



NIDCAP Federation International

Changing the Future for Infants in Intensive Care

Minutes of the Annual NFI Membership Meeting

**Mews Conference Room
Graylyn International Conference Center
Winston-Salem, North Carolina USA**

Tuesday, 28 October 2008

Members of the Board Present: H. Als, D. Buehler, J. Helm, S. Kosta, g. Lawhon, G. McAnulty, R. Sheldon, K. Smith, K. VandenBerg, J. Sizun,

Staff: D. Wahl
Facilitator: D. Vittner

The Annual Meeting of the NIDCAP Federation International (NFI) Membership was called and held in Winston-Salem, North Carolina, USA on Tuesday, October 28, 2008, from 8:20 a.m. to 10:20 a.m. (EDT).

Dr. Als called the meeting to order at 8:20 a.m. (EDT).

Report from the President

Dr. Als reported that all minutes of previous NFI Board and Membership Meetings are available on the NFI website. She encouraged the Membership to read the postings.

From her report, Dr. Als highlighted the accomplishments of the year as follows:

Family Board Members

The two new NFI Board of Director positions for family members were filled with: Ms. Tracy Price Johnson and Dr. Vicky Youcha. A new Family Committee was formed.

Twelfth Board Member

The Board added a 12th Director to the NFI Board and appointed Ms. Sandra Kosta for a three-year term.

NIDCAP Nursery Certification

- The NICU at St. Luke's Regional Medical Center, Boise, Idaho, met all requirements of the NFI NIDCAP Nursery Certification Program (NNCP) and was declared the first nursery to achieve certification.
- Dr. Als highlighted two points on her report requiring modification: (1) Under 4b, *Mid-Atlantic NIDCAP Training Center* will be changed to the *Children's Regional Hospital at Cooper*

University Hospital; and (2) in the sentence beginning “It resulted in further clarification...” will be changed to reflect that both pilot site visits added to the learning process.

- The NNCP Committee formed a Steering Committee; members include Ms. Smith, and Drs. Als, Buehler, and McAnulty.
- Once the NNCP pilot phase is complete, the program will be launched. Multidisciplinary teams of three NFI site visitors will be formed for each hospital visit.

Certificates and Logos

The NFI Board voted that the official NFI logo is the only logo to appear on NFI certificates. The only exception is that additional logos may be present representing a training center’s hospital or institutional affiliation.

Developmental Observer Senior Editor and the Trainers Meeting

The Board determined that the Senior Editor of the *Developmental Observer* is required to attend the Annual NIDCAP Trainers Meeting, and, therefore, the expenses of attending this meeting will be paid for by the NFI.

Director of Development and Administration

In December of 2007, Ms. Hopewell stepped down from her position as NFI Executive Director. At that time, the Board redefined the position and created a .5 FTE position of Director of Development and Administration. The title reflected the NFI’s priorities of fundraising and administration. Mr. David Wahl filled the position in December of 2007. He introduced himself to the Membership in the *Developmental Observer*’s 2008 Spring issue.

Strategic Plan

The NFI’s Strategic Plan was originally developed as a five-year plan for the years 2007-2011. It was revised and finalized over this past year for the years 2008-2012. An Executive Summary of this plan will be available on the NFI website. The main program objectives are: 1) Certify nurseries; 2) Assure quality of training; 3) Add training centers; 4) Increase parent participation; and 5) Disseminate evidence.

Training Center Development

- Dr. Maguire moved into “Inactive Training Status” and The Dutch NIDCAP Training Center of Leiden closed.
- The NFI approved Ms. Bertoncelli to be a new Trainer-in-Training, and Modena University Hospital in Modena, Italy to be a new NIDCAP Training Center in development, with Dr. Kleberg as NIDCAP Master Trainer.
- The NFI approved a new APIB Trainer-in-Training, Dr. Browne, with Dr. Buehler as Master APIB Trainer-in-Training and Dr. Als as Senior APIB Master Trainer.
- The NFI Board approved a new affiliation for the West Coast NIDCAP Training Center formerly at Mills College and now re-opened at the University of California as the West Coast NIDCAP and APIB Training Center at the University of California San Francisco School of Medicine, Department of Neonatology. Dr. VandenBerg is the Director and Dr. Buehler is the Associate Director.

