes for birth and clinic, appropriate footwear, food/water, toiletries, and cell phone charger)
- Scrubs may be required for certain clinical sites

Clinical Placement Process
Students are assigned to work directly with a qualified Preceptor or Clinical Observation Site. These include Florida Licensed Midwives, Certified Nurse Midwives, Registered Nurses, or physicians who work in home birth practices, birth centers, women's health facilities, and hospital settings. Clinical experiences may include attending prenatal and postpartum appointments, participation during labor and birth, participation and observation in pregnancy related services, and learning office procedures for various practices. Students will progress through a tiered process of observation, assistance under supervision, and primary under supervision in the antepartum, intrapartum and postpartum period.

Students may obtain clinical experience in two types of settings:

- Clinical Observation Sites
    - Receive clinical clock hours
    - Serve as "Silent Observer" (see below, "Clinical Experience")
    - May work with a variety of health care practitioners and newly licensed midwives referred to as "mentors"
- Clinical Preceptor Sites
    - Receive clinical clock hours
    - Serve as "Silent Observer," "Assistant Under Supervision" or "Primary

Under Supervision" (see below, "Clinical Experience")
    - Preceptors are physicians, licensed midwives, or certified nurse midwives who have a minimum of 3 years' professional experience, and who direct, teach, supervise, and evaluate the learning experiences of the student midwife

The Clinical Director facilitates placement of students at clinical sites. A student's Clinical Profile (see below) is distributed to preceptors that the student is interested in being placed with. Prior to clinical placement, multiple students may meet/interview with a single preceptor/mentor who then selects the student(s) they are interested in working with. FSTM does its best to place students at their preferred sites and within their current communities, but assignment is dependent upon a number of factors including availability of sites in a community, number of students seeking placement at a given site, and student experience level.

In the event that students cannot be placed at a site within their own community, they may be required to commute or relocate in order to attend clinic. Students are responsible for the costs related to travel, room and board related to clinical lab/preceptor sites. Students must have reliable transportation while on call and must be accessible by telephone.

Clinical placement is assigned on a per semester basis. A Semester Agreement shall be signed by the student, Preceptor, and Clinical Director at the beginning of each semester. Students and Preceptors satisfied with their arrangement may continue to work together for the duration of the program; however, it is encouraged for students to gain experience with more than one Preceptor for exposure to varying practice styles. Students are required to attend a requisite number of births in both hospital and home settings.

Students are not permitted to change clinical sites without the Clinical Director's approval. Unauthorized changes in clinical site will result in denial of clinical experiences received at the unapproved site, placement on a Performance Plan, and/or clinical probation.

Clinical Profiles
Clinical Profiles are used to aid the student and preceptor during the clinical placement process. Using FSTM's standardized template, students will create a profile that will include a personal statement, previous perinatal or healthcare experience, current credentials and certificates, course enrollment for the current term, and desired skills development. These profiles are distributed to preceptors that the student is interested in interviewing with.

Experience in the Clinical Setting
All clinical requirements are in compliance with Chapter 467, Florida Statute, the Commission for Independent Education, the North American Registry of Midwives

(NARM), 40 and the Midwifery Education Accreditation Council (MEAC). Students shall abide by the clinical site's personnel policies, protocols, and contracts as deemed by the Preceptor.

Definition of clinical experience roles:

- Silent Observer: Students are introduced to antepartum, intrapartum, postpartum, and newborn skills at the clinical site. Students observe or assist in a role that meets their skill level. The observer role is one of learning and observation, beginning to explore the relationship between theoretical knowledge of skills and practical application. Five Silent Observer experiences do not require an FSTM-approved Preceptor and can be approved in observation-only clinical sites.
- Assistant Under Supervision: Students are developing antepartum, intrapartum, postpartum, and newborn skills at the clinical site. Students assist the primary midwife, providing supportive care that helps to develop critical thinking and other clinical skills, but does not yet apply those skills consistently or proficiently. They may be beginning to make management decisions, but may not yet be consistently using best practice.
- Primary Under Supervision*: Students are proficient in antepartum, intrapartum, postpartum, and newborn skills at the clinical site. Students act as primary midwife under the supervision of an FSTM-approved Preceptor. Students apply theoretical knowledge to practice and demonstrate the ability to consistently and correctly make management decisions regarding client/patient care.

