



NIDCAP Federation International
changing the future for infants in intensive care

**Minutes of the Final Board Meeting of FY 2005 - 2006
Sun Valley, Idaho
Friday, October 27, 2006**

Board Directors present: *H. Als, D. Buehler, J. Helm, g. Lawhon, G. McAnulty, R. Sheldon, K. Smith, K. VandenBerg, B. Westrup*

Staff present: *S. Kosta*

8:30 a.m. Dr. Als called the meeting to order

Dr. Als welcomed the board and reviewed the agenda. Dr. Als explained that Ms. Martha Hopewell was absent due to her father’s recent death, and would arrive before the first Board Meeting 2006 - 2007, to be held Tuesday, October 31, 2006. Further Dr. Als announced that a NIDCAP pin had been designed for NFI members. Dr. McAnulty distributed them to members of the board.

Appointments and Elections

Dr. Helm, as Chair of the Elections Committee reviewed the board positions currently open for election, and specifically the Board appointment of the five Appointed Members (5-year terms). He reported founding members may be re-appointed by the board by consensus or majority vote. Dr. Helm asked each appointed member, Drs.’ Als, Buehler, Lawhon, McAnulty, and VandenBerg, if they were willing to serve another five year term, if so appointed. Each member replied affirmatively. Dr. Helm presented the slate of appointed Board Members, Drs.’ Als, Buehler, Lawhon, McAnulty, and VandenBerg, to be voted for re-appointment.

Upon motion, duly made, seconded and carried, it was unanimously VOTED: To re-appoint the five appointed members (Drs. Als, D. Buehler, g. Lawhon, G. McAnulty, and K. VandenBerg) to another five year term.

Election of Officers

Dr. Helm reported that he spoke with each of the current officers and asked if they were willing to serve another one year term, should they be re-elected. Each officer agreed to serve again. Dr. Helm presented the slate of officers to be voted on as follows: Heidelise Als, President; gretchen Lawhon,

Vice President; Deborah Buehler, Secretary; Gloria McAnulty, Treasurer; Sandra Kosta, Assistant Secretary. After board discussion, it was determined to maintain the current format of voting annually on these positions.

Upon motion, duly made, seconded and carried, it was

VOTED: To re-appoint the five officers (Heidelise Als, President; gretchen Lawhon, Vice President; Deborah Buehler, Secretary; Gloria McAnulty, Treasurer; Sandra Kosta, Assistant Secretary) to another one year term.

Dr. Helm motioned to rename the Elections Committee, as the “Nominations, Appointments and Elections Committee”.

Upon motion, duly made, seconded and carried, it was unanimously

Voted: To rename the committee from Elections Committee to Nominations, Appointments and Elections Committee.

Dr. Als officially confirmed Dr. Helm as Chair of this newly re-named committee.

President’s Annual Report to the Board

Dr. Als distributed and reviewed the written document, *President’s Annual Report to the Board For the NFI Board Year 2005-2006*. Highlights from the report and the ensuing board discussion are as follows:

❖ *Organizational Aspects*

Ms. Hopewell was hired to work part time (20 hours per week) as the Executive Director of the NFI. Over the year, Ms. Hopewell has met every six weeks with Drs. Als and McAnulty, has conducted monthly Board telephone calls and has produced reports of each meeting and Board telephone call. Throughout the year she has worked with the chairs of each of board committee. Her primary focus has been to support the Fundraising Committee in securing and strengthening the NFI’s financial base.