Committees

The Board formed two new committees: The Family Committee and the Marketing Committee.

Formal Votes

Fifteen votes were cast at the final NFI Board of Directors Meeting for 2007-2008 and they are listed in the Presidents Report to the Membership. Dr. Als highlighted:

- The slate of officers elected for the NFI Board year 2008-2009 were as follows: President: Dr. Als; Vice President: Dr. Lawhon; Treasurer: Dr. McAnulty; Secretary: Dr. Buehler; and Assistant Secretary: Ms. Kosta.
- The reports of the various committees were unanimously accepted as presented except for the President's and the Quality Assurance Committee's Reports that were both accepted with modifications.
- The Google Group Listserv will become an NFI members-only communications group.

Dr. Als stated that information on how to become a member of the NFI is listed on the NIDCAP website. Any membership questions should be directed to an NFI Board Member or a NIDCAP trainer.

Introduction and Report from Executive Director

Mr. Wahl introduced himself to the NFI Membership. He described himself as having many years of experience in fundraising and management. He has served as a senior executive and consultant to several educational institutions and non-profit organizations, including Carnegie Mellon University, Salve Regina University and AAA. Currently, he is completing his Masters in Education at the University of Virginia.

Mr. Wahl reported that throughout the Trainers Meeting, he was quietly absorbing the content of the meeting and he remarked on the sense of passion and dedication of the participants. He stated that this would serve him well in his NFI role.

Mr. Wahl's formal report included the initiatives that will be the highest priority over the coming year:

1. To continue to improve the NFI's administrative systems and procedures;
2. To continue to focus on articulating and implementing the Strategic Plan;
3. To solidify funding; (Some foundations who have supported the NFI in the past are continuing to fund the NFI, the goal is to double this amount. Currently pending are \$450,000-\$600,000 of funding requests in preliminary proposals or Letters of Inquiry); and
4. To grow the Membership. (Mr. Wahl made a plea to the meeting attendees to reach out to those who are in the NIDCAP field and invite them to join the NFI as members. The Board will strive to increase the NFI membership).

Finance Report

Dr. McAnulty reviewed the financial reports to the NFI Membership. She reviewed the actual expenditures of FY 07-08, including: Total revenues: \$410,834; Total expenses: \$287,922 (Subtotals: Professional Services: \$83,261; Products and Services: \$131,805 and Operations: \$72,856); and Cash balance: \$122,912.

Further, Dr. McAnulty outlined the proposed budget for FY 08-09 as follows: Revenues of \$328,432 (from individual dues, center dues, grants, etc.); Expenses of \$285,396 (Subtotals: Professional Services: \$82,305; Products and Services: \$123,475; Operations: \$79,616); and Expected cash balance of \$43,036 (If budget spent as anticipated).

Fundraising Report

Dr. VandenBerg reported on the private Foundation funds received this year: Bella Vista Foundation (\$28,500 award, amount was reduced as expected from previous year); Pritzker Foundation (\$50,000

award, \$30,000 received and balance of \$20,000 expected); and A. L. Mailman Foundation (\$50,000 award this Fall). Dr. Vandenberg reported that seven letters of inquiry were submitted and responses are pending for the following foundations: Doris Duke Charitable Foundation; Commonwealth Fund, H.J. Heinz Company Foundation, Arthur Vining Davis; TJX Foundation, Heinz Endowments; and W. K. Kellogg Foundation. The requested funds, for the NFI, range from \$25,000 to \$225,000. Dr. Vandenberg reported that she recently reviewed the 25 wealthiest foundations in an effort to identify potential funding sources. These foundations will be explored for possible NFI funding requests. She asked the Membership to inform the Fundraising Committee of any potential funding leads. The Committee's goals for the next year include increasing grant activities, including exploring private family foundations and developing fundraising packets to be used to approach donors and funding agencies.

