



## **NFI Program Committee - Quality Assurance Advisory Council (QAAC)**

### **Conference Call Meeting: 26 February 2015**

Council Chair: H. Als

Members of the Council Present: H. Als, J. Browne, K. Smith, K. Vandenberg, A. Kleberg

Absent: G. Basso (excused), g. Lawhon, D. Buehler

#### **The QAAC Call Meeting Minutes from 22 January 2015 were approved.**

##### **First Topic: NIDCAP Professional and Trainer Certification Renewal**

Discussion of Certification Renewal forms was continued. A further recommendation included that the fee information be placed near the end of each of the documents. Discussion of continuing education included a further investigation of the potential for future developmental conferences, which would serve the NFI membership. Providing developmental education for NFI members as planned by the Trainers Meeting Program Committee was discussed. The key purpose of the NIDCAP Trainers meeting to serve the NIDCAP Trainers was strongly reiterated by all QAAC members. A time was requested to be set aside at the Trainers Meeting to bring the Certification Renewal topic and envisioned format to the Trainers at the Annual Meeting. Emphasis will be placed on the supportive nature of this process, give Trainers the opportunity to reflect on all they have accomplished in the course of the year, and to feel assured by the back-up that the organization provides for them. NIDCAP Professionals will be assured that they belong to an organization that cares about their work and stands fully behind their efforts in improving the care of infants and families in NICUs and other newborn settings, especially in times when they may feel the sole voice in this undertaking.

The Council members also discussed the possibilities in how best to set up a web-based functionality to enter annual certification renewal information directly on line. This will also make the information accessible for review by the group of Master Trainers, who will manage the renewal process. The need for individual passwords was reiterated as was the plan to bring the request/wish for such an on-line product to the NFI Advancement Committee. H. Als agreed to take on this exploration and inquiry. The QAAC members discussed that until such time that such a product will be available, the NIDCAP Professional Certification Renewals will have to be deferred, which will be a missed opportunity for the organization. The NIDCAP Trainer and Master Trainer Certification Renewals could be managed by direct mail. As more Trainers become certified, their renewals will also soon exceed the capacity of direct mailing and the development of the web functionality will become increasingly urgent. The Certification Renewal Process would simultaneously serve the tracking function of Professionals' ongoing continuing education, as well as providing updates as to which Professionals and Trainers might gain from additional individual supports in order to continue their efforts effectively. The QAAC members acknowledged that such a web-based system likely will require significant funding and unlikely will be integratable with the already developed and soon expected to go active Training Data Base.

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**Second:** Reflective Process Supervision and Support as part of the certification renewal requirements was discussed further. Joy Browne is continuing to explore the feasibility of writing a series of articles on this topic for the Developmental Observer. She also reported that there are others interested in contributing to this topic. This would be a much appreciated service and benefit for the Membership. This work will continue and Joy will report progress at the next call. On request of the QAAC members present on the call, H. Als agreed to communicate with gretchen Lawhon to ask for time at the Annual Trainers Meeting in Phoenix, AZ, October 2015 to provide for a Reflective Process Supervision and Support education session that Joy Browne agreed to lead.

**Third:** Progress regarding the membership materials update is progressing very slowly. The security of all membership page posted trainings and other materials that are the NFI's intellectual property was addressed. The need for individual passwords for member was reiterated. H. Als agreed to bring this request to the attention of Deborah Buehler, Chair of the Advancement Committee, which umbrellas the website group.

**Fourth:** The APIB certification process was touched upon and will be deferred to the next conference call meeting.

**Additional Topics:** To the question posed, H. Als confirmed that there would **not** be an increase in annual membership fees with the rolling out of the certification renewal process until such time that the Board were to decide on such a raise independent of the certification renewal process.

In follow-up of discussing the appropriate group of reviewers for the certification renewals of NIDCAP Professionals, Trainers and Master Trainers Joy Browne raised the need of formulating a policy for the criteria of Senior NIDCAP Master Trainers. H. Als stated that she thought such a Policy existed. She agreed to look into this and report back to the group. The need also for more Master Trainers, especially in Europe, was articulated and ways were discussed of how best to encourage those Trainers, who meet Senior Trainer criteria to formally apply for Senior Trainer status, and then move on to become Master Trainers. This was also deemed a topic well worth addressing at the Trainers Meeting, as the group felt that a number of Trainers might be not fully aware of the options of further development open to them. It was agreed that this topic also should be on H. Als' list to bring to gretchen Lawhon's attention.

H. Als requested that all of the group members review the circulated documents once more for any further errors, questions or concerns. Any points identified should be sent to the attention of all QAAC members ideally before the next conference call so that they might be incorporated and/or brought to the next conference call.

**PLEASE NOTE: The next conference call meeting will take place on Thursday, April 2<sup>nd</sup>, 2015 at 1100 US East Coast Time; 1000 US Central Time; 0900 US Mountain Time; 0800 US West Coast Time; 1200 Buenos Aires, Argentina Time;; and 1700 Stockholm, Sweden Time. Please, be aware that the US moved to Daylight Savings Time on 08 March 2015; please, verify that the times are correct for the specific location from which you call.**

Date: 06 March 2015

Notes prepared by Karen Smith BSN, MEd  
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