❖ *Training Developments*

- Training center developments included the opening of two new centers: The United Kingdom NIDCAP Training Center (March 2006, Inga Warren, Dip COT, MSc, Center Director and new trainer); and The University of Illinois Medical Center Chicago NIDCAP Training Center (June 2006, Beena Peters, Center Director, and Jean Powlesland, RN, MSN, and Jennifer Hofherr, OTR trainers).
- Three new NIDCAP Master Trainers were certified: Joy Browne, PhD, Deborah Buehler, PhD, and gretchen Lawhon, PhD.
- Changes in trainer commitments include Ms. Robison’s transfer of her Arizona training activities to Drs. Helm, VandenBerg, and Buehler. Dr. VandenBerg has agreed to coordinate all Arizona NIDCAP training, Dr. Buehler is the designated Master Trainer for

the St. Joseph's Hospital, Phoenix NIDCAP Training Center development, and Dr. Helm is to continue and complete NIDCAP Training of individual NIDCAP professionals as begun by Ms. Robison.

- Two new NIDCAP Trainers-in-Training were approved with their corresponding hospitals as NIDCAP Centers-in-Development: (1) St Joseph's Hospital in Phoenix with Marla Wood, RN, MEd (Dr. Buehler, PhD, as Master Trainer); and (2) Ålesund Hospital in Norway, with Unni Tomren, RN (Ms. Smith as Master Training-in-Training and Dr. Als as Senior Master Trainer).

❖ *Expansion of NIDCAP Awareness*

- The NIDCAP pre-conference, which was to be led by Drs. Lawhon and Helm for the Contemporary Forums Developmental Interventions in Neonatal Care in Houston (November 2005), received lower than expected registration numbers, and only Dr. Lawhon presented. Dr. Lawhon reported that the effort will be redefined and expanded for future years.
- Ms. Smith described the need for a public relations consultant for the NIDCAP Nursery Certification Program and overall NIDCAP awareness. Ms. Hopewell will contact a public relations firm. Dr. Lawhon, as chair of the Products and Services Committee, agreed to support Ms. Hopewell, including overseeing the development of a NIDCAP information booth to be used at conferences.
- Dr. Lawhon reported there is early discussion of a new statement from the American Academy of Pediatrics on developmental care and she plans to support its development with Dr. Imaizumi.
- A listing of NIDCAP related publications and public appearances will be made available on the NIDCAP website. Dr. Helm suggested a "NIDCAP in the News" page on the website that is informative of NIDCAP-related events and titles (though without actual links that become costly). Dr. Helm also suggested that the membership be contacted through email with requests for recent press releases and other NIDCAP-related happenings to keep the news page updated. Dr. Helm, in collaboration with Ms. Hopewell, offered to send this request to the NFI membership. All information that is considered for the webpage will be reviewed by Dr. McAnulty prior to being sent to Ms. Brandon for posting.
- Dr. VandenBerg will explore potential marketing consultants to support the fundraising needs of the NFI.

❖ *Funding Sources*

- Dr. VandenBerg will explore potential marketing consultants to support the fundraising Dr. Als reported that the productivity of the NFI subcommittees is being hampered by a lack of financial/staff support. To meet these needs, she reported that an important goal for the NFI should be to secure funding for a fulltime executive director.

- Dr. Vandenberg will explore potential marketing consultants to support the fundraising. The NFI is currently receiving funding from two sources, the Pritzker Foundation and the Bella Vista Foundation. Dr. Als reported that two additional grant applications are currently under review, one to the A.L. Mailman Foundation and one to the Child Health Foundation.

❖ *Committee Progress*

Dr. Als reported briefly on the progress of the following committees:

- Finance Committee

Dr. Als reported that the management of NFI finances has been transferred from the treasurer, Dr. McAnulty to the Executive Director, Ms. Hopewell. Regarding federal and state tax filings, Dr. McAnulty explained there had been a miscommunication with the accounting firm regarding the timely submission of Federal tax documents and as a result the NFI incurred a significant financial penalty. Dr. McAnulty expressed her willingness to be the contact person for the accounting firm and it was discussed whether the tax preparation and submission documents and process should be transferred back to Dr. McAnulty. Dr. McAnulty suggested that she would prefer to support Ms. Hopewell more closely in the timely submission of the documents and the communication with the accounting firm.

