



NIDCAP Federation International

nidcap changing the future for infants in intensive care

**Annual NFI Membership Meeting
Chicago, Illinois, USA
October 6, 2009**

Committee Reports

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NIDCAP Federation International

changing the future for infants in intensive care

**President's Annual Report to the NFI Membership
For the NFI Board Year 2008-2009
Chicago, Illinois USA
6 October 2009**

Members of the Board

H. Als, D. Buehler, J. Helm, S. Kosta, g. Lawhon, G. McAnulty, T. Price-Johnson, R. Sheldon, K. Smith, K. VandenBerg, J. Sizun, V. Youcha

Executive Director: *D. Wahl*

The report summarizes briefly key events and decisions for the NFI Board Year (NBY) 28 October 2008 - 2 October 2009, which included a half-day formal Board Meeting in Winston Salem, NC, USA on 28 October 2008, a two-day formal Board Meeting in Rockport, MA USA, 22 - 23 April 2009, and three Special Phone Conference Board Meetings, one each on 18 December 2008, 19 May 2009, and 16 June 2009 respectively. The President's Report at the Board Meeting in Rockport, MA USA, (22 - 23 April 2009) served as interim report, and covered the events of the first six months of the year. Rapid and Full Board Meeting Minutes with exception of the Full Board Meeting Minutes from the Rockport Board Meeting Day 2 (Thursday, 23 April 2009) and the Special Phone Conference Board Meeting, 16 June 2009, have been adopted by the NFI Board of Directors and are posted on the Member Page of the NIDCAP website. The Minutes of the respective Board Meetings and Special Phone Conference Board Meetings provide specific detail on important NFI decisions made.

Key decisions, accomplishments and events in the course of the NFI Board Year 2008-2009 pertained to a range of important topics as highlighted here:

1. New Website

The NFI's new and significantly improved website was launched successfully. The Communications Committee will report further on this topic.

2. NIDCAP Nursery Certification

A second site achieved and received NFI NIDCAP Nursery Certification, namely the Newborn Intensive Care Unit at the Children's Regional Hospital at Cooper University Hospital, Camden, NJ, which is also the seat of the Mid-Atlantic NIDCAP Center under the Directorship of gretchen Lawhon, RN PhD.

3. Posting on the NFI Website of Rapid and Full Board and Membership Meeting Minutes

All Board and Membership Meetings as well as all Special Board Meetings by Telephone result in two sets of Minutes, **Rapid Minutes**, which contain only the actual votes passed at the respective meeting, and **Full Board and Full Membership Meeting Minutes**, which contain a detailed account of the discussions and events including the formal votes taken. The Board voted to post on the NFI website the Rapid Minutes, as well as the Full Board and Membership

Meeting Minutes once the Board has adopted them, in order to provide the membership with the text of the votes and a full accounting of all deliberations and discussions as they pertain to specific topics before the Board.

4. Decisions Regarding NFI Membership Status

New NFI Membership Categories: The Board approved two new categories of NFI membership status: Emeritus Membership Status, Honorary Membership Status, and two new requirements regarding NIDCAP and APIB Professionals-in-Training Student Membership Status, and NIDCAP and APIB Professionals Membership Status.

- **Emeritus Membership Status** may be bestowed upon any retired Member of the NFI who has made significant contributions to the NFI or the NIDCAP approach. One may be nominated for Emeritus status by a Director on the Board of Directors, a NIDCAP Training Center Director or by a NIDCAP Trainer. Nominations are made to the NFI Membership Committee to be brought to the full Board for vote. Majority vote by members in attendance or via proxy vote is required. Members with Emeritus status receive full benefits of membership to the NFI. The requirement for dues is suspended for life.
- **Honorary Membership Status** may be bestowed upon any individual who has made significant contributions to the NFI or the NIDCAP approach. One may be nominated for honorary membership by a Director of the Board of Directors, NIDCAP Training Center Director, or NIDCAP Trainer. Nominations are made to the Membership Committee to be brought to the full Board for vote. Majority vote by members in attendance or via proxy is required for approval. Honorary Members receive full benefits of membership to the NFI. The requirement for dues is suspended.
- **Student Membership Status for all NIDCAP and APIB Professionals-in-Training:** As of October 1, 2009 all those entering NIDCAP/APIB Professional Trainee status will be designated NFI Student Members. They receive full benefits of membership to the NFI which includes access to the NFI website's Membership page and all training documents. The requirement for dues is that of Student Members. The responsibility to inform NIDCAP and APIB Professionals in Training of their student member status rests with the respective NIDCAP/APIB Trainer who is responsible for the training of the NIDCAP/APIB professional-in-training. The new Quality Assurance Policy for Training **QAT- ITSM** (*in training student member*) (see NFI website) spells out the nature of the new student membership requirements and privileges. NIDCAP and APIB professional-in-training who began their training prior to 1 October 2009 are also eligible for NIDCAP and APIB Professionals in Training Student Membership Status and should be encouraged by their trainers to enlist in such membership.
- **Membership Status for all NIDCAP and APIB Professionals:** As of October 1, 2009 all those achieving NIDCAP/APIB Professional status will be designated NFI Professional Members. They receive full benefits of membership to the NFI. The requirement for dues is that of NFI Professional Members. The responsibility rests with the respective NIDCAP/APIB Trainer responsible for the training and certification of a NIDCAP/APIB professional to inform the NIDCAP/APIB Professional while in training of the change in member status from Student Member to Professional Member upon certification. The new Quality Assurance Policy for Training – **QAT-CPPM** (*certified professional professional member*) (see NFI website) (spells out the nature of the new professional membership requirements and privileges.

5. NFI Committee Developments

The Board approved several changes in the Committee structure of the NFI.

- **Disbandment of the NFI Products and Services Committee:** Upon Dr. Lawhon's request the Board agreed to disband the Products and Services Committee. Several of its objectives were allocated to existing Committees as follows: Specific Sub-Committee on The responsibility for development and production of Specific Training Resources such as the repeated update of required reading lists for NIDCAP and APIB training were allocated to a special Sub-Committee chaired by Dr. Lawhon within the Committee on Quality Assurance. Responsibility for the Developmental Observer, continuing under Dr. Lawhon, was allocated to the Communications Committee.
- **Refocus and Rename the NFI Marketing Committee and Establish in its Stead the NFI Outreach Committee:** The Board agreed to refocus and rename the NFI Marketing Committee and instead establish the NFI Outreach Committee with the mission to promote and manage public education, public relations and public awareness. Dr Roger Sheldon agreed to chair the NFI Outreach Committee. Mr. Wahl agreed to support Dr. Sheldon in fulfilling the mission of the NFI Outreach Committee. The new Committee's Chair expressed the hope that Dr. Youcha might wish to join the Committee also.
- **Establishment of the Design and Aesthetics Committee:** The Board agreed to establish newly the Design and Aesthetics Committee with the mission to promote, manage, and take responsibility for the design and aesthetic quality of all NFI materials and products in order to cohesively reflect and promote the mission and goals of the NFI. Dr. Buehler agreed to serve as the Chair of the NFI Design and Aesthetics Committee.
- **Member Additions to Standing NFI Committees:** Drs. Youcha, Sizun and Buehler joined the Fund Raising Committee. Dr. Buehler joined the Program Committee. Dr. Lawhon joined the Family Committee.

6. Changes in Voting Procedures for Members of the Board of Directors

The NFI Nominations, Elections and Appointments (NEA) Committee proposed and the Board approved a significant change in the way Directors of the Board are nominated and elected. The Committee on Nominations, Elections and Appointments, chaired by Dr. Helm, submitted the following (slightly edited) guidelines, which the Board adopted:

Guidelines for Board of Directors Election, 2009

In order to facilitate participation by all Professional and Family Members of the NFI, Election of Directors will be conducted on-line AND by secret ballot at the annual NIDCAP Trainers' Meeting under the following guidelines approved by the Board:

- *All nominations will be completed one month in advance of the Election Day. A nominee must agree to be a candidate and a faithful Board Member (annual attendance at typically one one-day meeting preceding the Annual NIDCAP Trainers Meeting, one 2-day meeting in the Spring, as well as one half-day meeting the afternoon of the closing of the Annual NIDCAP Trainers Meeting).*
- *Candidates are encouraged to communicate their qualifications, goals, and "campaign promises" by email prior to the Annual Membership Meeting (part of the annual NIDCAP Trainers Meeting) and on paper at the Annual Membership Meeting.*
- *Email ballots will require identification and must come from the voter's own email account in order to confirm the voter's eligibility.*
- *Paper ballots mailed to the voting address need not bear the voter's identification, but must arrive in an envelope with an eligible voter's printed name and signature on the outside.*
- *All remote ballots, whether email or paper via postal services, must reach the designated address by 4pm Eastern time(1600 hours) the Wednesday before the NIDCAP Trainers Meeting begins.*

- *Paper ballots will be voted secretly at the annual NFI Membership.*
- *Each eligible voter will vote only once.*
- *The candidate or candidates receiving the most votes of all ballot types will be designated as those elected to the vacant position(s).*
- *In the case of Board seats reserved for a particular class (i.e. parents/families), candidates, and thus Board Members will be limited to persons from that class.*
- *Results will be announced at the conclusion of the balloting.*

These new guidelines were put into effect for the election of a Board Member and a Family Representative Board Member, whose positions expired with the end of the 2008-2009 Board Year. Experience with the new guidelines will be discussed and evaluated in the context of the NEA Committee's Report to the Board.

7. Funders' Event at 2009 NIDCAP Trainers Meeting

The Board approved the sum of \$4,000.00 requested by the Fundraising Committee for costs expected to be incurred (i.e. food, audio-visual, invitations) in organizing the agreed upon Funders' Event at the 20th

Anniversary of the Annual NIDCAP Trainers Meeting in Chicago, IL. The event planned will consist of a Funders Breakfast with the Board and of the Funders attendance at the opening session of the 20th Anniversary NIDCAP Trainers Meeting on Saturday morning, 2 October 2009. Mr. Wahl agreed to manage the logistics and details of the invitations to the Funders and Funder Event implementation in close collaboration with the Program Committee (Lawhon) and the Fund Raising Committee.

