

## Student & Preceptor Agreement

Student Name: \_\_\_\_\_

Preceptor Name: \_\_\_\_\_

Name of Practice: \_\_\_\_\_

Expected Date Range of Clinical Training: \_\_\_\_\_

Beginning Date of Clinical Training: \_\_\_\_\_

The student and the preceptor agree that there is a probationary period of

☐ 30 days

☐ 60 days

☐ 90 days

to evaluate compatibility, student's skill level, and learning needs.

### Preceptor Rights and Responsibilities

- The preceptor shall provide clinical experience in accordance with ATMMPT and NARM standards, and the Midwifery Model of Care. State midwifery laws, statutes, and rules will be adhered to during clinical experiences at all times.
- The student shall work under the direct supervision of the preceptor, who will be physically present at all clinical experiences while the student is performing in a (clinical) midwifery capacity with clients.
- The preceptor is responsible for all aspects of midwifery care given by the student.
- Any midwifery care given by a student must be reviewed and co-signed by the preceptor.
- The preceptor shall notify the Clinical Supervisor and the student in the event any complaints or disciplinary actions have been filed against the preceptor.
- The preceptor has the right to request student immunity/vaccination status in regard to Hepatitis B, MMR, Varicella, TB, Tdap and flu.
- Clinical experience should progress through a tiered process of observation, assistance and management in the antepartum, intrapartum and postpartum periods of midwifery care. The preceptor will determine the progress and appropriate phase of clinical training.
- The nature and scope of clinical experience available within the preceptorship shall be discussed with the student.

Preceptor's Initials: \_\_\_\_\_

Student's Initials: \_\_\_\_\_

## ATM Midwifery Training Program

- The preceptor shall provide, for the student's review, all rules, regulations, clinical practice guidelines, policies and personnel policies of the preceptor's clinical site/practice.
- If the preceptor has problems and concerns regarding the student they will be respectfully discussed privately with the student and the ATMMTP Clinical Supervisor if needed. This includes not discussing the student on social media.
- The preceptor is available to review the student's progress and communicate with the ATMMTP if needed.
- The preceptor shall treat students with respect and courtesy and maintain professional behavior in all situations of client care.
- The preceptor is required to complete a written evaluation semiannually for each student under the preceptor's supervision
- The preceptor shall allow the student to be off-call for all ATMMTP workshops.
- The preceptor shall have the right to dismiss a student from the preceptor's supervision and will notify the ATMMTP Clinical Supervisor in writing when the clinical performance of the student is disruptive or detrimental to the preceptor's practice or clients.

### Student Rights and Responsibilities

- The student shall review and abide by all state laws, statutes, and rules that apply to or regulate midwifery.
- The student shall review and abide by ATMMTP Clinical Policies (see Student Handbook and Student Orientation Handbook.)
- The student shall review and abide by the preceptor's policies and practice guidelines.
- The student has a right to be off-call for all ATMMTP workshops.
- The student shall communicate needs and limitations with their preceptor.
- The student shall treat preceptors and colleagues with respect and courtesy and maintain professional behavior in client care situations.
- If the student has problems or concerns regarding the preceptor or colleagues, they will be respectfully discussed privately with the preceptor and the ATMMTP Clinical Supervisor if needed. This includes not discussing the preceptor or colleagues on social media.
- The student has the responsibility to disclose immunity/vaccination status in regard to Hepatitis B, MMR, Varicella, TB, Tdap and flu

## ATM Midwifery Training Program

- The student is responsible for maintaining current certifications in approved healthcare provider CPR and Neonatal Resuscitation Program.
- The preceptor and student shall work together to develop a mutually agreeable clinic/call schedule for the student.
- The student acknowledges the importance of HIPAA confidentiality and complies with HIPAA confidentiality at all times. Students will not use real names or other individually identifiable health information when documenting their experiences, discussing client cases in class, discussing client cases with other students or midwives not directly involved in the individual client's care, on Facebook, or other social media.
- Students must have reliable transportation, child care, and be accessible by telephone while on call.
- The student may not give midwifery care to a client unless under the direct supervision of the preceptor.
- If a student is asked to perform clinical duties outside of the scope of practice per state midwifery laws, statutes, rules, or ATMMTP policies, the student shall decline and notify the Clinical Supervisor within 24 hours.
- The student agrees to adhere to the ATMMTP Adverse Outcomes Policy outlined in the Student Handbook.
- Students shall not attend clinicals under the influence of alcohol, drugs, or while ill and can be dismissed from the midwifery program if they violate this requirement.

### Rights and Responsibilities of ATMMTP

- The ATMMTP is responsible for all didactic education and for the grading of students work.
- The ATMMTP values a diverse student and preceptor body. The ATMMTP will accept students and preceptors in a manner consistent with policies related to non-discrimination.
- The ATMMTP shall maintain standards of the Program as recommended and prescribed by all governing bodies regulating the Program.
- The ATMMTP values a diverse student and preceptor's body.

## ATM Midwifery Training Program

### Clinical Experiences

Students should obtain a variety of clinical experiences from their clinical training:

- Prenatal exams, including initial physical exams and health history
- Postpartum exams
- Newborn exams
- Labor, birth, and immediate postpartum care
- Well-woman exams within the childbearing year
- Diagnostic testing
- Risk assessment
- Learning to operate a Birth Center and Home Birth Practice: insurance billing, chart organization, filing, stocking of supplies, creating handouts and documents, setting up appointments, and answering phone calls
- Other clinical experiences as they arise and as the preceptor deems appropriate for clinical training

### Clinical Documentation

#### Student Responsibilities

- The student is responsible for presenting the required forms to her preceptor for sign-off in a timely manner. Timely manner may be defined by the preceptor.

#### Preceptor Responsibilities

- The preceptor agrees to sign off on clinical requirements within 30 days of presentation or contact the Clinical Supervisor with the reason for denial.

### Conditions for Dismissal

A Preceptor may dismiss a student for many reasons, including incompatibility. Examples of reasons for dismissal include:

- Failure to meet minimum standards for academic or clinical progress
- Failure to respond to communications from the preceptor
- Failure to attend birth when on-call

Preceptor's Initials: \_\_\_\_\_

Student's Initials: \_\_\_\_\_

## ATM Midwifery Training Program

- Providing care to a client without the preceptor's permission and supervision
- Violating HIPAA guidelines

### Termination Policy

This agreement may be terminated at any time with written notice. Amendments to this agreement must be in writing and must be signed by both parties. This agreement shall be effective when executed by both parties.

### Signatures

By signing below, I agree to the terms outlined in this contract. The duration of this agreement is for \_\_\_\_\_ and will be renewed on a \_\_\_\_\_ basis.

|  |       |       |       |
|--|-------|-------|-------|
| Student Signature:                       | _____ | Date: | _____ |
| Preceptor Signature:                     | _____ | Date: | _____ |
| ATMMTP Clinical<br>Supervisor Signature: | _____ | Date: | _____ |