



NIDCAP Federation International

changing the future for infants in intensive care

Minutes of the Annual Membership Meeting Sun Valley, Idaho

Saturday, October 28, 2006
1330 – 1530

NFI Members: *Als, H; Ballweg, D; Basso, G; Blair, M; Browne, J; Bonderant, P; Buehler, D; Butler, S; Casper, T; Chappel, J; Conneman, N; DeMare, D; Duffy, FH; Flierman, M; Hedlund, R; Helm, J; Hofherr, J.; Hutson, B; Imaizumi, S; Johnson, M; Kleberg A; Kosta, S; Laadt, V; Lacina, L; Lawhon, g; Lee, A; Lightbody, L; Matthews, C; McAnulty, G; Mouradian, L; Oude Reimer, M; Peters, B; Powlesland, J; Ratynski, N; Sheldon, R; Sizun, J; Smith, K; Swanson, J; Tomren, U; VandenBerg, K; Vittner, D; Warren, I; Westrup, B; Wood, M*

A regularly scheduled meeting of the NIDCAP Federation International (NFI) Membership was called and held in Sun Valley, Idaho on Saturday, October 28, 2006, from 1330 to 1530.

Report from the NFI President

Dr. Als began with the announcement of newly approved NFI members: Diane Ballweg, MSN, RNC, CCNS; Margaret Blair, BSN, RN; Samantha Butler, PhD; John Chappel, MA, PT; Frank Duffy, MD; Sonia Imaizumi, MD; Sandra Kosta, BA; Anjanette Lee, MS, CCC, SLP; Virginia Laadt, PhD, OTR/L; Lindsay Lightbody, MA; Carol Matthews, OTR; and Christine Rémont.

Dr. Als distributed and summarized the *President's Annual Report to the Membership for the NFI Board Year 2005-2006*. She described the key events and 16 formal decisions made in the course of the board year (see document for details).

Finance Committee Report

Dr. McAnulty presented a review of the Treasurer's Report (available for review on the NIDCAP website, Member Services page); including costs and expenses for the previous year (\$ 118,884) and current financial balance (\$ 183,738). This report of the FY2005-2006 was accepted by the Board at the October 27th, 2006 NFI Board Meeting. The 2006-2007 Proposed Budget (with the proposed

operating budget of \$ 127,168) was accepted pending questions to the Executive Director, M. Hopewell.

Fund Raising Report

Dr. Vandenberg, chair of the Fundraising Committee, reported success in securing renewed funding from the Bella Vista (\$50,000) and Pritzker (\$30,000 and an additional \$20,000 contingent upon accomplishments of specified goals) Foundations and from the Buehler Family Fund (\$50,000). Grant applications have been submitted to the Child Health Foundation and the A.L. Mailman Foundation. The Committee's future goals are to raise \$200,000 in the coming year; to expand the fundraising committee; and to pursue further funding sources.

Communication Committee Report

Dr. Helm, member of the Communications Committee, presented a report from the Communication Committee, which included a summary of the two main areas of the Committee's focus: The website and the database. He reported that the website requires constant updating and that one of the services of the website is the ability to generate reports of training activities, locations, and professionals. He informed the membership of how they might examine the report by logging onto www.nidcap.org/reports, to, for example, identify who has visited the site and for how long. All NFI members were encouraged to visit this service page. Dr. Helm requested feedback from the NFI membership on the website, which may be accessed through www.nidcap.org or www.nidcap.com or www.nidcap.net. All of the new training materials produced for this meeting will be available on the NIDCAP website.

Dr. Helm reported on the database and the efforts to have all training records entered in one centralized database. In order to accomplish this task, the training records first need to be "cleaned up". The Committee plans to concentrate their efforts in this area over the next few months.

Membership Committee Report

Dr. Helm, as Chair of the Membership Committee, reported that over the last year the NFI By-Laws were changed to reflect the Board's decision to have two membership levels. NFI Membership, the first category, was expanded to include NIDCAP Trainers-in-Training and the Directors of NIDCAP Training Centers-in-Development. Those NIDCAP professionals, who have completed an Advanced Practicum (AP) as part of their NIDCAP Certification may apply with a letter of support from their NIDCAP Trainer or NIDCAP Training Center Director. Those NIDCAP Professionals trained before the AP was a certification requirement must seek a sponsor in order to complete an AP, or be nominated by a NIDCAP Trainer or Center Director. Student Membership, the second category, is available to individuals who are engaged in active NIDCAP training to become a NIDCAP professional. Student Members may join for a reduced rate, are non-voting members, and may be active at this membership level for a maximum of two years.

Dr. Helm stated that the goals for next year are to continue to increase NFI membership and to streamline the application process. All membership application forms will be available on the NIDCAP website.