8. NFI Committee Work: The eleven currently active NFI Committees have been highly productive over the last year. Each Committee will report on its work in the course of the last year. The current Committees and their respective Committee Chairs are as follows:

- 1. Finance** (McAnulty)
- 2. Fund Raising** (Vandenberg)
- 3. Nursery Certification** (Smith)
 - Steering Committee** (Smith)
 - Sub-Committees:**
 - Finance** (McAnulty)
 - Marketing** (Price-Johnson/Wahl)
 - Products** (Buehler)
- 4. Membership** (Helm)
- 5. Design and Aesthetics** (Buehler)
- 6. Program** (Lawhon)
- 7. Family** (Price-Johnson)
- 8. Quality Assurance** (Als)
 - Subcommittees:**
 - a. Multi-Language Training Materials and Web-Documents** (Als)
 - b. Sub-Committee on Specific Training Resources** (Lawhon)
 - c. Intellectual Property Protection** (McAnulty)
 - d. Certificates** (Kosta)
- 9. Communication** (McAnulty)
 - Subcommittees:**
 - a. Website** (Kosta)
 - b. Database** (Helm)
 - c. Developmental Observer** (Lawhon)
- 10. Outreach** (Sheldon)
- 11. Nominations Elections and Appointment** (Helm/Sheldon)

9. Votes Cast at the Final NFI Board of Directors Meeting for NBY 2008-2009, Chicago, IL, Friday, 2 October 2009.

Upon motion duly made, seconded and carried it was unanimously

VOTED: To revise the Membership Policy to state that Family Members have voting privileges.

Upon motion duly made, seconded and voted by majority

VOTED: To approve the creation of the position of Director of the NIDCAP Nursery Certification Program.

Upon motion duly made, seconded and carried it was unanimously

VOTED: To accept Kathrine Peters as the first Honorary Member of the NFI.

The President invites discussion, questions, comments, and suggestions by the Membership of the NFI to any of the topics raised, or to any other topic germane to the NFI's work. The President wishes to thank the Membership for its continued confidence and trust.

The President herewith respectfully submits the Annual President's Report for NBY 2008-2009 to the NFI Membership on this Day, Tuesday, the 6th Day of October in the Year 2009.



Signature: _____

Heidelise Als, Ph.D.
President, NFI

Date: 6 October 2009



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**Report from the Executive Director
Annual Report**

**Presented at the Membership Meeting
The Westin Chicago River North
October 6, 2009**

The following points outline major initiatives and activities during 2008-09. These are supplemented by details provided in the Fundraising Committee Report and the Treasurer's Report.

- Although funding from our three initial funders was scheduled to end in late 2007 or early 2008, we secured ongoing funding for the past year with solid prospects for future support.
- Identification, research, networking, cultivation and substantive contacts with qualified funding prospects has increased four to five fold over our baseline of activities in the past. This will yield benefits when funding constraints ease.
- We have developed a tighter and clearer message that focuses on the things that funders need and want to know. We have better collateral materials, better core materials for LOIs and proposals, and a solid start on a fundraising package for Board and NFI members.
- We are making good progress on the correlation of our strategic plan, budget and accountability to funders. This is a key to organizational integrity and credibility.
- We have coordinated the NFI and NNCP budgets and recalibrated them to address the issues of reality and sustainability.
- Budget development and overall financial stability have been enhanced through improved accounting and analysis.

We are better positioned to articulate with confidence who we are, what makes us unique, why that should be important to others, and that we can sustain our efforts – all the better, of course, with additional resources. And we are telling our story more broadly.

Respectfully submitted,

David M. Wahl



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**Finance Committee Report
Presented to the NFI Membership
Chicago, Illinois, October 2nd and 6th, 2009**

For FY08-09 year end report and projected budget for FY09-10 see *NFI Financial Statements* under *Member Services* on the NFI website.



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Report from the Chair of the Fundraising Committee NFI End of Year Report – October 2009

Presented at the NFI Board of Directors Meeting and the NFI Membership Meeting
Chicago, Illinois, USA, October 2 & 6, 2009

Fundraising Committee Members:

VandenBerg, K. (Chair); Buehler, D. (Board Member); Youcha, V. (Board Member); and, Wahl, David (Executive Director)

The Fundraising Committee submits the following activities and accomplishments:

Continuing Support

Considerable emphasis was placed on maintaining support from current donors until new funding becomes more available with recovery from the losses in foundation endowments and the reduction in corporate giving due to the economic crisis.

1. Bella Vista Foundation: A new proposal was submitted and funded in January 2009 in the amount of \$10,000 for the 2009 calendar year. This was the level expected as Bella Vista indicated it would reduce its level of funding going forward. However, Bella Vista has shown a willingness to continue funding at a similar level – a departure from its normal practice of ending funding after three years.
2. Pritzker Foundation: Pritzker funded a new proposal for \$50,000 for 2009. There was no match requirement as part of the grant, as in the previous year, as Pritzker stated its recognition of the difficult challenges faced in fund raising at the current time. It has been indicated that Pritzker will consider continuing funding.
3. A.L. Mailman Foundation: The \$50,000 grant from Mailman awarded in 2008 was carried forward into 2009 to allow us to recalibrate our activities in the Nursery Certification Program with the objectives of the grant proposal. This involved considerable discussion and negotiation in order to avoid loss of or reduction in the grant. Mailman has been pleased with our current progress and is open to a continuing relationship.
4. The Buehler Family: The Buehler Family has continued its support of \$50,000 annually. This results, of course, not through the efforts of the Fundraising Committee but through the generosity of Deborah and John Buehler. Their support

sends a strong message to outside funders and provides some additional latitude in developing new sources of support.

Outreach for New Support

In the past, we had been too dependent on a small group of funders. We determined to broaden our research on potential new funding sources and increase our outreach to qualified sources. Although there has been a marked increase in activity, it came at a time when foundations found their resources limited, challenged to meet existing obligations, and less open to making new commitments. In many cases, foundations narrowed their focus to priorities that did not match our program activities, even though their guidelines suggested a fit.

Letters of Inquiry Earlier in 2008-09

The following foundations received letters of inquiry through late 2008 (results indicated).

1. Doris Duke Charitable Foundation for \$75,000 per year over 3 years (\$225,000). Declined to invite a proposal; determined to focus for the time being on state-wide or national health care systems. Requested reconsideration with the argument that the NNCP had the potential for impact on a national, systemic level. Indicated they were seeking to partner with existing formal systems.
2. Commonwealth Fund for \$25-50,000 Vicky Youcha had a conversation with Ed Schorr. Felt that we are doing very worthwhile things. They are shifting their emphasis to national health care reform and state initiatives; did not feel they were now a prospect.
3. H.J. Heinz Company Foundation (suggested by Heinz Endowment) for \$25-50,000. Positive about our efforts, but not in a position currently to accept new proposals. Western Pennsylvania partnership helpful.
4. Arthur Vining Davis for \$100-200,000. Shifting emphasis for the time being to the training of medical students. Consider demonstrating a method to meet this need.
5. TJX Foundation for \$25,000. Indicated they were over committed. Must focus on current grantees. Encouraging for the future.
6. Heinz Endowments for \$50,000. Unable to entertain new organizations and projects. Would like to see more of a Pennsylvania emphasis – suggested a cooperative effort with Children’s Hospital in Pittsburgh.
7. Ronald McDonald House Charities (RMHC): Invited a LOI but declined to move forward to a proposal – indicated it was too soon after a previous submission was declined. Indicated continued interest in what we are doing. Resubmit at a later date.

Follow-Up During 2009

Throughout the course of 2009, contact has been maintained with the most of the above foundations, with the result that the following have indicated that the final quarter of 2009 would be an appropriate time to consider resubmission of a letter of inquiry. They cautioned that resources are still less abundant than in past years, but wished to continue to be apprised of our activities and needs with an ongoing willingness to include NFI in their considerations.

Arthur Vining Davis
TJX Foundation
Ronald McDonald House Charities
H. J. Heinz Company Foundation

Additional Continuing Prospect

We have continued to focus on the W. K. Kellogg Foundation due to their stated interest in vulnerable children. We have recently made a contact with a former Kellogg Fellow who could provide access for a presentation and consideration to an appropriate professional at the foundation. We have a LOI in the near completion stage but have chosen to pursue a qualified contact rather than a blind approach if possible.

Telephone Contacts

The following contacts have been made in recent months. All with the exception of Kirlin, which prefers to partner with individual philanthropists, are reasonable prospects. All have indicated limited reception to new programs until late 2009 or early 2010. As a general strategy, we have avoided the submission of LOIs or proposals where the chance of success is limited. In most cases, a rejection can result in a lengthy (one year) waiting period for resubmission.

1. Child Health Foundation
2. Kirlin Charitable Foundation
3. CIGNA Foundation
4. Bill and Melinda Gates Foundation
5. R.K. Mellon
6. Pew
7. Robert Wood Johnson
8. Fallon Community Health
9. Liberty Mutual
10. TD Banknorth
11. UNUM
12. Rockefeller
13. PNC

Future Goals of Fundraising Committee

- Continue to increase and broaden grant activities.

- Secure continuing support where possible.
- Create a Fundraising Packet for members of the Board and NFI to approach donors, friends of NIDCAP, etc. (Will have a prototype for Trainers Meeting)
- Create Power Pt. presentation (10 slides) for Board/NFI members.
- Continue to sharpen our message.
- Work with Les Fallick, the Buehler Family contact, to explore ways to make our message compelling and give it a higher profile. Explore possible sources of individual and organizational support.

This report of the Fundraising Committee is submitted to the Board of Directors for review and approval on October 2, 2009.

Respectfully submitted,

Kathy VandenBerg, Ph.D.
Chair, NFI Fundraising Committee

David Wahl
Executive Director



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**NIDCAP Nursery Certification Committee Report to the Membership
The Westin Chicago River North
Chicago, Illinois USA
Tuesday, 6 October 2009**

Members of the Board:

H. Als; D. Buehler; J. Helm; S. Kosta; g. Lawhon; G. McAnulty; T. Price-Johnson;
R. Sheldon; J. Sizun; K. Smith; K. VandenBerg; V. Youcha

Staff Members: D. Wahl

The report addresses briefly the events since the second Board Meeting for the NFI Board Year period of 22 April to this date, 2 October 2009.

Committee Members:

H. Als, D. Buehler, J. Helm, S. Kosta, g. Lawhon, G. McAnulty, R. Sheldon, K. Smith

Focus Areas:

1. Application Materials: The application materials have been edited and formatted. The application materials have been sent to the Dr Helm at the Carolina NIDCAP Training Center. Dr. Buehler is working with Rob Catalano, graphic designer, regarding formatting to complement materials already in place and used by the NFI. There will be complimentary materials to support the program rollout to applying nurseries.
2. NIDCAP Nursery Criterion: The NIDCAP Nursery Certification Criterion Scales (NNCCS) have been completed. The editing and formatting of the scales has been completed. The Carolina site has already received the scales and the NFI Board received a hard copy at the April meeting of the board. The Criterion Scales Score Sheet has been completed as well. Sandra Kosta has built a format, which allows for scoring manually as well by computer with opportunities to make computerized notes as a site review is accomplished. A manual for the process of NIDCAP Nursery Certification is evolving Dr Buehler is working with a graphic designer to produce the manual in a complimentary format.
3. NIDCAP Nursery Certification Brochure: Dr Buehler is collecting photos which illustrate and complement the message of the brochure. The format will be complementary to the image the NFI has selected. Dr Buehler is working with the designer to provide a complete and unified image for the program.
4. Pilot of the NIDCAP Nursery Certification Process: The second pilot site, The Children's Regional Hospital at Cooper University Hospital has achieved NIDCAP Nursery Certification. Notification was made to The Children's Regional Hospital at Cooper University Hospital in May. Cooper celebrated 28 July 2009 with Dr. Als in attendance.