Communications

Dr. McAnulty explained that the Communications Committee maintains the NFI website, listserves and database. For the past year, the committee has concentrated its efforts on developing a new, user friendly website that may be updated regularly. The new site is set to launch at the beginning of 2009. The committee currently manages three listserves, a general NIDCAP list, one for trainers, and one for the Board. The Board has decided that the general listserve will become a members-only communication. The NIDCAP Google list will be notified of this change following the Trainers Meeting. The training database was updated with last year's information and the Committee is examining ways to verify the accuracy of the archival data.

The goals of the committee for the next six months are: (1) Complete Phase I of the website design and launch of the new site; (2) Transfer web hosting to the new company, Planeteria; (3) Begin Phase II of the website design which includes database design and implementation; and (4) Clean up archival data for entry into the new training database.

Membership Report

Dr. Helm reported that the NFI gained nine new professional members, three family members, and three student members bringing membership to a total of 98 professional members; 10 Student Members; six Family Members; and four Emeritus Members. The committee is planning to develop a family page for the new website, streamline the invoicing and recordkeeping processes, and create a membership list to be available on the new website. The main goal of the committee is to continue to increase the size of the membership. Dr. Helm asked trainers to encourage their trainees to become Student Members.

Omission Reported

Dr. Als reported that there was an omission in her oral summary of the President's Report: The Board voted to change Mr. Wahl's title from Director of Development and Administration to Executive Director and Mr. Wahl accepted this change.

Quality Assurance Committee (QAC) Report

Dr. Als distributed the report of the Quality Assurance Committee and pointed out key activities of the Committee. The following is a summary of her report.

Quality Assurance of Training (QAT)

She stated that the Quality Assurance Committee's two new policies were approved at Friday's Board meeting.

- QAT-I #001-020 governs Inactive Status: This policy applies to all levels of NIDCAP professionals and those in training who wish to suspend or postpone training. It was determined that a two year hiatus would be sufficient for most circumstances; should more time be required, the individual may apply to the QAC, describe the unusual circumstances, and a decision will be made. The professional in inactive status is still governed by the By-Laws of the NFI, continues to be a member and retains access to the Membership page of the NFI website, and is expected to pay dues and attend the Annual NIDCAP Trainers Meeting.
- QAT-CINAP governs the Certification of Inaugural Professionals (NIDCAP and APIB). This occurrence should be familiar to those who have been the first trainees at newly established centers or trainers in training at already established centers. The responsibility for the quality of the respective trainees always rests with the respective higher level Professional, rather than with the Professional currently in training who aims to achieve the next level. Therefore, the first, or inaugural, two NIDCAP/APIB Professionals at any of the respective levels receive a Certificate of Training, which is signed by the Professional-in-Training as well as by the supervising Professional. When the Professional-in-Training is successful in achieving certification at his or her own next level of Trainer status, the Certificates issued to the successful trainees will be the Certificates of the Center of the newly certified Professional. This is the Trainer who provided the training with guidance from the supervising Trainer. The supervising Trainer co-signs the certificate. In cases, however, when the Professional-in-Training fails to achieve Certification, the Certificate issued to the successful trainee will be the certificate of the respective supervising Professional. For specific examples see the QAT-CINAP.

Training Binders

The goal of the QAC continues to be to centralize the production of the binders, rather than each center producing their own. Ms. Smith and the St. Luke's NIDCAP Training Center team are exploring the cost and feasibility of becoming the central production location.

Updated Training Materials

Dr. Als stated that trainers should be using the binders as presented. Some materials are still in need of updating though several have been recently revised and will soon be available on the NFI website. Ms. Kosta will send an email to all trainers with the new documents attached.

The newly revised documents include:

1. Profile of the Nursery Environment and Care Components (Template Manual). In the context of the development of NNCP materials, it became obvious that this document needed updating; three new scales have been added addressing taste, touch and temperature stability. Ms. Smith is now listed as a co-author.
2. NIDCAP Example (Robert). The report's language has been updated. The version distributed at today's meeting has some typing errors; a corrected one will be sent via email and posted on the website as soon as it becomes available.
3. Guidelines and Suggestions for NIDCAP Trainees, NIDCAP Professionals, NIDCAP Trainer in Training, NIDCAP Trainers and Master Trainers as well as Center Directors. These guidelines contain an enormous amount of important detail for trainers. Dr. Als urged trainers to refer to them and to translate them into their own language. There was difficulty downloading these documents from the website and Dr. Als urged trainers to contact Ms. Kosta for assistance with these issues.