Dr. Sheldon recommended the use of a software program for the writing of checks and balancing of the financial registers. Dr. McAnulty reported that Ms. Hopewell plans to purchase such a program.

A discussion ensued around the need for an electronic NFI calendar, managed by Ms. Hopewell. The calendar would include dates for submissions, projects, conference calls, etc. and would be accessible by all NFI board members. Dr. Sheldon suggested that this calendar might be established using Microsoft Outlook. He agreed to guide Ms. Hopewell in the creation of this electronic calendar. Dr. McAnulty reminded the Board that Ms. Hopewell did not have access to Outlook and a different software option would need to be identified.

- Membership Committee

Dr. Als reported that the description of the new membership policy has led to some confusion and miscommunications. She suggested that the policy be clarified in the course of the board meeting.

- Nursery Certification Committee

Dr. Als reported that Ms. Smith and her committee have made great progress in developing the application process and establishing the eligibility criteria for the Nursery Certification Project.

- Products and Services Committee

Dr. Als reported that the finalization of training certificates moved to the responsibility of the Quality Assurance Committee's newly established sub-committee for NIDCAP Certificates chaired by Ms. Kosta.

Dr. Als distributed a draft of the NFI Brochure for discussion and feedback. Suggestions included using a photograph of a family on the front of the brochure and listing of the names of board members, training centers and current sources of funding (perhaps with a sentence added, such as "The NFI has been supported by grants from Pritzker", etc.). The Products and Services Committee agreed to edit and reformat the brochure.

- Quality Assurance Committee

Dr. Als reported that the Quality Assurance (QA) Committee has established three sub-committees, which will be discussed in further detail during the QA Committee report.

- Communications Committee

Dr. Als reported that an update from the Communications Committee will be given by Drs. McAnulty and Helm later in the meeting.

- Nominations, Appointments and Elections Committee

Prior to this meeting, Dr. Helm had taken on the responsibility of informing the board of matters relating to the proper procedures for nominations and elections. Earlier in this meeting, a formal committee entitled, "The Nominations, Appointments and Elections Committee" was established.

Discussion ensued around the opportunities for nominations for NFI Membership. Furthermore it was discussed that the application and approval procedures needed to be defined more clearly.

A clarification was made around dues in respect to new NIDCAP trainers and new NIDCAP Training Centers: Since new NIDCAP Trainers will already have become NFI members when they were approved as NIDCAP Trainers-in Training, they already receive a member invoice at the time that they become certified as NIDCAP Trainers.

The issue of the difficulty obtaining an NFI credit card due to the NFI's non-profit status was discussed. Board consensus was that Ms. Hopewell should re-apply for this card.

A number of training policies are being developed and will require copyright registration. Funding will be required to complete their development, including quality assurance for translated documents and for registration fees.

Ms. Smith asked to amend the President's report in the section describing the NIDCAP Nursery Certification section (page 4) to include St. Luke's Hospital in the list of trial sites.

Upon motion, duly made, seconded and carried, it was unanimously

Voted: To adopt the *President's Annual Report to the Board for the FY 2005-2006.*

Finance Committee Report

Dr. McAnulty presented the financial report for the fiscal year ending September 30, 2006. She reported the following categories: Beginning balance as of October 2005 (\$ 135,366), revenues (\$ 302,622), costs and expenses (\$ 118,884), and ending balance (\$ 183,738).

A motion was made for NFI board members to accept, at their discretion, honoraria received for their services as NFI representatives.

Upon motion, duly made, seconded and carried, it was unanimously

Voted: To permit NFI board members at their own discretion, to accept honoraria for presentations and consultations made on behalf of the NFI, and to accept reimbursement of expenses as incurred for such consultations and presentations made on behalf of the NFI.

Dr. McAnulty proposed a budget for the fiscal year ending September 30, 2007, with questions pending for the Executive Director. She reported an allocation of \$40,000 for the Nursery Certification Project. Board discussion included: Addition of fees for the nursery assessors; increase in travel expense allotment for the pilot program; and consideration of increased overall funding level for the project.