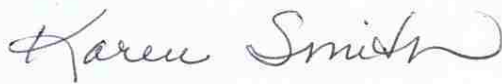
Cooper is the second hospital world-wide to achieve this distinction. Congratulations to the Dr. gretchen Lawhon and the team at Cooper.

The anticipated third pilot site is the Carolina NIDCAP Training Center in Raleigh, NC. Dr Helm's team is completing the application process and the timeline for the submission and preparation for the site visit will be discussed at the Board meeting.

5. Interest in NIDCAP Nursery Certification; Interest is increasing since the designation of the first two NIDCAP Certified Nurseries. Questions regarding the program have come from NICUs in the USA and well as international nurseries. The nursery at Meir Hospital in Kfar Saba, Israel has submitted a preliminary application along with letters of support from their hospital administration. Emails of interest as well as telephones inquiries are being addressed.
6. Topics to be discussed at the current board meeting relating to: Draft of a job description for the NCC Program Director. Site Review Team development. Educational Workshops.

I herewith respectfully submit the NIDCAP Nursery Certification Committee Report for the period from 20 April 2009 – 2 October 2009 to the Members of the Board of the NFI on this Day, Friday, the 2nd Day of October, in the Year 2009.

Signature:

A handwritten signature in cursive script that reads "Karen Smith". The signature is written in black ink on a light-colored background.

Date: 2 October 2009

Karen M. Smith, M.Ed., BSN

Chairman, NIDCAP Nursery Certification Committee



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NFI Membership Committee Report NFI Membership Meeting, Chicago, IL, October 6, 2009

Membership Committee: James M. Helm, PhD, Roger Sheldon, MD, MPH

The Membership Committee reports the following activities over the last year.

1. Membership categories redefined and expanded
 - Emeritus and Honorary Memberships were defined and approved by the Board in April and May 2009
2. Board of Directors approved new policy whereby all new trainees will be Student Members and once certified Professional Members (April 2009).
3. As of October 2009
 - 152 Members
 - 116 Professional
 - 27 Student
 - 4 Emeritus
 - 5 Family
4. New billing and follow-up system developed.
5. Board approved first Honorary Member – Katherine Peters.

Goals for 2009-2010

1. Modify membership application forms and the process to facilitate easier contact and streamlined entry into the NFI
2. Develop and update initial information packets for new members.
3. Develop listing on the web site under Member Services (password protected section of web site)
4. Continue recruitment.

Respectfully submitted, James M. Helm, Ph.D., Chair, NFI Membership Committee

NFI Membership October 2009

NFI Members	#	Professional	Student	Family
Grand Total	152	116 (+ 4 Emeritus)	27	5
Location	Number	Professional	Student	Family
United States	100	73 (+4 Emeritus)	19	4
Belgium	5	5		
Denmark	1	1		
France	6	5	1	
Italy	4	4		
Netherlands	4	4		
Norway	6	2	3	1
Portugal	1	1		
Republic of Ireland	2		2	
Spain	1	1		
Sweden	6	6		
United Kingdom	5	3	2	
Asia – China, Japan Taiwan, Thailand	4	4		
Australia	3	3		
Canada	1	1		
Middle East - Israel	2	2		
South America - Argentina	1	1		



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**Report of the Committee of Aesthetics and Design
NFI Membership Meeting
Chicago, Illinois, USA, October 6, 2009**

Chair: Deborah Buehler, PhD
Member: Sandra Kosta, BA

The newly formed Committee of Aesthetics and Design has completed the following projects:

- ① NFI Brochure
- ① NFI Stationary
- ① NFI Note Cards
- ① NIDCAP Short Film
- ① NIDCAP Training Center Poster

The ingredients of the NIDCAP Nursery Certification Program (NNCP) "Kit" have been formatted. Mr. Rob Catalano has prepared a preliminary layout. Upon our review and approval, these documents will be made available on CDs. The timing of the Kit's mass printing will await the NNCP Committee's decision. Over the coming months, the committee will continue to finalize these documents and work to complete the NNCP's brochure and introductory materials.

The Committee plans to be involved in the development of the formatting and packaging of the NFI Fundraising materials.

Respectfully submitted,

Deborah Buehler, PhD
Chair of the Committee of Aesthetics and Design



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Report of the Program Committee NFI Membership Meeting Chicago, Illinois, USA, October 6, 2009

Chair: g. Lawhon

Members: H. Als, D. Ballweg, D. Buehler; T. Casper, R. Hedlund; J. Helm, S. Kosta; L. Mouradian, J. Sizun, and D. Vittner

1. 20th Anniversary Trainers Meeting

- ③ Program components
 - ③ "Reflection: Our Vision for Individualized Developmental Care"
 - ③ The Power of an Individual's Vision
 - ③ Individualized Developmental Care: From the Past, Into the Future
 - ③ Reflection Woven into Vision
 - ③ Afternoon Greeting and Mutual Introductions
 - ③ Accomplishments and Overview of Training Efforts
 - ③ NIDCAP: Promoting Satisfaction in Family and Professional Caregivers
 - ③ Promoting Preterm Infant Development and Mother Infant Interaction through NIDCAP
 - ③ The Edmonton Randomized Controlled Trial of NIDCAP
 - ③ Salient Points of Constructive Criticism
 - ③ Understanding and Evaluating NIDCAP Research
 - ③ NIDCAP Nursery Certification
 - ③ Research/Abstract Presentations
 - Co-Regulation and Neurobehavioral Models
 - The Transition to Oral Feeding in Low-Risk Premature Infants: Relation to Infant Neurobehavioral Functioning and Mother-Infant Feeding Interaction
 - Partnering with Parents in Delivery of Family Centered Care: A Model for Appraising Child Pain
 - Mothers' Experience of Having a Preterm Infant in the Neonatal Care Unit: A Meta-Synthesis
 - An RCT of NIDCAP Directed Care: Lessons Learned
 - ③ Work Session: "Reflective Process Within NIDCAP Training"
 - ③ NFI Fundraising Committee
 - ③ NFI Family Committee
 - ③ Reflective Session
 - ③ Membership Meeting of the NIDCAP Federation International
 - ③ Summary and Evaluation
 - ③ Plans for Future Meetings for the Years 2010, 2011 and 2012
 - ③ Preview of the 21st Annual Trainers Meeting in 2010
 - ③ Acknowledgments and Elk Ceremony

③ There are clearly a number of changes in our usual meeting format due to the Saturday funders effort. This year we did not have enough interest in having a poster session, fewer than six abstracts for posters were submitted.

② Given the large number of participants this year with a growing number anticipated for future years we may need to rethink numerous aspects of our traditional meeting such as our seating arrangements, the mutual greeting and introduction and reflective sessions in addition to the overall purpose and goal of our annual meeting. Should we reconsider the basic premise away for NIDCAP Trainers meeting to an annual meeting of the NIDCAP Federation?

② We may need to reconsider the traditional manner in which various NIDCAP training centers host the meeting and think about a more efficient rotation of meetings to a few select sites

2. Preliminary agenda for 21st NIDCAP Trainers meeting in the Netherlands 2010

② Our 21st Annual NIDCAP Trainers Meeting or Our Annual NFI Meeting will be held in Maastricht in the Meuse Valley of the Netherlands on September 25 - 28, 2010.

② Sleep will be the theme with a Scientific Brain Presentation on aspects such as neurophysiology, maturation, interaction with environment, and the concern for adequate sleep for infants, parents, and staff.

② We will have a session on the IBAIP research that has been done in the Netherlands including a dissertation study.

② I would like to suggest a workshop on the provision of feedback within the NIDCAP training process.

② There has been discussion about having a time incorporated within this meeting for the NIDCAP Nursery Certification Program review team training.

3. Preliminary ideas for future meetings

Third World Countries and Needs/Opportunities for NIDCAP
Mental Health Issues Including Family Members and Healthcare Providers
End of Life and Palliative care issues

Respectfully submitted,

gretchen Lawhon RN, PhD

gretchen Lawhon, RN, PhD
Chair, Program Committee, NFI

Date: 29 September 2009



NIDCAP Federation International
changing the future for infants in intensive care

**Report of the Family Committee
NFI Membership Meeting
Chicago, Illinois, USA, October 6, 2009**

Chair: T. Price Johnson
Members: V. Youcha, g. Lawhon

The Family Committee Report consists of the plan for the Family Committee session at the Trainers Meeting on Monday, October 5, 2010.

For the Family Committee Meeting, we have gathered materials and links for videos from a number of NIDCAP sites around the world. We will be discussing the following items at our meeting.

1. What are Best Practices at your hospital around Family Support?
2. What is currently being done for Family Support in your unit?
3. Nominations for our Family Voices column for the Developmental Observer - NIDCAP Members who have family stories or articles by families of graduates from their unit
4. Nominations of family members who could serve on our NIDCAP Family Committee
5. Listserv for NIDCAP Families -
6. Highlight successful activities already happening in NIDCAP units like Clare's Cupboard, etc.



NIDCAP Federation International

changing the future for infants in intensive care

**Membership Meeting
Chicago, IL, USA
6 October 2009**

Report of the Quality Assurance Committee (QAC)

Chair: H. Als

Members: g. Lawhon; S. Kosta, G. McAnulty

1. Expansion of QAC Responsibilities

The QAC has assumed some of the responsibilities previously carried by the now dissolved Committee on Products and Resources, in particular the responsibility for the production of updated required Reading Lists for NIDCAP and APIB Training as well as for the update of the NFI library. To this end the QAC has established the Sub-Committee on Specific Training Resources, chaired by g. Lawhon, RN, PhD. The QAC furthermore has established a separate Sub-Committee on the Production and Web Posting of Training Materials in Different Languages, chaired by H. Als, given the scope of the task to be mastered. The Sub-Committee on the Production and Web Posting of Training Materials in Different Languages plans to solicit additional members to support the efforts required to fulfill its charge.