Standardized Training Materials for NIDCAP and APIB

Dr. Als stated trainers should be using only the approved NIDCAP scan sheet and APIB score sheet, not scanned or photocopied versions. She reported that the search for the retail source for the APIB's "Happy Apple" continues.

Quality Assurance of Training Materials in Different Languages

Dr. Als acknowledged that the training materials now exist in several different languages. However, they have not undergone a quality control check and therefore are not available on the website at this time. The verification of the proper translation will require resources. The Board is currently in search of a language translation company. Dr. Als added that, although the already translated documents have not been officially approved, centers might use them in their preliminary forms. The goal of ensuring the quality of the materials still needs to be realized.

APIB Manual Revision

Dr Als reported that funding for the APIB manual revision is being sought.

Intellectual Property

Dr. McNulty reviewed that in 2006, the NFI began the process of legal protection of its intellectual property. As of October 2008 the NFI has registered the "NIDCAP" as printed material in the U.S. (i.e., the word "NIDCAP", the logo and the logo with the word "NIDCAP"). The applications were successful to register the word "NIDCAP" (name mark) in Canada, Argentina and countries under the Madrid protocol. However, there was an issue in Sweden where the registration was rejected under the ruling that the word "NIDCAP" is considered a generic term due to its common usage and is therefore "un-registerable per se". A second appeal is in the process.

Certificates

Ms. Kosta reported that the NFI is working toward standardization of the certificates across training centers. The process is moving along, though slower than expected due to some incompatibility issues between center's fonts and printers. As of October 2008, of the 16 training centers, nine centers have approved certificates, five centers are undergoing approval and two have yet to submit a certificate for approval.

Products and Services

Dr. Lawhon reported that the primary work of the last year was updating the required reading list for NIDCAP training. Additional reading recommendations were received from all trainers. Reading suggestions were narrowed down and will be reviewed by a subgroup of reviewers within the coming months. The Quality Assurance Committee will give the final approval of the reading list. Continued work will include: creating pdfs of the required readings for trainers, developing the broader NIDCAP reference library, and creating pdfs of all of these references.

Dr. Lawhon asked NFI members to consider contributing to the *Developmental Observer* newsletter.

Record keeping of the trainees has been transferred to the QAC.

Trainers Meeting Program

Dr. Lawhon reported that she would report on the 2009 Trainers Meeting program at the close of this year's NIDCAP Trainers Meeting. She added that the meeting's evaluations are reviewed very carefully and urged the attendees to submit them with suggestions and comments.

NIDCAP Nursery Certification Program (NNCP) Committee

Ms. Smith summarized the NNCP's progress, including:

- Visit and review of two pilot sites: St. Luke's Regional Medical Center, Boise, Idaho and Children's Regional Hospital at Cooper University Hospital, Camden, New Jersey;
- Further revision of the Criterion Scales (they remain in development).
- Plans for the third pilot site review to occur within the next calendar year;
- Plans for the design of a workshop to introduce the NNCP process at developmental meetings. (Conferences that have a focus on families will be targeted. The Institute for Family Centered Care has been contacted. Ms. Smith presented a well-attended session at the Contemporary Forums conference.);
- Participation from the NFI membership in the NNCP program is sought. (From the Trainer's Meeting, NNCP workshop survey results highlighted: who should be involved in filling out a review; difficulty in defining relationships within the NICU; improved communication developed between disciplines; and increased international presence needed on the NNCP committee.)
- Re-definition of sub-workgroups will appear in the NNCP report and will be posted on the NFI website.

Ms. Vittner thanked the committee chairs for their concise reports and opened the floor for discussion.