Dr. McAnulty furthermore informed the Board that Ms. Hopewell requested an increase in her own salary. A decision for an increase in the Executive Director's salary was deferred until Ms. Hopewell had the opportunity to present further information.

Based on the financial report, Dr. Westrup proposed a future reduction in the NIDCAP Training Center dues. Dr. Als described the importance of the Center dues for the creation of a secure financial foundation for the NFI, and counseled against reduction in Center dues.

Upon motion, duly made, seconded and carried, it was unanimously

Voted: To accept the FY06 End of Year Financial Report as stated.

A motion was made to accept the proposed budget as projected with particular items to be discussed separately, including the nursery certification pilot phase and the Executive Director's salary).

Upon motion, duly made, seconded and carried, it was unanimously

Voted: To accept the projected budget with the understanding those certain items e.g., the Nursery Certification Pilot Phase and the Executive Director salary would be discussed separately.

Fundraising Committee Report

Dr. VandenBerg reported on the current grants received as follows: \$50,000 from the Bella Vista Foundation and \$30,000 from the Pritzker Foundation (with an additional \$20,000 contingent upon successful report of accomplishment of the following goals: (1) Addition of two further sources of

funding, which the NFI accomplished with the Buehler Family Gift and the Bella Vista Foundation grant; (2) Creation of a separate NFI phone number and address for a separate office space; at this time the NFI has accomplished the setting up of a the separate phone number; not yet accomplished is the development of a separate NFI designated office space and address; (3) Change of the NFI name; the NFI has no action planned in this direction at this time ; (4) Diversification and expansion of the Board Membership; at this point the Fundraising Committee proposes to add advisors such as Mary Hiland, PhD, former NFI Executive Director; Joan Forte, BSN, MBA, CAN, Director of Nursing Resources and Finance, Stanford University Hospital and Clinics, and Vicky Batkin, parent of a child, who was born prematurely.

Further, Dr. VandenBerg reported that the Committee has submitted two grant applications: (1) a \$5,000 grant application to the Child Health Foundation for the development of training materials; and (2) a \$50,000 grant application to the A.L. Mailman Foundation to be used primarily for the Nursery Certification Project. Both Foundations are expected to make their decisions by December 2006.

Dr. VandenBerg also reported that the Fundraising Committee is in the process of writing a proposal to the Commonwealth Foundation for up to \$100,000.

Other potential foundations to be explored by the Fundraising Committee include: (1) The Gerber Foundation; (2) The Dart Foundation, a family foundation; (3) Ronald McDonald House Charities, that fund nurse training in specialized areas; and (4) Pediatrix, a for-profit neonatology organization. The Board discussed the implications of receiving funding from this group and decided that their invitation for Dr. VandenBerg to give a presentation should be pursued cautiously; further that she receive travel reimbursement, and that future representation of the NFI should be made by the team of Drs. Lawhon, Sheldon, and VandenBerg.

Upon motion, duly made, seconded and carried, it was unanimously Voted: To adopt the Fundraising Committee Report.

Executive Director's Annual Report to the Board

Ms. Hopewell, who was absent, submitted in writing the *Executive Director's Annual Report to the Board*, which outlined her responsibilities, progress and achievements, and the *Executive Director's NFI Contract Proposal* for the coming year. Ms. Hopewell asked the Board to review and approve her Report and Contract Proposal. The Board reviewed Ms. Hopewell's Report and discussed her Contract Proposal for the FY06-07 year. Upon discussion, it was determined that Ms. Hopewell would be asked to submit to the Board a revised contract proposal, with more clearly defined goals for the coming year, including timelines for their completion. As to Ms. Hopewell's request for an increase in salary, the Board decided to postpone discussion of this topic until such time that Ms. Hopewell was available.