2. Quality Assurance of Training: New NFI Policies QAT-ITSM and QAT-CPPM

- **Quality Assurance Policy for Training governing Student Membership for NIDCAP and APIB Professionals-in-Training (QAT-ITSM)**

The NFI governs the conduct and quality of all NIDCAP and APIB training. Professionals certified by the NFI at any of the NFI authorized and certified levels of NIDCAP and APIB training are held to uphold the principles and guidelines of the NFI. Therefore NIDCAP and/or APIB Professionals-in-Training, once in an agreed upon training relationship with an NFI-certified NIDCAP and/or APIB Trainer (or Trainer-in-Training under the guidance of a NIDCAP and/or APIB Master Trainer) shall hold the status of NFI Student Member. It is the respective Trainer's responsibility to inform the NIDCAP or APIB Professional-in-Training and assist the Professional-in-Training and the Site in the activation of the Professional-in-Training's NFI Student Membership. The Trainer furthermore has the responsibility to inform the NFI Executive Director and the Chair of the NFI Membership Committee of the new Student Member's pertinent information, in order to facilitate timely activation of the new Student Membership. The Student Membership entitles the respective Professionals-in-Training to all the benefits that apply to Student Membership, including access to the NFI website's Member Page, which means access to all training documents and NFI Policies; membership in the NFI-sponsored NIDCAP List serve; and an NFI membership pin. Student members will be invoiced the regular annual student membership fee by the NFI Executive Director.

Should Student Members terminate their NIDCAP or APIB training, they no longer qualify to continue as NFI student members and at that point forfeit their membership benefits. Should they continue to stay active in the NFI, yet no longer pursue training, they may qualify for application to NFI membership, depending on the circumstances. This is a separate process and may be pursued once student membership has been terminated.

In cases of financial hardship, application may be made to the NFI Committee on Quality Assurance for reduction in or adjusted payment schedules for student membership fees.

This new Policy QAT-ITSM goes into effect on October 1, 2009 and applies to all current and future NIDCAP and APIB Professionals-in-Training.

- **Quality Assurance Policy for Training governing NFI Professional Membership for all NFI certified NIDCAP and APIB Professionals (QAT-CPPM)**

The NFI is the certifying agency for all NIDCAP and APIB Professionals. All those professionals, who achieve NIDCAP and/or APIB certification at any level, by definition, are held to the standards, guidelines and policies that govern the NFI. With the achievement of certification all NFI-certified Professionals become Professional Members of the NFI. As such they enjoy the full membership benefits of the NFI, which include the right to participate in and stand for election as NFI Board Members when vacancies occur; full access to the NFI website membership page; membership in the NFI Listserve; and the receipt of an NFI pin. All NFI certified Professionals therewith have the opportunity to stay fully informed regarding NFI developments and NIDCAP and APIB Training and Practice developments. Certified Professionals shall be invoiced the regular membership fee by the NFI Executive Director on receipt of their respective certification. It is their Trainer's responsibility to communicate successful certification to the NFI Executive Director and the Chair of the NFI Membership Committee, in order to facilitate Professional Membership initiation.

In cases of financial hardship, application may be made to the NFI Committee on Quality Assurance for reduction in or adjusted payment schedules for membership fees.

This Policy goes into effect on October 1, 2009 and applies to all current and future NIDCAP and APIB Professionals.

3. Update on Training Materials and Associated Topics

- **Training Binders Production Update**

NIDCAP Training, APIB Training and NIDCAP Training Center Binders are now available from OfficeMax in Idaho. Please contact Hisashi Tatsumi. He has all the documents electronically and will assemble and ship the binders.

Mr. Hisashi Tatsumi
Strategic Account Manager
OfficeMax ImPress - Idaho
Cell: 208-571-7233
Fax: 208-375-2074
E-mail: HisashiTatsumi@officemax.com

The costs are as follows:

NIDCAP Training Binder US \$25.91;
APIB Training Binder US \$26.11;
NIDCAP Training Center Development US \$21.04.

Training Center representatives may order electronically by email from **Mr. Hisashi Tatsumi, OfficeMax ImPress** directly. **OfficeMax ImPress will bill the NFI (Mr. Wahl, Executive Director). The NFI will subsequently bill the Center that ordered the Binder(s).** OfficeMax will also ship the Binders to wherever the Center wishes them shipped. The ordering Center is responsible to the NIFI for reimbursement of the shipping costs.

The remaining discussion point is the production of the Binders in European paper size and Binder style format. In regards to language, at this point only English language binders are in production. Spanish language Binders are expected to go on line soon.

- **Growth Charts**

The WHO has approved newly updated growth charts for preterm-born infants and for children from 0 – 6 months as well as from 0 – 4 years. They are based on the work of the WHO Multicentre Growth Reference Study Group, a working group convened to develop among other Growth Standards, up-to-date **WHO Child Growth Standards** for preterm born and fullterm infants and young children.

The growth charts that the NFI has used so far in all training are no longer considered valid by the WHO Multicentre Growth Reference Study Group. The NFI will therefore move to the use of the newly produced WHO Child Growth Standards and charts. The QAC is currently exploring ways to obtain high quality production of the WHO Child Growth Standards and charts and will keep the membership informed.

The source for download of the growth charts for inspection is presented in **Appendix 1**.

Additional References to the WHO Child Growth Standards and research connected with their development and use are:

- Food and Nutrition Bulletin, vol. 25, no. 1 (supplement 1) © 2004, The United Nations University.
 - WHO Multicentre Growth Reference Study, Assessment of differences in linear growth among populations in the WHO Multicentre Growth Reference Study. *Acta Paediatrica*, 2006; Suppl 450:56-65
 - C Wright, R Lakshman, P Emmett and K K Ong, Implications of adopting the WHO 2006 Child Growth Standard in the UK: two prospective cohort studies. *Arch. Dis. Child.* 2008;93;566-569; originally published online 1 Oct 2007
 - C M Wright, I W Booth, J M H Buckler, N Cameron, T J Cole, M J R Healy, J A Hulse, M A Preece, J J Reilly and A F Williams, Growth reference charts for use in the United Kingdom. *Arch. Dis. Child.* 2002;86;11-14
- **Apparel with NIDCAP logo**

The Board approved the setting up of an account with Land's End, which now has available NIDCAP logo embroidered and embossed products for order by individuals. To place an order with Land's End, access the NIDCAP e-store on your web browser by use of the following URL: ces.landsend.com/nidcap

Ms. Karen Smith was instrumental in bringing about this opportunity. **Happy NIDCAP-Shopping!**

- **NFI NIDCAP Pins**

The QAC has determined that a nursery that achieves NIDCAP Nursery Certification may obtain NIDCAP Pins for all of their staff members in acknowledgement of the staff's efforts in providing exceptional care in keeping with the NFI's standards. The Pins may be ordered from the Executive Director of the NFI, David Wahl.

- **Update of NFI Membership Application Forms and Process**

The QAC on the basis of feedback from newly approved Student Members and Professional Members encourages the Membership Committee to review the Membership Application and Nomination Forms and Process in order to facilitate new Student and Professional Members' obtainment of their NIDCAP Pins and the Password to the NFI membership page. One suggestion might be to modify the Application and Nomination forms by addition of a category for the color of the Pin (gold or silver) desired, should the Application/Nomination be approved by the Membership Committee. This will facilitate more timely shipping of the Pin. The Password might be sent by email although this may violate security precautions the Communications and the Membership Committee may be concerned about.

- **Responsibility for the Use of Updated Training Documents:** All NIDCAP Trainers and Trainers-in-Training have the responsibility, to discard the original documents, substitute them with the updated documents, and furnish their current active trainees with the updated documents, e.g. the recently revised NIDCAP Training Binder document *Profile of the Nursery Environment and Care Components* (Template Manual) and its corresponding Score Sheets. All NIDCAP Training Center Directors, Trainers and Trainers-in-Training receive electronic reminders to the effect of revision of a document from the NFI Assistant Secretary Ms. Sandra Kosta. Any questions should be directed to Ms. Kosta. It is good practice before embarking on a Training Session to review the dates on the documents to be used and compare them to the dates of the documents as provided on the NIDCAP Website, Membership page, Training Binder Documents.

- **Standardized Training Materials for NIDCAP and APIB Use:** Only the approved version of the NIDCAP Naturalistic Observation Sheet may be used. It must be downloaded from the web and printed on a high quality printer. Use of Xerox copies is not permitted. Doing so presents an NFI copyright infringement. The APIB score sheets must be ordered from **The Allied Group** (detail available on the web). APIB score sheets may not be xeroxed, nor may they be downloaded from the score sheets presented as part of the APIB Manual. Both such practices present copyright infringements. Trainers must lead by professional example and must enforce adherence to the NFI copyright laws. Versions in languages other than English await further work.

- **Standardized APIB Administration Materials:** All APIB Professionals-in-Training, Trainers and Master Trainers must use the standardized APB administration materials. It is the Trainer's responsibility to assure the Professionals-in-Training are in possession of the materials.

The websites, item numbers and descriptions for ordering of the standard materials are as follows:

- Rattle:** www.containerstore.com **Price: \$0.79**
Red Amac Box, 1-5/8" square. x 2-7/8" height
(4.3cm sq. x 7.3 cm)
Item #10022860
 Fill box with dry corn kernels to a height of 0.5" (1.25 cm).
 Secure lid to box with clear plastic tape along
 entire circumference of lid
- Bell:** www.amazon.com **Price: \$11.04**
Duro-Med Long Handle Call Bell, Silver
Item #640-5401-0000
- Ball:** www.amazon.com **Price: \$4.50**
Kong Solid Ball Medium KB2, 2.5" (6.35cm)
Item # B0002JDD44
- Flashlight:** www.amazon.com **Price: \$3.49**
Garrity Disposable Life Lite Flashlight
Item #LL10G

Happy Apple:

The search for a reliable source of the standardized Fisher-Price 'Happy Apple' continues, as does the identification of readily available attractive and suitable standard pouches for the APIB testing materials.

- **Revised and Updated Training Guidelines: Program Guide 2009 - APIB Training and Becoming an APIB Trainer**

Appendix 2 shows the modifications in APIB Training and the training of APIB Trainers that articulate in further details aspects of training requirements expected to make APIB training and APIB Trainer training more successful. The modifications made have been in common practice by some trainers and are now expected to be followed by all APIB Trainers and APIB Master Trainer. They mainly refer to number of days allotted to the specific training components and the consultation and planning associated with training; they furthermore refer to the expected location of training.

- **APIB Manual Revision and Publication; APIB Training Materials:** Revision of the APIB Manual continues to be of urgent importance. Similarly, audio-visual training materials must be created for APIB training and use. Funding channels for both these undertakings should be identified with some priority.

