

Email to Midwifery Students on May 1, 2020

Subject: LD&D Virtual Testing

Dear Midwifery Students,

As promised, we are rolling out our virtual testing plans by May 1. The following information is the basic procedure for scheduling and completing the Legend Drugs and Devices Graduation testing.

As has always been the case, please consult with Heather before filling out the LD&D Grad Testing form to determine which exams you need to take in order to graduate. Students must still fill out the LD&D Graduate Testing Form and pay for LD&D graduation testing per regular Policy. I have attached the form to this email for your convenience.

We are asking that students complete their written exams before taking their skills exams.

- We will proctor any written Midwifery Exam via video.
- We will do this through Google Meet (using Birthingway log-in) or another teleconference platform such as a HIPAA-compliant telehealth program.
- A staff person will set up a time with you once you have submitted your paperwork and fees.
- You will need access to at least one device with a video option, a quiet space available for an appropriate amount of time depending on the exam, and a good/stable internet connection.
- Birthingway will offer three options for receiving and taking the written exam, please let the staff person know your preference:
 - The proctor will send you a PDF of the exam and you will print it and fill it out at the time of the exam.
 - You will then need to scan (or take photos of the exam) and email it to Holly for grading.
 - The proctor will send you access to a Google Classroom associated with the correct exam(s) being taken at that time. You will fill out the exam on-line at the time of the exam.
 - For this option you will need two devices (one to take the exam, preferably a computer, and one to do the video feed)
 - The proctor will print a copy and provide a copy for you to be picked up before the agreed upon date of the exam.
 - The exam will be sealed in an envelope with “Do Not Open Until Time of Exam” across the seal
 - You should not open the exam envelope until the video feed is running.
- The proctor will invite you to the video feed and observe you taking the test through this video feed.
- Birthingway will notify you via email of your final grade and if you need to remediate.
- Remediations will be done in the same way as above.

Proctoring LD&D skills testing procedure

- The MPC and President are currently approved to supervise LD&D Skills. They will arrange to observe students who need LD&D skills graduation testing to perform skills via video feed, after the student has completed their written exams.
 - Current preceptors may also serve as in-person supervisors for skills exams.
 - Heather will inquire with you if you would prefer this option and will coordinate with your preceptor if you would prefer that they supervise you in person.

- You will fill out the standard LD&D Graduate Testing forms and pay for these per existing policy.
- A staff person will arrange for a time to do these skills once paperwork is received and payment is confirmed.
- Holly and Heather currently each have LD&D testing supplies. They will prepare a kit for you depending on the skills you need assessed and your location (East Side or West Side). Generally we will ask for you to pick up your supply kit before the agreed upon time of the skills test.
 - During the covid-19 crisis, Birthingway will take extra precaution to ensure materials are sanitized before each student use.
 - The LD&D skills packets were created and stored in plastic prior to the covid-19 outbreak and are thus more clean than many other items.
 - We recommend you use the same precautions with the skills supplies that you would with other items arriving from outside sources, such as - open outside your house, throw all packaging away, wash your hands thoroughly after use.
 - We will sanitize the mannequin arm between each student use.
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- Skills testing without an in person supervisor will require two video feeds with audio capacity.
- Because skills demonstration requires the supervisor to be able to see every second of the exam, a stable internet connection is even more important than for written exam proctoring.
 - Connect your device directly to the router via ethernet rather than connected via wifi if you can. Contact Corey for help with this.
 - If the video feed is glitchy, and the supervisor is not able to effectively assess the skills, we will allow students to record a video of their skills and submit this for evaluation.
- If a preceptor is supervising in person, they will fill out the assessment checklist and will send that back to the MPC.
 - The MPC or Pres will also be available to observe via video, even if a preceptor is supervising, if the preceptor is new to the Birthingway model of assessment.
- Suturing and pharmacology skills can be demonstrated without a live model.
 - If you take the SUTURING skills test, you will have to return your completed foam model to Holly or Heather who will review the stitches before confirming pass/no pass.
- For IV and GBS skills: During this exceptional time, we will use a mannequin arm for IV graduation LD&D testing. Staff will provide a mannequin arm in the kit we give to students.
 - If you take the IV skills test you will have to return the mannequin arm to whoever provided it for you.
- If skills remediation is necessary you will follow the policies as described in the LD&D Graduation Testing P&P with the adaptations described above.

Please let any of us know if you have questions.

Peace, Nichole