Upon motion, duly made, seconded and carried, it was Voted: To renew Ms. Hopewell's contract with the understanding that the details of the contract (e.g., responsibilities and salary) will be negotiated to meet the Board's expectations and agreed upon by Ms. Hopewell.

Membership Committee Report

Dr. Helm reviewed the Board's decision to change the NFI By-Laws regarding NFI Membership to reflect two levels of Membership: Members and Student Members.

A discussion was held in consideration of individuals who received NIDCAP certification prior to the Advanced Practicum (AP) component as criterion. Dr. Lawhon suggested that those certified before the AP be either sponsored or might be nominated by a NIDCAP Trainer or NIDCAP Training Center Director. The Membership Committee discussed the proposal of an additional category of members, namely that of Supporters of NIDCAP, which may have subcategories defined by level of support contributed. The Membership Committee suggested that Supporters of NIDCAP receive some of the Membership Benefits, such as the NFI Newsletter and the NFI Pin, yet will not be voting members.

Dr. Helm stated that the Membership Policies, modified in April, are now posted on the web. The Become a Member Page will be modified. The current goals of the Membership Committee are as follows: (1) To increase membership; (2) To increase the Membership Committee's number of Committee Members; (3) To increase the benefits for NFI Members; and (4) To develop a clear process for the Board of Directors' approval process for prospective members under consideration.

By consensus, the Board accepted the Membership Committee Report.

The processes for new membership were discussed and the following was agreed upon: (1) When individuals are accepted as NIDCAP Trainers-in-Training, they are therewith not only eligible but also required to become NFI Members; and (2) When individuals are nominated for NFI membership by a NIDCAP Trainer or a NIDCAP Training Center Director, the Membership Committee upon review of the nomination materials will have the authority to approve the nomination. Dr. Sheldon stated that the Membership Committee may make decisions regarding those nominees of whom they have sufficient knowledge and evidence, however, in cases where questions are raised within the Membership Committee, the Membership Committee Chair will bring the nomination to the Board for discussion and approval.

Upon motion, duly made, seconded and carried, it was unanimously Voted: To give authority to the Membership Committee to review NFI Membership Nomination applications and make a decision regarding membership, unless there are questions regarding the individual and/or nominator, in which case the nomination will be brought before the full Board for a decision.

NIDCAP Professionals, who received NIDCAP Certification, that included the completion of the AP, may apply for Membership. The NIDCAP Professional must supply a letter(s) of sponsorship from his or her NIDCAP Trainer and/or a NIDCAP Training Center Director. Dr. Als suggested that such an application include one or two letters of support from a NIDCAP Trainer or NIDCAP Training Center Directors familiar with the applicant. The Membership Committee will verify NIDCAP Certification with the individual's NIDCAP Trainer and /or NIDCAP Training Center. After Membership Committee verification of eligibility, the application will be presented to the full Board for approval. With difficulties in verifying the applicant's credentials, the Membership Committee may request further information and/or decline the membership application.

As spelled out before, individuals, who received NIDCAP Certification prior to the AP requirement, may apply and need one letter of sponsorship from Trainer or Center Director.

Additionally, individuals, who are in the process of NIDCAP Training, may apply for Student Membership. Such an application must include a letter of support from the NIDCAP Trainee's NIDCAP Trainer. The Membership Committee will verify with the NIDCAP Trainer and/or Center Director the applicant's status and qualifications and will have the authority to rule on such Student Membership applications. Individuals may be Student Members for three years.

The Membership Committee reviewed the Membership Nominations received and determined that all of the nominees were eligible, upon which the Committee Chair, Dr. Helm, presented the nominees for approval by the Board: Frank Duffy, MD, Sandra Kosta, BA, Samantha Butler, PhD, and Lindsay Lightbody, MA. The Board approved all nominees.