*Note: Only one student can assume the Primary Under Supervision role at a clinical experience. If two students are present, they may not "co-manage." However, one student may take the Assistant Under Supervision role (see above) and one may take the Primary Under Supervision role.

Clinical Documentation

Clinical Hours Log

Each Clinical Lab credit is equivalent to 60 clock hours. Students will document clinical hours on the Clinical Hours Log and will submit a final and signed version at the end of each semester. The total number of hours submitted must be equivalent to or exceed the number of clock hours associated with the number of Clinical Lab credits for which the student has registered. As an example, if the student has registered for two credits of Clinical Lab, they must show documentation of at least 120 Clinical Lab clock hours. Students may not include driving time to or from clinic and births on the Clinical Hours Log. Students at risk for not obtaining the minimum number of clinical hours in a semester may obtain hours in additional settings at the discretion of the Clinical Director.

Clinical Experience Tracking System

Students are required to submit clinical experience forms to the clinical director using our online clinical experience tracking system, Clinical BirthTree. Students should

document all clinical visits at the end of the clinic day and birth experiences soon after client discharge. This is consistent with good midwifery charting practice. Forms submitted more than 30 days after the clinical experience date will be subject to further review and may not be approved by the Clinical Director.

CPR/NRP
To participate in Clinical Lab, FSTM requires current certification of:

- BLS (Basic Life Support) for Healthcare Providers. No other CPR classes may be substituted for BLS.
- NRP (Neonatal Resuscitation Program)

Current BLS for Healthcare Providers and NRP certifications must be maintained for all semesters in which a student is enrolled in Clinical Lab. Standard renewal is every 2 years. The student is responsible for the fees and scheduling of these trainings and must maintain proof of certification in both BLS and NRP on file at FSTM. If certifications lapse while enrolled in Clinical Lab, students must discontinue attending all clinical experiences until they renew certifications. This could result in a student failing a semester of Clinical Lab, if it is not resolved.

Law and Rule at Preceptor Sites
Students shall review and abide by Florida law governing midwifery practice detailed by Florida Statute 467 and Florida Administrative Code 64B24.

The unlicensed practice of midwifery in the state of Florida is a felony (FS. 467.201). The student must, at all times, function within the student/preceptor relationship and the provisions of Chapter 467, Florida Law and Rule. If a student is asked to perform clinical duties outside of the scope of practice of Florida Statute/Administrative Code, the student shall decline and notify the Clinical Director within 24 hours.

While enrolled at FSTM, the student agrees not to be present at a birth or clinical experience or to perform midwifery or medical services without the physical presence of a supervising FSTM-approved preceptor. Any student practicing midwifery in the birth or clinical setting without the presence and supervision of an FSTM-approved preceptor, except in the case of an emergency, is in violation of Florida Statute 467.201, an act that constitutes a felony of the third degree. **Violation of this statute will result in immediate dismissal from the program.**

Risk Management and Incident Reporting
A ‘Clinical Incident’ is any clinical situation where the possibility exists that the school could be named in an insurance claim or lawsuit, even when the practitioner is not at fault or when the incident resolves favorably. Some examples of events that students might report include (but are not limited to): shoulder dystocia, hemorrhage resulting in a hospital transfer, infection or allergic reaction, or neonatal resuscitation. It is preferred that students submit incident reports that are unnecessary, rather than not to have one on file in the case of a problem.

Incident Reporting Procedure:

1) When an incident occurs, the student shall call the Clinical Director within 24 hours. If the Clinical Director is not available the student or preceptor should contact the Executive Director or Associate Director. Do not write any description of the incident or refer to the incident in an e-mail or social media forum.
2) Complete the Incident Report Form. This form is available for download in the 'Student Documents' section of Sycamore. Statements on the Incident Report should be strictly factual.
3) When the Incident Report Form is completed, send it via US mail or hand deliver to the Clinical Director within one week of the incident. Do not fax or email.
4) The student should not discuss the incident with other students or faculty. Students are further advised to avoid making statements while in a highly emotional state. The student is encouraged to seek the advice of the Clinical Director as early as possible.
5) An incident may not be discussed in private e-mail at any time. Reporting or discussing any incident, other than in the incident report, must occur by telephone.
6) If the student or preceptor has a question about whether an incident merits reporting, please contact the Clinical Director.