Quality Assurance Committee

Dr. Als, the Chair of the Quality Assurance Committee (QAC), began by recognizing the contributions of the members of the QAC. She reported that the QAC created and formalized Quality Assurance Policies numbered QAT #001- QAT #015, which describe the various levels of NIDCAP and APIB training, Trainer Development and Training Center Development. Each policy specifies the eligibility criteria, the application process and the requirements for certification at the respective level and category. Dr. Als encouraged the membership to read through the QATs carefully, and explained that NFI Board approval of the QATs will be obtained, upon which the QATs will be published on the Member Page of the NIDCAP website.

Dr. Als reported that the QA Committee has formed three QA Sub-Committees over the last year: (1) The Sub-Committee on the Standardization of Training Materials (Chair: Dr. Als). This committee has produced three standard Training Binders, one for NIDCAP Training, one for APIB Training, and one for NIDCAP Training Center Development. This represents an effort to integrate and standardize all training materials. All attendees will receive a set of the three Binders. Dr. Als stated that several of the documents in the various Binders are currently still under revision, and that this is indicated on each of the respective documents; and (2) The Sub-Committee on the Standardization of Certificates (Chair: Ms. Kosta). In correspondence to each of the QAT Policies the respective certificates have been developed with specifications as legally required. All certificates, once individualized as indicated for and by each NIDCAP and APIB Training Center, must be sent to Ms. Kosta for review and final approval. The certificate templates will be available electronically. The current NFI President's signature is mandatory on each of the certificates, i.e. all certificates must be sent to the President in office for signature, who also affixes the NFI Certification embossment. Electronic signatures are unacceptable; and (3) The Sub-Committee on the Protection of NFI Intellectual Property (Chair: Dr. McAnulty).

Dr. McAnulty reported that the name "NIDCAP" is now registered in the United States as well as internationally with all of the countries that are included within and abide by the Madrid Protocol. It has also been registered in Canada and Argentina. The design logo, legally known as a design mark, has been registered in the United States, both with and without the word "nidcap" underneath. The third registration mark is tied to the Quality Assurance Committee's policies on levels of training. In order to certify professionals as Trainers or sites as Training Centers, the eligibility requirements and the certification requirements in fulfillment of the respective levels of certification must be registered. The policies that specify each of these levels (QAC #001- #015) will be registered with the United States Patent and Trademark Office and will be stored with the Library of Congress. The final products to be protected are the Training Materials themselves. All documents now indicate that they are copyrighted by the NFI. The NIDCAP Training Binder, the APIB Training Binder, and the NIDCAP Training Center Development Binder each will be copy-righted as separate documents and filed with the Library of Congress.

Products and Services

Dr. Lawhon, Chair of the Products and Services Committee, acknowledged the contributions of the Committee's members.

Dr. Lawhon reported that a goal of the past year was to compile a list and document all ongoing training. She reported that she has heard from fewer than 25% of the Trainers. She will review the information collected by Dr. Helm in order to determine whether the list may be compiled from already gathered data. She will inform the Training Center Directors and Trainers should more information be required.

Dr. Lawhon reported that the Products and Services Committee has evaluated and assessed the current Lists of Required Readings for NIDCAP and APIB Training. An updated list will be presented to the Board by January 2007. Further, Dr. Lawhon reported that the Committee currently is engaged in updating the NIDCAP reference library, which had been compiled by Mr. Rodd Hedlund and was circulated several years ago in hard copy format. The Committee plans to enter all NIDCAP Library references into a database using the most recent reference library software (EndNote), in order to make the references accessible and useful to everyone. The Committee's goal is to complete this process by September 2007.

Dr. Lawhon reported that the Committee is working on an NFI Newsletter, the first issue of which will be published and distributed in early 2007. The Newsletter will be published on a semi-annual basis and will be produced on paper and electronically. The Committee is also working on an electronic magazine, e-zine, for the NFI membership. Distribution will be bi-monthly beginning in January 2007. The Committee's goal in producing the e-zine is to provide better communication among the NFI membership. The e-zine will include committee updates among other pertinent information. The Committee is open to suggestions for e-zine content and seeks volunteers, namely six individuals who each will make a two year commitment, interested in participation of the e-zine's development and production.

The Products and Services Committee's earlier task to design and complete the NIDCAP, APIB and Training Center Certificates, as outlined above, has been transferred to the QA Sub-Committee on the Standardization of Certificates.

Dr. Lawhon reported that future projects will include the production of business cards, stationary, and other products with the NFI and NIDCAP name and logo. She reported that NIDCAP Pins have been created and will be distributed to each NFI member.

Program Committee

As chair of the Program Committee, Dr. Lawhon recognized the contributions of the Committee's members. She highlighted the special events of the current NIDCAP Trainers Meeting including a celebration in honor of Cathy Daguio, MEd, MPH, OTR/L. Dr. Lawhon expressed on behalf of the committee the delight to have Frank Duffy, MD as this year's guest speaker. She reported that there will be nine research abstract presentations, as well as an opportunity to view the new VIDA-Health DVD series. Parts I and II of the VIDA DVD series may be viewed at an evening event and the DVD geared for parents is scheduled to be shown on Sunday following the research presentations. Dr.