Next the Membership Committee reviewed the membership applicants and their sponsors for membership eligibility, and presented them to the Board. The Board reached consensus for membership approval for (with sponsors' names in parentheses): Anjanette Lee, MS, CCC, SLP (Dr. Lawhon); Diane Ballweg, MSN, RNC, CCNS (Dr. Lawhon); Christine Rémont (Dr. Browne); Virginia Laadt, PhD, OTR/L (Dr. Lawhon); Sonia Imaizumi, MD (Dr. Lawhon); Carol Matthews, OTR (Dr. Lawhon); John Chapel, MA, PT (Dr. Lawhon); and Margaret Blair, BSN, RN (Drs. Lawhon and VandenBerg).

Board consensus was not reached at this meeting for Joan McGinnis, MA, RN, for whom a decision was postponed until more Dr. VandenBerg has completed her next visit to Arizona, where she will have an opportunity to interact directly with Ms. McGinnis. Board consensus was also not reached for Susan Keogh, BSN, RNC; the Membership Committee Chair will encourage Ms. Keogh to submit a letter of sponsorship.

Upon motion, duly made, seconded and carried, it was unanimously Voted: To approve the membership nominations of Frank Duffy, MD; Sandra Kosta, BA; Samantha Butler, PhD; Lindsay Lightbody, MA; Anjanette Lee, , MS,CCC, SLP; Diane Ballweg, MSN, RNC, CCNS; Christine Rémont; Virginia Laadt, PhD, OTR/L; Sonia Imaizumi, MD; Carol Matthews, OTR ; John Chapel, MA, PT ; and Margaret Blair, BSN, RN.

Dr. Sheldon announced he will be nominating Dr. Sekar.

It was agreed that the monthly Board conference calls could be used for NFI membership approvals. Dr. Helm reported that at this time there are 54 NFI members. He will forward to Ms. Hopewell the contact information of the newly approved members.

Program Committee

Dr. Lawhon acknowledged Ms. Kosta, Dr. McAnulty and Dr. Als for their program development contributions. She highlighted portions of this year's program and explained that there will be a new format for Dr. Helm's presentation of the Overview of Training Efforts. She reminded the board that this year's program includes a special celebration in honor of Cathy Dagiuo.

Dr. Lawhon reviewed the program for next year's meeting, with the working title "Understanding Pain, Stress and Comfort in the Developing Newborn". At this time, Sunny Anand, MD has agreed to present and Linda Franck, RN, PhD, has been invited to speak.

Products & Services Committee Report

As Chair, Dr. Lawhon reviewed her written report of the Products and Services Committee. She stated that Dr. Buehler's name was inadvertently left off of the list of members on the report.

Dr. Lawhon reported that a goal of the past year was to compile a list of and keep track of all the ongoing training. She reported that fewer than 25% of training centers have provided her with active training statistics.

Dr. Lawhon provided an update to the Board on the status of the required readings list; she has contacted and received comments from every training center director. The Committee has accumulated the lists from the last 10 years of trainers meetings and is working on a list of required readings for recommendation to the Board. This list is expected to be completed by the January Board Meeting and after approval will be posted on the website.

Dr. Lawhon furthermore reported that the Committee is in the process of updating the NIDCAP Reference Library, that was circulated several years ago in hard copy format. The list of articles now exists as an electronic Word File. The Board suggested that Dr. Lawhon enter the references into a reference library file using software designed to create bibliographies (EndNote). She agreed that this should be done and stated that the Committee would arrange for a reference library tutorial to be given to those who are not familiar with these types of files. The Committee's goal is to complete this process by September 2007.

Dr. Lawhon's update on the progress of the NFI Newsletter included the following information: A 12 page format is proposed; the design is under development; a work group with a two year commitment has been created for content submissions; the target publication date of the first issue in the winter of 2007. Dr. Als suggested adding an Employment Opportunity Section to the newsletter.