Open Forum for Membership Discussion

Ms. Warren thanked the Board for their work and contributions. She inquired if she should include the annual membership fees in the training fees of her students. Dr. Helm replied that this was a sound idea that is endorsed by the NFI. *[Following the Membership Meeting, the topic of requiring NIDCAP trainees to become Student Members was discussed further by the Board. As of this time, a decision has not been reached. The Board will revisit the topic at the next Board Meeting and if it is decided to institute such a requirement a formal policy will be announced.]*

Dr. Philbin stated that some of the classic papers listed on the required readings list are not available for those who are not trainers, yet, NFI members would profit from having access to them. Dr. Lawhon stated that these articles could be made available as a benefit of NFI membership.

Dr. Browne asked if it might be appropriate for trainees to have access to the training materials on the NFI website. Dr. Als replied that this reinforced the current notion of requiring students to become members of the NFI. This would allow them the benefits of the NFI organization, including access to the members-only page on the website. The use of the information is governed by the NFI's by-laws.

Dr. Browne requested further information on the NNCP and the requirement that nurseries be required to be associated with training centers. Ms. Smith replied that NNCP applicants must have a current NIDCAP professional in a leadership position in their nursery. This professional will have an association with a training center, which may be a historical one. The goal of this requirement is to establish the history of NIDCAP within the nursery and for members of nursery teams to have mentorship supports available to assist them in the certification process. Further clarification of this point will be forthcoming.

Dr. Laadt stated that there are some individuals who may be good candidates to become NFI members though she needs some guidance in how to approach them. She wondered whether an informational packet was available with information about the NFI. Dr. Helm replied that the only information that is

currently available for membership is on the website. Preliminary plans for a formal packet exist. Dr. Helm may be contacted for membership materials. An NFI informational brochure is in development.

Dr. Sizun described his experience on the Board, as a medical director and as a physician. He stated that the Board performs a great deal of work and that he has used his first year to observe and understand all of the components. He described his position on the Board to relay the European perspective. He stated that a wide range of details is attended to from overall training to the certificate's color. Noting that the French NIDCAP trainees cannot read the English text, he stated that to attract non-English speaking individuals to the NFI, we must continue to work past the language barrier with written translations. Further, he stressed the importance of extending NIDCAP's message to physicians and that the method of communication for this group may require a tailored approach.

Election of Two Three-Year-Term Board Membership Positions

Dr. Helm reviewed the election for the two three-year-term NFI Board positions and the three candidates on the ballot. The two incumbents were Dr. Sheldon and Ms. Smith and the one new candidate was Mr. Hedlund. Dr. Helm opened the floor for new nominations. No additional nominations were made, therefore, the ballot stood with the three candidates. The Membership was instructed to vote for two candidates though they could vote for just one. The votes were collected and tallied by the Nominations, Elections and Appointments Committee Chair (J. Helm), the Secretary (D. Buehler), and the Assistant Secretary (S. Kosta).

Dr. Helm announced that in an extremely close election, Dr. Sheldon and Ms. Smith were re-elected to three-year terms on the Board of Directors.

Dr. Browne asked whether the Board seats that will be open and the Board members whose seats are up for election could be announced so that campaigning could begin early. Dr. Helm stated that he could not say, at this time, how many positions will be opening up.

Confirmation of 2009 Venue

Next year's NIDCAP Trainers Meeting will be hosted by the University of Illinois Medical Center at Chicago NIDCAP Training Center in Chicago, Illinois, USA.

Establishment of Venues for 2010 and beyond

The following training centers and their directors have agreed to host the NIDCAP Trainer's Meeting in the coming years:

- Dr. Conneman confirmed his site's decision to host the 2010 meeting in the Netherlands;
- Dr. Basso, from the Centro Latinoamericano NIDCAP Training Center, offered to host the 2011 meeting in Argentina; and
- The NIDCAP Training and Research Center at Cincinnati Children's Hospital was suggested as a possible host for 2012. They will be contacted to explore this possibility.

There being no further business upon motion, duly made, seconded and carried, Dr. Als adjourned the meeting at 10:20 a.m. (EDT).

A handwritten signature in black ink, appearing to read "Deborah Buehler". The signature is fluid and cursive, with a large, sweeping initial "D".

Deborah Buehler, PhD
Secretary
NIDCAP Federation International