Lawhon reminded the members that the focus of this year's meeting is the NIDCAP and APIB training process.

Dr. Lawhon reported that the theme of next year's meeting will be Pain and Comfort in the Developing Newborn. Drs. Sonny Anand and Jacques Sizun have confirmed as presenters. Dr. Lawhon encouraged the members to share ideas for themes for upcoming meetings.

Dr. Lawhon furthermore encouraged the attendees to complete all Session Evaluations, so that the members' comments may be considered for the planning of future meetings.

Nursery Certification Committee

Ms. Smith, Chair of the NIDCAP Nursery Certification Committee (NNCC), reported that a great deal of work had been accomplished over the last year. She reported that the larger Committee was organized into smaller Sub-Committees given the extensive work of the project. Dr. Sheldon took on the responsibility of refining the application process. His Sub-Committee prepared Pre-application and Application Forms. These will be presented at the Board Meeting on Tuesday, October 31, 2006. The Sub-Committee for the Development of Criteria for NIDCAP Nursery Certification includes Dr. Buehler (chair), Dr. Als, and Ms. Smith. This group is in the process of modifying and adding to the current Nursery Environment and Care Profiles, renamed the NIDCAP Nursery Criteria. The criteria were grouped into four categories, which include: Quality of the Physical Environment; Philosophy Underlying and Implementation of Developmental Care within the Nursery; Philosophy and Underlying and Implementation of Family Support in the Care of the Infant; Philosophy Underlying and Implementation of Support for and among the Nursery Staff. Each of these four categories will yield a Category Composite Score. The Category Composite Score for the Physical Environment will be weighted lowest. In addition to the four Category Composite Scores and the individual within category scale scores, there will be an Overall Nursery Supportiveness Score. The Sub-Committee's goal is to have the NIDCAP Nursery Criteria finalized by Winter 2007.

The NIDCAP Nursery Certification Pilot Process (NNCPP), which will involve two United States sites (St. Luke's Boise ID, and WakeMed, Raleigh, NC) and one European site (Danderyd Hospital, Stockholm, Sweden), is anticipated to begin in late 2007 and will be contingent upon funding and the completion of the NNCC materials. Additionally, the Committee plans to develop a framework for the submission of certification applications.

Election for One Three-Year-Term Board Membership Position

Dr. Sheldon administered and supervised the NFI Board Member Election Process. He appealed to the members to volunteer in order to stand for election. He explained that the new three-year-term of the "to be elected" Board Member is to begin on Tuesday, October 31, 2006. Attendance of the Board Member is required at two to three Board Meetings annually. Dr. Helm is the incumbent; he expressed interest in running for re-election. Dr. Sheldon opened the floor for nominations. Dr. Johnson nominated the incumbent, J. Helm, PhD. There were no other nominations. A secret ballot was cast.

Upon motion, duly made, seconded and carried, it was unanimously VOTED: To re-elect Dr. Helm to another three-year-term to serve as member on the NFI Board.

Confirmation of 2008 Venue and Establishment of Venues for 2009 and Beyond

Dr. Buehler facilitated the membership discussion for the hosting of future NIDCAP Trainers Meetings. The following NIDCAP Training Centers have offered to host meetings for these upcoming years: 2007 Brest, France (confirmed); 2008 Buenos Aires, Argentina (confirmed); 2009 Chicago, Illinois, USA (confirmed); 2010 Edmonton, Canada (tentative); and 2011 Rotterdam, The Netherlands (tentative). For issues concerning the cost, location and accessibility of future meetings, members were invited to bring their questions to the Members of the Board and/or to include questions and suggestions on their Session Evaluation Forms. Dr. Buehler reminded everyone that the NFI offers a \$5,000 stipend hosting of the meeting, and she explained that all speaker fees for invited speakers and honoraria are covered by the NFI.

Questions and Comments from the Membership

Dr. Als opened the meeting up for discussion. Discussion topics included: (1) creation of an evaluation form for the NFI Membership Meeting; (2) creation of a NIDCAP Position Statement that describes the NFI's merit compared to other developmental care training programs – in this context Dr. Als urged the membership to take advantage of NFI resources in order to focus on the high quality of conceptualization, research, content and process of implementation of the NIDCAP work, rather than to take issue with and a formal stance on other less well-designed and implemented developmental care programs; (3) description of the legal and training center logistical issues that result in differing training fee structures among centers, in order to address the question of the seeming inconsistency of NIDCAP training fees while offering comparable services; (4) clarification of the status of the NFI as a non-profit, membership organization, and 5013C; and (5) articulation of the processes and ways by which donations may be made to the NFI, including by way of the NIDCAP website.

Dr. Als expressed her anticipation in looking forward to a productive next year, which promised great advances and much learning. At the close of the meeting, the NFI Pins were distributed to the NFI membership.

There being no further business upon motion, duly made, seconded and carried, the Annual NFI Membership Meeting was adjourned at 3:30 p.m.

Deborah Buehler, PhD
Secretary
NIDCAP Federation International