Dr. Lawhon also reported that the Committee is developing an electronic magazine (e-zine). Distribution of the e-zine will be bi-monthly, beginning in 2007. The e-zine will be limited to the NFI membership and is designed to provide better communication among the membership. It will include among other item various committee updates.

Dr. Lawhon reported that the NIDCAP Training Certificate production has become the responsibility of the Quality Assurance Committee and the progress will be reported by the QA Committee Chair.

Additionally, Dr. Lawhon reported that the Committee will work towards establishing a source for making the sale of NFI logo products such as the NIDCAP fleece vests, fleece jacket, stationery, and the lapel pin.

The Board accepted by unanimous consensus the Report of the NFI Products and Services Committee.

NIDCAP Nursery Certification Committee Report

Ms. Smith, Chair of the Nursery Certification Committee, reviewed her submitted report. The Application Process Sub-Committee with R. Sheldon, MD, Chair, and members M. Flierman, MSC, PT, P. Bondurant, MN, RN, and D. Ballweg MSN, RNC, CCNS have completed a Pre-Application Self-Assessment Questionnaire and an Application Questionnaire. The Selection Criteria Subcommittee with D. Buehler, PhD (chair), and members H. Als, PhD and K. Smith RNC, BSN, MEd have worked to modify the current Nursery Environment and Care Profile scales (Template Manual I and II) and to add new scales. The new Manual has been renamed the 'NIDCAP Nursery Certification Criteria'. The Criteria were broken down into four divisions, which include Quality of the Physical Environment; Philosophy and Implementation of Developmental Care within the Nursery; Philosophy and Implementation of Family Support in the Care of the Infant; Philosophy and Implementation of Support for and among the Nursery Staff. Each of these four major categories will result in a Category Composite Score. The Physical Environment Composite Score will be weighted least heavily. An overview of this Instrument will be presented at the Annual NIDCAP Trainers Meeting on Tuesday, October 31, 2006. Comments and suggestions from the meeting attendees will be encouraged.

Dr. Als pointed out that there are some inconsistencies in the wording of the Pre-Application and the Application materials. The term NIDCAP Nursery Certification and Developmental Nursery Certification are both used. She suggested that this required clarification. The Board discussed at length whether the name should include NIDCAP. Some voiced concern that nurseries may be less inclined to apply if the term NIDCAP is used. Others emphasized that NIDCAP Certification of Nurseries is what the NFI is committed to confer. The Board decided to adopt the term NIDCAP Nursery Certification.

Upon motion, duly made, seconded and carried, it was unanimously Voted: To name the certification process *NIDCAP Nursery Certification*

A note was made that the term "neonatal" will be changed to "newborn" on all written NFI documents.

The Committee's goal is to have the NIDCAP Nursery Certification Criteria finalized by January 2007. The pilot process is anticipated to begin near the end of 2007 and is contingent upon support from funding agencies.

The Board accepted by unanimous consensus the NIDCAP Nursery Certification Committee Report.

Quality Assurance Committee Report

Dr. Als, as Chair of the Quality Assurance (QA) Committee, discussed the effort of the Committee to standardize all NIDCAP and APIB training materials. She distributed three binders, the NIDCAP Training Binder; the APIB Training Binder; and the NIDCAP Training Center Development Binder. These will constitute the basis of the Annual NIDCAP Trainers Meeting 2006. Approval and Board adoption of these training materials will be sought during the First NFI Board Meeting of the Year 2006 – 2007 on Tuesday, 31 October 2007.

Dr. Als reviewed the NFI Quality Assurance Training Policies, QAT #001 through QAT #015, that pertain to the eligibility criteria, processes and certification criteria for of NIDCAP Professional; APIB Professional; NIDCAP Trainer; APIB Trainer; Senior NIDCAP Trainer; Senior APIB Trainer; NIDCAP Master Trainer; APIB Master Trainer; Senior NIDCAP Master Trainer; Senior APIB Master Trainer; NIDCAP Training Center; APIB Training Center; NIDCAP Master Training Center; APIB Master Training Center; and the Relationships among them.