2. Training Updates

- **Training Center Developments**
 - **Changes in Trainer and Training Center Commitments**
 - ❖ **Monique Flierman**, PT, NIDCAP Trainer-in-Training at the Sophia NIDCAP Training Center in Rotterdam moved into inactive status, due to events in her personal life. She continues in her professional membership status in the NFI. (Documentation on File with the NFI).
 - ❖ **Pia Lundqvist**, RN PhDcand. (Lund, Sweden) has suspended her NIDCAP Trainer-in-Training status; Agneta Kleberg, RN PhD had served as her NIDCAP Master Trainer. Clarification as to her Professional NFI Membership Status will be forthcoming. (Documentation on File with the NFI).
 - ❖ **Deana DeMare**, PT NIDCAP Trainer, Mid-Atlantic NIDCAP Center, Children's Regional Hospital at Cooper University Hospital, Camden, NJ, has moved to inactive status due to personal circumstances. She continues in her professional membership status in the NFI.
 - **The Scandinavian NIDCAP Training Center** has undergone reorganization as follows: **The Center consisted of two Training Center Sites**, The Lund University Hospital and Karolinska University Hospital Sites. The Lund University Hospital Training Center Site has suspended training and resigned its Training Center Status due to institutional leadership and support changes. The Karolinska Training Center Site in Stockholm has established itself as the independent Karolinska NIDCAP Training Center, Astrid Lindgren Children's Hospital at Karolinska University Hospital, Stockholm, Sweden. Agneta Kleberg, RN PhD, NIDCAP Master Trainer is now officially affiliated with the newly independent Karolinska NIDCAP Training Center, Astrid Lindgren Children's Hospital at Karolinska University Hospital, Stockholm, Sweden.
 - **Newly Certified NIDCAP Trainer: Ms. Ann-Sofi Gustafsson, RN** Karolinska NIDCAP Training Center, Astrid Lindgren Children's Hospital at Karolinska University Hospital, recently was certified as NIDCAP Trainer; Agneta Kleberg, RN PhD served as her NIDCAP Master Trainer, Heidelise Als, PhD, Senior APIB Master Trainer as her APIB Trainer.
 - **Granting of NIDCAP Master Trainer Grandfather Clause for Dispensation from APIB Trainer Status:** Agneta Kleberg, RN PhD, NIDCAP Master-Trainer upon application was granted dispensation from the requirement to be certified as APIB Trainer on the basis of her achievement of NIDCAP Master Trainer Status before the NFI requirement for APIB Trainer Certification for NIDCAP Master Trainers came into effect. Agneta Kleberg works in partnership with Deborah Buehler, PHD, APIB Master Trainer-in-Training for the APIB Training of NIDCAP Trainers-in-Training Natascia Bertocelli, PT, Modena Italy NIDCAP Training Center in Development, and Sylvie Minguy, RN, Brest NIDCAP Training Center, Brest France. She works in partnership with H. Als, PhD, Senior APIB Master Trainer for the APIB Training of NIDCAP Trainer-in-Training Gillian Kennedy, UK NIDCAP Training Centre at St. Mary's, St. Mary's Hospital, Imperial College Healthcare NHS Trust, London, UK. (Documentation on File with the NFI)
 - **Newly approved NIDCAP Trainer-in-Training at an established NIDCAP Training Center:** The NFI approved the development of a new trainer, namely **Ms. Lindsay Lightbody**, MA at the West Coast NIDCAP and APIB Training Center, at University of California San Francisco School of Medicine, Division of Neonatology, CA with Dr. Kathleen Vandenberg as NIDCAP Master Trainer and Dr. Deborah Buehler as APIB Trainer. (Documentation on File with the NFI)

- **Newly approved APIB Trainers-in-Training at certified NIDCAP Training Centers:** The NFI approved the development of three new APIB Trainers-in-Training, namely **Dr. Graciela Basso**, Senior NIDCAP Trainer and Training Center Director at the Centro Latino-Americano NIDCAP, Hospital Fernandez, Fundación Dr. Miguel Margulies, Fundación Alumbrar, Buenos Aires, Argentina, and **Ms. Dorothy Vittner**, RN, MSN, Senior NIDCAP Trainer and Training Center Co-Director at the Connecticut Children’s NIDCAP Training Center, Connecticut Children’s Hospital, Hartford, CT with Dr. Heidelise Als as Senior APIB Master Trainer, and **Dr. Samantha Butler**, NIDCAP and APIB Professional at the National NIDCAP Training Center, Children’s Hospital Boston and Brigham and Women’s Hospital, Boston MA with Dr. Heidelise Als as Senior APIB Master Trainer (Documentation on File with the NFI).
- **Continued Activities and Efforts related to APIB Training:**
 - APIB Workday Training was accomplished by Ms. Karen Smith, (St. Luke’s Regional Medical Center, Boise, ID USA), APIB Trainer-in-Training (Senior APIB Master Trainer, H. Als). The APIB trainee was Ms. Unni Tomren at Ålesund Hospital, Ålesund, Norway.
- **Continued Activities and Efforts related to NIDCAP Training Center and Prospective NIDCAP Training Center Development:**
 - **Ålesund Hospital, Ålesund, Norway**, continues to develop its NIDCAP Training Center. Two trainees of NIDCAP Trainer-in-Training Liv Ellen Helseth, RN have moved to their Advanced Practicum phase; two new trainees have been introduced by NIDCAP Trainer-in-Training Unni Tomren RN. Ms. Karen Smith, (St. Luke’s NIDAP Training Center, St. Luke’s Regional Medical Center, Boise, ID USA) serves as the NIDAP Master Trainer in Training with H. Als, PhD as the Senior NIDCAP Master Trainer.
 - Continued NIDCAP Trainer and Training Center Development progress in **Phoenix Arizona, Modena Italy, and London UK** will be reported in the course of the Training Updates in the context of the NIDCAP Trainers Meeting.
 - The listing of all **current NIDCAP Trainers-in-Training, NIDCAP Training Centers-in- Development, NIDCAP Master Trainers-in-Training, APIB Trainers- and APIB Master Trainers-in-Training** is provided in **Attachment 3**.
 - Heidelberg/Germany: The Heidelberg NIDCAP group under the leadership of Professor Johannes Poeschl, MD consists of a neonatologist Christina Huppertz, MD, a specialized Children’s Nurse, Sophia Frey, RN and a Senior Nurse Administrator in a leadership position, Ms. Doris Verveur, RN BSN. Two of the Trainees are at the initiation of their Advanced Practica. Progress has been delayed. The Heidelberg group so far continues to aim to develop the first German NIDCAP Training Center. H. Als, PhD serves as NIDCAP Trainer
 - Tübingen/Germany: The Tübingen group has reconstituted under the leadership of Professor Christian Poets, MD. Renewed training is planned in Tübingen for March 2010. The Tuebingen group ultimately aims to develop a NIDCAP Training Center. H. Als, PhD serves as NIDCAP Trainer.
 - Tokyo and Osaka/Japan: With the leadership of Shohei Oghi, PT PhD, two hospitals in Tokyo Metropolitan BOKUTOH Hospital and TAKATSUKI General Hospital with two leadership nurses each, (Kanakano Utsumi, Chief Midwife and Yoko Otake, Chief Nurse at Metropolitan Bokutoh Hospital, and Yumi Sugawa,

Chief Nurse and Noriko Moriguchi, Nurse and Public Health Nurse at Takatsuki General Hospital, Osaka) will embark on NIDCAP Introductory Training in February 2010. H. Als, PhD serves as NIDCAP Trainer.

- o Kfar Saba, Israel Meir Medical Center, with Dalia Silberstein, RN PhD, NIDCAP Professional and her colleagues, continues NIDCAP Training for several staff members including the Chief Neonatologist, Ita Litmanovitz, MD. The Kfar Saba group ultimately aims to develop an NFI-certified NIDCAP Nursery. gretchen Lawhon, RN PhD serves as NIDCAP Trainer.

QAC SUB-COMMITTEES

1. Sub-Committee on the Production and Web Posting of Training Materials in Different Languages H. Als

Resources for the development and finalization of standardized recording and score sheets in languages other than English, for the production, verification and web posting of NIDCAP and APIB training materials contained in the Training Binders, as well as of key documents i.e. the QATs in **Spanish, French, Dutch, Swedish, German, Italian and Norwegian** as well as several other languages are key requirements for an international organization. The Chair of the NFI QAC Sub-Committee for Production and Web Posting of Training Materials in Different Languages urges the Training Center Directors in the different language groups to assure translation of all pertinent training documents and of the NFI NIDCAP website. The goal is to have the full website content available and accessible in the different languages represented in the wider NIDCAP community. The Spanish training documents including the APIB documents are nearing completion, thanks to Dr. Graciela Basso's (Director of the Centro Latino Americano NIDCAP in Buenos Aires, Argentina) unflinching determination and valiant efforts are expected to be posted in the near future.

2. Sub-Committee on Specific Training Resources (Lawhon)

(See separate report)

3. Sub-Committee on the Protection of NFI Intellectual Property G. McAnulty

(See separate report)

4. Sub-Committee on the Standardization of Certificates S. Kosta

(See separate report)

The Chair of the Quality Assurance Committee (QAC) herewith respectfully submits the QAC-Report to the Members of the Board of the NFI for their review and acceptance on this Day, Friday, the 2nd day of October in the Year 2009.

Signature: 

Heidelise Als, Ph.D.

Chair, Quality Assurance Committee, NFI

Date: 2 October 2009

Attachments (Five Handouts)

Attachment 1. UK WHO Growth Chart Source Data

Attachment 2. Program Guide, September 2009 - Revised Sections on APIB Training and Becoming an APIB Trainer

Attachment 3. Listing of Current NIDCAP Trainers-in-Training, NIDCAP Training Centers-in-Development, NIDCAP Master Trainers-in-Training, APIB Trainers- and APIB Master Trainers-in-Training Trainers

Attachment 1. UK WHO Growth Chart Source Data

UK WHO Growth Chart Source Data

Charlotte M Wright

Professor of Community Child Health /Honorary Consultant Paediatrician

Academic Lead RCPCH growth charts working group

The UK-WHO 0 to 4 year old charts will be officially launched on May 11th 2009. Any child born after that date should be plotted on a UK-WHO Growth chart. Children born before May 11th 2009 are already plotted on UK 90 charts and subsequent measurements will continue to be plotted using those charts. There will be no switch over of existing children to the new UK-WHO Charts. After age 4 we will revert to using UK 1990 charts.

The source data for these charts are included in 3 spread sheets. Together they define the UK-WHO growth charts, containing LMS values by age. If the data are needed in centile or SDS lookup format they can be accessed via the LMSgrowth excel add in (see below). We have also included data not yet incorporated into a paper chart - for example BMI and head circumference beyond 2 years.

These data and the LMSgrowth software can be freely used without charge as long as their source is acknowledged in any publications or products using them. Users may not claim any IP rights over them, derive financial gain from supplying the data to others, seek to restrict use of the data by others or use them for the purposes of advertising or promoting other products. Notwithstanding this limited grant of rights, the original copyright notices must continue to be reproduced in any copies of these materials.