Dr. Als also discussed that feedback letters to sites in follow-up to all training should be sent to the Executive Director to be archived. For Trainers-in-Training, letters should also be sent to their Master Trainer until the Master Trainer determines the quality to be appropriate. The NFI QA Committee has the responsibility to periodically review a sample of the letters. Dr. Als plans to provide guidelines for the content of these letters.

Some discussion of the specific QAT policies occurred at this point. Dr. Als asked the members of the Board whether they might be ready to vote on acceptance of the QATs in the course of the Tuesday, 31 October 2006 Board Meeting. The Members of the Board responded in the affirmative.

Ms. Kosta at this point distributed the specifications for the NFI issued certificate specifications (specifically, NIDCAP and APIB training and trainer as well as the various Center ones). It was agreed that all signatures on the respective certificates must be handwritten. After Dr. Als, as the current President of the NFI, has signed the individual certificates, it becomes the responsibility of the respective Training Centers to distribute the certificates to the individuals and centers, who have earned them. Further review of the Certificates by Board Members must be completed by January 2007. All comments should be directed to Ms. Sandra Kosta, Chair of the QA Committee Sub-Committee on NFI Certificates.

The Board adopted by unanimous consensus the new NFI authorized Certificate templates with the revisions as agreed upon.

Dr. McAnulty, as Chair of the QA Committee's Sub-Committee on Intellectual Property reported on the submission of the NFI certification criteria and requirements for the various levels of training and center development to the Madrid Protocol Countries and the countries of Canada and Argentina.

Dr. McAnulty furthermore reported that the NFI logo, which is a design mark (picture only), has been registered as class 41 and only in the US at this point. The logo with the NIDCAP name has also been registered. The first use of the word NIDCAP in any document should include the registration mark ® and should appear prominently and recognizably as belonging to the NFI. The word NIDCAP independent of font, size, and color is a Registered Trademark. This trademark is a registered trademark of the NFI.

The Certification Mark, attached to documents and products, must also be registered with the government. An embosser has been created and the President of the NFI will apply the embossed image to the respective certificates. Embossed documents imply accreditation by the NFI.

The Quality Assurance Committee Report was unanimously accepted with the provision that approval of the QAT Policies will be delayed until the Tuesday, 31 October 2006 Board Meeting.

Communications Committee Report

Dr. Helm reported that the two major projects of the Committee have been website maintenance and database creation. The Committee has maintained contact with the web mistress Ann Brandon to keep the website up-to-date. He reported that one goal of the committee is to increase use by and feedback from the NFI Membership. He reminded the Board that through www.nidcap.org/reports one may view a report that provides a summary of the usage of the website, i.e. who has used the site, and length of use. Dr. Helm asked everyone to consider what might be added to the website.

Dr. Helm brought a template of the new Access Training Database to be made accessible via the NFI/NIDCAP Website, and offered to demonstrate its use. He reported that database progress had been stalled by various aspects of the process, including data quality. Dr. Helm has worked with Ann Brandon the web mistress, and Kate Porter, the creator of the new training database in Access. Dr. Helm reported that he would like to be trained in Access and will attend a training course given at his hospital. Further, he asked for approval and funding support to travel to Vermont to work with Ms. Brandon and Ms. Porter directly and help them prepare and enter the data and complete the data base design.

The Board approved support for Dr. Helm to travel to Vermont for the database project.

Dr. Helm plans to design the data collection form and create annual standard reports. He plans to work with Ms. Brandon and Ms. Porter to place categories with many options into levels so that, for instance, the number of master's level trainees can be determined.

The Board unanimously accepted the Communications Committee Report.

There being no further business upon motion, duly made, seconded and carried, the meeting was adjourned at 6:00 p.m.

.

.

Deborah Buehler, PhD
Secretary
NIDCAP Federation International