There are three data files:

UK90bwterm.xls

Average values at birth for weight, length and head circ for all term births (gestations 37+0 to 42+6 weeks) computed from UK 1990 reference data base^{1,2}.

Acknowledgement statements using these data should specify the data source as:

“UK 1990 reference data, reanalysed 2009”

UK90bw.xls

Weight, and head circ at birth, by gestation from 23 to 43 weeks and length at birth from 26 to 43 weeks, computed from UK 1990 reference data base and shown by week^{1,2}.

Acknowledgement statements using these data should specify the data source as:

“UK 1990 reference data, reanalysed 2009”

UK_WHO.xls

This is the WHO standard for weight, BMI and head circ from 2 weeks to 4 years, for length 2 weeks to 2 years and height 2-4 years. It is shown by week to 13 weeks and then by calendar month. It is exactly the same data as the LMS data included in the Z score tables accessed from the WHO website (<http://www.who.int/childgrowth/standards>) except there is no birthweight.

Note the name contains underscore not hyphen - changing it to hyphen causes it to fail.

Acknowledgement statements using these data should specify the data source as:

“WHO Child Growth Standards”^{3,4}

These files should be used as follows:

Term infants = infants born at or beyond 37 completed weeks gestation

UK90bwterm.xls should be used for birth measurements only, for all term infants, with no adjustment for gestation.

UK_WHO.xls should be used for all term births from age 2 weeks with no adjustment for gestation.

Centiles should not be computed between birth and 2 weeks

Preterm infants = infants born before 37 weeks completed weeks gestation

UK90bw.xls should be used for all preterm infants for birth and subsequent measurements, until they reach 42 completed weeks gestation (EDD plus 2 weeks) using gestationally corrected age.

UK_WHO.xls should be used for all preterm births from EDD plus 2 weeks, using gestationally corrected age.

Gestationally corrected age = actual age – (40 - gestation at birth)

Note this age will be negative until EDD is reached

Use of LMSgrowth Software

This software can be used to translate the above files into look up files per centile or SD score as required.

Files required for this are downloadable from:

<http://www.healthforallchildren.co.uk/pro.epl?DO=USERPAGE&PAGE=lmsdownload>

Instructions on Installation of Excel Add-in lmsGrowth

1. Copy the data files above to the Excel startup folder
 - a. c:\Program Files\Microsoft Office\Office\XLStart for Windows 2000/XP or earlier versions of office
 - b. c:\Program Files\Microsoft Office\Office 10\XLStart for office XP or HD:Applications:Microsoft Office X:Office:Startup:Excel for Mac OS X
2. Alternatively you can copy them to the additional startup folder. For details how to specify an additional startup folder see Help on 'startup folder' in Excel.
3. Copy growth.xla, growth.hlp and growth.cnt to another directory, e.g. c:\growth in Windows.
4. Start Excel, click File|New, click Tools|Add-ins|Browse to locate growth.xla and click OK to confirm.

The Growth Add-in program is then installed. You will see the lmsGrowth menu appear on the menu bar. Acknowledgement statements for this add in should read “LMS growth programme version 2.63, authors Huiqi Pan and Tim Cole, copyright MRC 2002-8”

References:

1. Cole TJ, Freeman JV, Preece MA. British 1990 growth reference centiles for weight, height, body mass index and head circumference fitted by maximum penalized likelihood. *Stat Med* 1998;17:407-29.

2. Cole TJ, Freeman JV, Preece MA. 1998. British 1990 growth reference centiles for weight, height, body mass index and head circumference fitted by maximum penalized likelihood. *Stat Med* 17(4):407-29
3. WHO Multicentre Growth Reference Study Group. WHO Child Growth Standards: Length/Height-for-age, Weight-for-age, Weight-for-length, Weight-for-height and Body Mass Index-for age. Methods and Development. 2006. ISBN 92 4 154693 X.
4. WHO Multicentre Growth Reference Study Group. WHO Child Growth Standards: Head circumference-for-age, arm circumference-for-age, triceps skinfold-for-age and subscapular skinfold-for age. Methods and Development. 2007. ISBN 978 92 4 154718 5.

Attachment 2. Program Guide, September 2009 - Revised Sections on APIB Training and Becoming an APIB Trainer

▪ **APIB — Behavioral Assessment Training**

The APIB is a comprehensive, systematic assessment of the preterm and fullterm newborn, and provides a valuable resource in support of developmental care provision by professionals and families. It is a neurodevelopmental diagnostic instrument for clinicians and developmental consultants in the nursery setting, such as psychologists, neonatologists, neurologists, psychiatrists, developmental pediatricians, and advance practice nurse clinicians. APIB training is a requirement for all those providing formal NIDCAP training. It is highly recommended for all developmental specialists and developmental nurse educators in charge of the facilitation of developmental care. It is furthermore necessary for those who wish to use the APIB as research instrument.

1. Preparation

The examination of preterm and otherwise at-risk newborns requires much skill and preparatory training. The following steps provide suggestions for the necessary background preparation for those who wish to achieve reliability in the APIB. The Trainee first establishes a good liaison and working relationship with the medical and nursing staff of the NICU or Special Care Nursery. Since it is important to also examine fullterm infants on a regular basis, a good working relationship with the fullterm newborn nurseries needs to be established as well. The following steps are recommended:

- a. Participation in daily rounds in the NICU with the medical and nursing staff, in order to gain familiarity with the medical care concerns, terminology, and decision making in this setting. Extensive reading of pertinent literature complements this experience. At least three months of such experience are helpful.
- b. Observation of normal and high-risk deliveries in order to appreciate the newborn period from the parent's and infant's perspective as well as from the perspective of the medical and nursing staffs. Familiarity with obstetric anesthesia procedures and pediatric procedures in the delivery room is indicated. Extensive reading accompanies this experience.
- c. Achievement of competence in the handling of preterm, at-risk, and healthy newborn infants and in the observation of their responses to manipulation. Under the supervision of a primary nurse, the Trainee participates in caregiving activities, such as holding, diapering, etc., in order to achieve confidence in the handling of infants and in observing infant responses while interacting with the infant.
- d. Observation of several infants in the course of complete 24-hour nursery days. This includes observation of state behavior, movement patterns, autonomic reactions, etc., focusing on the changes in these patterns in the course of various care routines and medical procedures. The prospective examiner observes each infant throughout at least one 24-hour cycle, which can be pieced together in 4-hourly blocks. It is important to be aware of the differences in infant behavior and nursery atmosphere during the often more quiet, past-midnight hours and during the typically more active hours of medical rounds or shift changes. Each nursery has its own rhythm and pattern, of which the Trainee-examiner needs to be aware. The observation of several

- infants provides awareness of the difference in infants' reactions and strategies in experiencing the nursery.
- e. NIDCAP Level I training is recommended at this juncture (see above for details).
 - f. Experience with the administration of the maneuvers of the APIB is the next step. Expertise in the administration of reflex assessment, the response decrement, and interaction sequences needs to be acquired. Training in the Brazelton Neonatal Behavioral Assessment Scale (Brazelton, 1984) and the Prechtl Neurological Examination of the Newborn (Prechtl, 1977) are highly recommended. Supervision and input from a neurologist and neonatologist are also recommended. Practice of the sequence of maneuvers with healthy fullterm newborns is usually the first step until the flow of the examination is fully mastered.
 - g. The next step is the assessment of a NICU infant who is judged to be stable and is near discharge. By then, the examiner has studied the manual and training guide carefully and is completely familiar with the sequencing of packages so as to provide the infant with a skilled examination. It is necessary to identify, with the nursing staff, an infant appropriate for examination and an appropriate examination time. The training purpose of performing the examination is discussed with the primary nurse. The nurse or an experienced professional should be present during the initial examinations until the examiner feels confident in judging the infant's color changes, respiratory patterns, etc., while handling the infant. This is also important in terms of suggestions such as warming up the examination room in advance, etc. Furthermore, it facilitates the examiner's role definition as assessor of behavior and defines the examiner's limits in respect to nursing and medical practice as appropriate. Five or six stable infants are examined this way. One of them at least is a healthy fullterm infant. After each examination, the examiner scores the examination, even if the examiner has only administered one package or a few items. The scoring process fosters astuteness in observation and in turn systematizes the administration of the examination.

2. Introduction Days

The next training step is formal Introduction to the APIB, which is accomplished in a **two day session**. **APIB Introduction occurs at the Trainee's site so that the Trainer may consult to the Trainee regarding site expectations, set-up for examinations and other site-specific parameters, and interact with the Site's leadership in terms of support required for the Trainee and the Site's expectations regarding APIB use once reliability and certification are established.** The **introduction** days usually last from about 9:00 A.M. to 6:00 P.M. **Starting times of the days depend on the feeding schedules of the infants to be examined.** On each of the **two** days the Trainer examines an infant while the Trainee observes. Complete scoring of the APIB is discussed, with opportunity for questions of scoring and administration issues that have arisen in the course of the Trainee's preparation. Maximally **two** Trainees **may** participate in the APIB introduction sessions.

3. Independent Self-Preparation and Practice; **Work Session(s) with the Trainer**

After the **introduction** days, the Trainees return to their own respective settings, examine at least 25 infants, and score each of the examinations. Five of these infants **must** be healthy fullterms. This preparation is typically a sufficient base for a **two or three day Work**

Session with the Trainer. In the course of the APIB Work Session under the Trainer's supervision and guidance the Trainee examines an infant at least on one of the two work days. As indicated for best progress the Trainer may examine one of the infants in solidifying administration aspects for the Trainee. Should two Trainees participate in the Workday Session each of the Trainees typically assesses one of the infants. At times a three-day session is productive especially when a considerable amount of time such as a full year or more has elapsed between APIB Introduction and Work Days. In such cases the Trainer performs the first examination with explanations and the Trainer and Trainees discuss the scoring of the examination. On the second and third workday Trainer and Trainee(s) score the examinations independently or together, depending on the Trainee(s)' confidence and level of preparation. They then discuss administration and scoring questions as they arise. Workdays typically are 8 – 9 hour days. The Trainees then return to the home nursery and now fine-tune scoring and/or administration further by examination of usually an additional 20 to 25 infants. The preparation necessary depends on the Trainee's background, experience and opportunity and time allocated to regularly scheduled APIB practice.

Set-up time for an examination with obtaining of staff and parent permission and offering of explanation as to the nature of the session, as well as room set-up, typically takes between 2 – 2.5 hours. An examination with a preterm infant typically lasts between 1 and 1 1/4 hours. Early on a novice Trainee requires between 3 and 4 hours for scoring. Feedback to the staff and the parents requires another 0.5 – 1 Hour. That means, the novice Trainee must set aside a minimum of 25 8-hour time blocks of undisturbed time in order to accomplish the preparatory training. The APIB Systems Sheet is the most demanding to score, since it requires the simultaneous attention to five or six subsystems of functioning at any one time in the examination. Once this is mastered, Score Sheets 2 and 3 are usually easier. The examiner may wish to concentrate initially on the Systems Sheet and leave Score Sheets 2 and 3 for last. Then, in a second phase, the examiner may wish to start with Score Sheets 2 and 3 and leave the Systems Sheet until last. In a third phase, the examiner may go back to scoring the Systems Sheet first until both segments are equally familiar to the Trainee. During the self-training and preparation process it is recommended to examine and score only one infant per day. For the skilled examiner, scoring should take approximately 60 minutes, maximally 90 minutes.

A number of Trainees will require more than one APIB Work Session. The Trainer determines when an additional APIB Work Session is indicated before Reliability is likely successful.

4. Reliability Session

When the Trainee has accomplished full preparation, the two-day Reliability Session is set up. This usually requires the administration of at least one examination (Day 1) and the scoring of at least two examinations (Day 1 and Day 2) for a Trainee. The Trainee examines the infant, Trainee and Trainer score the examination independently, and then the Trainer discusses the administrative process and the scoring with the Trainee. For two Trainees a two-day reliability session is best set up as follows: Trainee A examines an infant on Day 1, Trainee B and Trainer observe. All three score. The Trainer gives feedback regarding Trainee A's administration of the examination, and discusses the scoring of both Trainees. Trainee A takes the lead in discussion and explanation of scores assigned. On Day 2, Trainee B examines an infant, Trainee A observes; both Trainees and the Trainer score. The Trainer gives feedback regarding

Trainee B's administration and discusses the scoring of both Trainees, with Trainee B taking the lead in discussion and explanation of scores given. This gives each Trainee one chance for administration and two chances for scoring, maximizing Trainee and Trainer time. At some instances a three-day Reliability Session is set up, especially when the time lag between Work Days and Reliability Session is a year or longer. In the three-day Reliability Session the Trainer performs the infant examination on the first day and scoring maybe performed in joint discussion. For reliability, the successful independent administration of one and scoring of at least two examinations is necessary for each Trainee. When reliability is achieved, the APIB Professional Certificate is issued to the Trainee.

Training in clinical report writing on the basis of the APIB is not part of the formal training process provided in this framework and is negotiated on an individual basis. It requires an extensive internship with supervision by the Trainer and depends on the background of the examiner, as well as the purpose and focus of the assessment.

APIB training is set up on an individual basis. APIB Introduction, Work and Reliability Sessions must be conducted at the Trainee's Site. This maximizes consultation and support to the Trainee and the Site.

Each APIB training component, Introduction Session, Work Session(s), and Reliability Sessions must be followed by one-day schedule of Feedback, Reflective Processing, Planning, and Consultation Sessions, which must address all trainees and the site leadership. This day is planned in collaboration with the Trainees and the Site's Leadership.

In order to maintain reliability, it is advisable to send several sample examination score sheets to the Trainer at decided upon intervals. There are certain built-in checks in the score patterns, which may be used to monitor the ongoing accuracy of scoring. A videotape of an examination with accompanying score sheet may also be helpful. This permits a check on continuing administration and scoring accuracy. This type of long-distance check is set up individually with the Trainer. It requires much Trainer time. Direct recheck of reliability is necessary on a frequency schedule determined by the Trainer, typically on an annual or biannual basis. It is critical to assess fullterm healthy newborns on a **continued basis** in conjunction with preterm or otherwise at-risk infants, be it for clinical work or in the framework of research. Otherwise, one's internal standards for the infant's modulation and differentiation of performance easily drift. Reliability requires confidence and expertise in examining and scoring infants of all gestational ages and a wide range of clinical conditions. All NIDCAP Trainers must have achieved **APIB Professional certification** and must feel confident and have gained expertise in the clinical and as indicated research use of the APIB.

▪ **Becoming an APIB Trainer**

As a NIDCAP Trainer prepares to become a NIDCAP Master Trainer, a basic requirement is that the NIDCAP Trainer first or simultaneously becomes an APIB Trainer. For the initial generation of NIDCAP Master Trainers the NFI adopted the clause that APIB Trainer certification may be acquired after all other Master Trainer requirements have been accomplished, and or an otherwise qualifying NIDCAP Master Trainer may seek the partnership with an established APIB Trainer who makes the commitment to fulfill the

NIDCAP Master Trainer's APIB Training requirements in a timely and responsible fashion.

Preparation:

(1) APIB Re-Reliability Certification (2.5 – 3.5 days):

A prospective APIB Trainer first reestablishes APIB reliability in a 2.5-3.5 day APIB session with the APIB Master Trainer (H. Als, PhD, National APIB Training Center, Boston MA USA).

(2) Observation of APIB Trainer in Conducting Training Process (Three 3.5-Day Sessions)

Once APIB reliability is re-certified, the APIB Trainer-in-Training observes the APIB Master Trainer's introductory APIB Training Sessions, APIB Work Days, and APIB Reliability Sessions as spelled out above under APIB Training, and debriefs with the APIB Master Trainer after each of these 3 day sessions. A three hour time block is typically sufficient per 3-day session for debriefing.

(3) APIB Training of Two New APIB Trainees

The APIB Trainer-in-Training introduces two new APIB Trainees to the APIB (3-day session). This is followed by a 3 – 4 hour review and guidance session with the APIB Master Trainer who observed the APIB Trainer-in-Training's APIB Introductory Days. Subsequently the APIB Trainer-in-Training schedules the two APIB Trainees for their Workdays (3-day session). This is again followed by a 3 – 4 hour review and guidance session with the observing APIB Master Trainer. Once the APB Trainer-in-Training schedules the two AIB Trainees for their Reliability days (3-day session), the APIB Master Trainer attends and observes and subsequently debriefs and gives feedback and guidance to the APIB Trainer-in-Training. The APIB Trainer-in-Training's two APIB Trainees remain the ultimate responsibility of the APIB Master Trainer; thus, depending of the amount of input and guidance the APIB Master Trainer gave during the APIB training process of the Trainees, the APIB Trainer-in Training may be required to bring two additional Trainees to APIB reliability, now with little to no dir et guidance during the sessions for the Trainees. It is at the discretion of the APIB Master Trainer to judge and assure the independent APIB Trainer competence of the APIB Trainer-in-Training.

The APIB Trainer process thus requires at minimum 21 days of APIB Master Trainer Time, in work with and/or consultation to the APIB Trainer-in-Training.

Attachment 3. Listing of Current NIDCAP Trainers-in-Training, NIDCAP Training Centers-in-Development, NIDCAP Master Trainers-in-Training, APIB Trainers- and APIB Master Trainers-in-Training Trainers

Senior NIDCAP Master Trainer

Heidelise Als, PhD

NIDCAP Master Trainer

Joy Browne, PhD

Deborah Buehler, PhD

Agneta Kleberg, PhD

gretchen Lawhon, RN, PhD

Kathy VandenBerg, PhD

NIDCAP Master Trainer-in-Training

Karen Smith, RNC, MEd

Senior NIDCAP Trainers

Graciela Basso, MD, PhD

James Helm, PhD

Melissa Johnson, PhD

Dorothy Vittner, RN, MSN

Deana DeMare, PT (Inactive)

Laura Robison, RNC, MSN (Inactive)

NIDCAP Trainers

Tammy Casper, MSN, MEd, RN

Nikk Conneman, MD

Delphine Druart, RN

Ann Sofie Gustaffson, RN, BSN

Rodd Hedlund, MEd

Jennifer Hofherr, OTR/L

Linda Lacina, RN

Laurie Mouradian, ScD, OTR/L

Jean Powlesland, RN, MS

Nathalie Ratynski, MD

Inga Warren, DipCOT, MSc

Christine Fischer, MD(Inactive)

Celeste Maguire, RN, PhD(Inactive)

NIDCAP Trainers-in-Training

Natascia Bertoncelli, PT

Liv Ellen Helseth, RN

Bunny Hutson, RN

Gillian Kennedy, SLT

Lindsay Lightbody, MA

Sylvie Minguy, RN

Bonni Moyer, MS, PT

Julie Swanson, BSN, RN

Unni Tomren, RSCN
Marla Wood, RN, MEd
Monique Flierman, MSc (Inactive)

APIB Master Trainer

Heidelise Als, PhD

APIB Master Trainer-in-Training

Deborah Buehler, PhD

APIB Trainers-In-Training

Graciela Basso, MD, PhD

Joy Browne, PhD

Samantha Butler, PhD

gretchen Lawhon, RN, PhD

Karen Smith, RNC, MEd

Dorothy Vittner, RN, MSN



NIDCAP Federation International

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**Report of the Quality Assurance Committee
Sub-Committee on Specific Training Resources**

Chair: g. Lawhon
Members: R. Hedlund, S. Kosta and K. Vandenberg

1. Required Readings Update

The sub-committee is making its final recommendation to the Quality Assurance Committee on the required readings for NIDCAP training as well as for APIB training. Following the final decision of the QAC an electronic version of the required readings will be distributed to all NFI Board members, NIDCAP Trainers, NIDCAP Trainers-in-Training, APIB Trainers, and APIB Trainers-in-Training.

2. NIDCAP Reference Library

The sub-committee will continue to work toward updating the previously distributed NIDCAP reference library. Every effort is being made to work toward an electronic version of this resource.

Respectfully submitted,

Gretchen Lawhon RN, PhD

Gretchen Lawhon, RN, PhD
Chair, Sub-Committee on Specific Training Resources,
Quality Assurance Committee, NFI

Date: 28 September 2009



NFI Sub-Committee on Intellectual Property
Report to:
NIDCAP Federation International Board of Directors & Membership

Chair: Gloria McAnulty

At this point with the resolution of registration denial in Sweden, the projects of the Sub-Committee on Intellectual Property in collaboration with Renee Sanft of Nutter McClennen & Fish LLP have been completed. Renewal notification for all NFI registrations will be sent by the NFI attorney's office in the year prior to the expiration.

The statuses of the registration of the NFI trademark, logo, word/mark (NIDCAP) and certification mark are indicated below.

The word mark NIDCAP is registered in two categories:

Class 16 - Printed instructional and teaching materials in the field of newborn care and assessment.

Class 41 - Educational and training services, namely, training in observation and assessment of newborn behavior in the field of newborn health care.

The registration process has been completed in the United States for trademark, logo and word/ mark. In terms of the Certification Mark, when the Notice of Allowance was issued, a *Specimen of Use* in the form of an embossed Training Certificate and the *Certification of Standards* in the form of "Quality Assurance of Training" (QAT's) documents were filed. The specimen and standards were accepted and the registration was issued in January, 2008.


Internationally, the word mark (NIDCAP) has achieved registration status in both Class 16 and Class 41 in Argentina, Canada and the Madrid Protocol countries (the European Union, China Norway, Poland, Portugal, and Romania).

The registration in Sweden was initially rejected by the Swedish Trademark Authority in February 2008. The ruling stated that the word/mark NIDCAP, a generic term, is "*un-registerable per se*". The case had been assigned a new examiner. The Swedish associate of our council has recently confirmed that upon re-review, no opposition has been filed against the application to register NIDCAP in Sweden and the registration protecting NIDCAP in Sweden is now legally valid.



NIDCAP Federation International, Inc.

TRADEMARKS (as of October 2009)

United States

<u>Mark</u>	<u>Ser./Reg.</u>	<u>Class Goods/Services¹</u>	<u>Status</u>
 nidcap	3,314,889	Class 16 – printed materials	This mark was registered on October 16, 2007. The Section 8 & 15 will be due by 10/16/2013. The renewal will be due by 10/16/2017.

¹ The goods/services are displayed with their short titles pursuant to TMEP (Section 1401.2(b) to assist in quickly identifying the content in the specific class and do not represent the full description of goods/services.

	3,265,111	Class 41 – educational services	This mark is registered. The Section 8 & 15 will be due by 7/17/2013. The renewal will be due by 7/17/2017.
	3,376,364	IA- Certification mark for individuals	This mark was registered on January 29, 2008. The Section 8 & 15 will be due 1/29/2014. The renewal will be due by 1/29/2018.
NIDCAP	2,303,276	Class 16 – printed materials Class 41-educational services	NIDCAP is a registered mark. The renewal due in the year prior to the expiration date of 12/28/2019.

International Registration**Argentina**

<u>Mark</u>	<u>Ser./Reg.</u>	<u>Class Goods/Services¹</u>	<u>Status</u>
NIDCAP	2,192,564	Class 16 – printed materials	This mark was registered on November 1, 2007. The renewal will be due on 11/1/2017.
NIDCAP	2,192,563	Class 41 – educational services	This mark was registered on November 1, 2007. The renewal will be due on 11/1/2017.

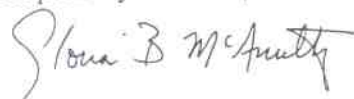
Canada

<u>Mark</u>	<u>Ser./Reg.</u>	<u>Class Goods/Services¹</u>	<u>Status</u>
NIDCAP	TMA 696449	Class 16 – printed materials Class 41-educational services	This mark was registered on September 13, 2007. The next renewal will be on September 13, 2022.

Madrid Protocol

<u>Mark</u>	<u>Ser./Reg.</u>	<u>Class Goods/Services¹</u>	<u>Status</u>
NIDCAP	896009	Class 16 – printed materials Class 41- educational services	EU, China, Norway, Poland, Romania, Sweden – protection granted. Portugal – protection granted. Declaration of Intent to Use due by 8/8/2011.

Respectfully submitted,



Gloria McNulty, PhD Sub-Committee on Intellectual Property

¹ The goods/services are displayed with their short titles pursuant to TMEP (Section 1401.2(b)) to assist in quickly identifying the content in the specific class and do not represent the full description of goods/services



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**QAC Sub-Committee on NFI Certificates Report
NFI Board Meeting, October 2, 2009 and NFI Membership Meeting, October 6, 2009
Chicago, Illinois, USA**

Certificate Production and Approval Status

NIDCAP Professional certificate production and approval has progressed well this year. All but two centers, the University of Illinois Medical Center at Chicago (UIMCC) NIDCAP Training Center, and the UK NIDCAP Training Centre at St. Mary's have approved certificates. UIMCC has an approved electronic version, but the committee is awaiting submission of a hard copy for final approval. The UK NIDCAP Training Center has communicated their wish to wait on production of their center's certificate until their hospital merger and administrative changes have been finalized.

Centers with Approved Certificates (Total: 14)

Carolina NIDCAP Training Center
St. Luke's NIDCAP Training Center
Mid-Atlantic NIDCAP Center
French NIDCAP Center, Brest
West Coast NIDCAP and ABIP Training Center
Connecticut Children's NIDCAP Training Center
Sophia NIDCAP Training Center, Rotterdam, The Netherlands
Karolinska NIDCAP Center, Lund and Stockholm, Sweden
NIDCAP Training and Research Center at Cincinnati Children's
National NIDCAP Training Center
Colorado NIDCAP Center
The Brussels NIDCAP Training Center
Centro Latinoamericano NIDCAP
Sooner NIDCAP Training Center

Centers with Certificates Undergoing Approval (Total: 1)

University of Illinois Medical Center at Chicago (UIMCC) NIDCAP Training Center

Centers with No Submissions Yet (Total: 1)

UK NIDCAP Training Centre at St. Mary's

Respectfully submitted,

Sandra Kosta
Chair, Sub-Committee on NFI Certificates

October 2, 2009



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NFI Communications Committee Report

NFI Board Meeting, October 2, 2009 & NFI Membership Meeting, October 6, 2009
Chicago, Illinois, USA

Communications Committee: Gloria McAnulty (Chair), Jim Helm, Sandra Kosta & Sub-Committee on Developmental Observer members: g. Lawhon, D. Buehler, R. Hedlund.

The Communications Committee reports the following activities and accomplishments since the October 24, 2008 Board of Directors Meeting:

Website

The new NFI website, designed by *Planeteria, Inc*, launched on April 20, 2009. The website's main pages include *Home, About Us, NIDCAP Training, NIDCAP Nursery, Membership, News, Resources and FAQ*. New features include the *NIDCAP Nursery* page which is dedicated to the NIDCAP Nursery Certification Program and will be developed over the next several months to include information on the application process as well as the application materials. The *News* page is another new addition and contains the latest NFI news and will be expanded to include NIDCAP in the media. The *Resources* page will eventually contain links to resources for professionals and families. The *How You Can Help* page was built with online donation capability making it easier for donors and also allowing easy reporting of donor names and donation amounts. The *Find it Fast* button located at the top of each page contains a listing of four items that visitors may want to access immediately without having to search the entire site: *The Developmental Observer, Donate Now, Program Guide, and Trainers Meeting*.

A custom content management tool was built into the site design and allows the members of the Communications Committee to update certain sections of the website themselves. This feature allows for timely updating of crucial information as well as offers a cost savings element to the design. The committee has used this feature on several occasions over the last six months and it has proven easy and efficient. In cases where a change request has been required of *Planeteria* and submitted through their online system the average time to complete the request ranges from 5–10 days.

The Communications Committee is exploring the possibility of *Planeteria* taking on management of the domain names we currently own (nidcap.org, nidcap.com and nidcap.net). Management currently resides with Onyons the former website host. The committee is also exploring the possibility of taking over ownership of “nidcap” domain names currently owned by other countries.

Database

The Training Data from the Sept 07-Sept 08 training period is being added to the Microsoft Access data file and being collected for the Sept 08—Sept 09 period. Planning is underway with *Planeteria* to design and build a centralized and secure web-based database to track and report NIDCAP and APiB training for the web site:

- It is anticipated that existing training data from the Access database can be downloaded into the web-based database.
- General reports will be developed for review on the web site
- The design plan includes the option for users to download data on their computers for customized analysis through Excel.

Discussion to develop a NIDCAP Training Tracking form is on hold as it is anticipated that the web-based program will allow this tracking of start dates and training milestones.

Maintenance of the NIDCAP Listservs

The Communications Committee continued to maintain the three googlegroups listservs:

- nidcap@googlegroups.com (for NFI Members);
- nfiboard@googlegroups.com (for the Board of Directors); and
- nidcaptrainers@googlegroups.com (for Trainers).

The nidcap@googlegroups was modified to become a members-only listserv. All people on the list were notified of the change and were invited to join if not already a member.

At the April Board meeting it was decided that the duties of the Developmental Observer team once under the authority of the now defunct Products and Services Committee were transferred to the Communications Committee and a Sub-Committee on the Developmental Observer was formed. The accomplishments of that committee are described under separate report.

Goals for the Next Six Months

- Expand upon and maintain the new site as needed;
- Complete Phase II of web site redesign (Training Database);
- Work with the Family Committee to enhance the Resources Page for families.
- Upload to the Member Services page the approved translated training documents
- Explore with *Planeteria* the cost and design of translating the website into different languages.

Respectfully submitted,
 Gloria McAnulty, PhD
 Chair, Communications Committee



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Report of the Communications Committee
Sub-Committee on the Developmental Observer, Official Newsletter of the NFI
NFI Board Meeting, October 2, 2009 & NFI Membership Meeting, October 6, 2009
Chicago, Illinois, USA

Chair: g. Lawhon

Members: D. Ballweg, D. Buehler; R. Hedlund; M. Johnson, S. Kosta; T. Price-Johnson, K. Spence, D. Wahl, I. Warren and V. Youcha

Volume 3 Issue 2 of the Developmental Observer has been completed and is in the process of being distributed. With this issue we had significantly more content and therefore increased the total number of pages to twenty-four from the previous twenty pages. In an effort to reduce overall costs we decreased the total printing from 1400 to 1100. We will collaborate with our Executive Director and Treasurer to evaluate any reduction in cost realized and plan for further reductions as needed. There have been numerous issues related to the distribution of this issue and we are working hard to discover ways in which these problems can be avoided with future issues.

We have the content for Volume 4 Issue 1 planned and the deadline for content is November 1st with a distribution date of January 2010. Volume 4 Issue 2 will have a content deadline of May 1st with expected distribution June 2010.

Respectfully submitted,

gretchen Lawhon RN, PhD

gretchen Lawhon, RN, PhD

Chair, Sub-Committee on the Developmental Observer, the Official Newsletter of the NFI,
Communications Committee, NFI

Date: 28 September 2009



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NFI Nominations, Elections and Appointments Committee Report

Board of Directors Meeting, Chicago, IL, October 2, 2009

NFI Membership Meeting, Chicago, IL, October 6, 2009

Nomination, Elections and Appointments Committee

James M. Helm, PhD (Chair)

Roger Sheldon, MD, MPH

Activities since the October 2008 Board of Directors Meeting and NFI Membership Meeting include:

- Developed new voting process to include participation of Membership not in attendance at NFI Members Meeting in October 2009 in the election process
- Opened nominations period for annual Board of Directors election for 2 seats (1 Elected Director, 1 Family Representative Director)

Anticipated for October 2009 Membership Meeting:

- Notify membership of results of annual election process for positions on the NFI Board of Directors
- Conduct annual election of Board Officers

Respectfully submitted,

James M. Helm, PhD

Chair