

# ACCREDITATION COMMISSION FOR MIDWIFERY EDUCATION

## GUIDELINES FOR MAINTAINING DOCUMENTATION IN NURSE-MIDWIFERY/MIDWIFERY EDUCATION PROGRAMS (9/28/00)

Documents	Minimum Retention Period
I. Program Faculty Meeting Minutes	Three (3) years prior to SER
I. Minutes of Academic Unit: Curriculum, Faculty, Research, Other	Two (2) years prior to SER
II. A. Affiliation Agreement(s)	Current Year
II. A. University's Accreditation Status	Current Documentation
II. A. 1. Evidence of Structural Relationship with central administration: Catalogs, Organizational charts	Current Version
II. A. 4. Scholarly and professional productivity: Publications	Two (2) years prior to review
II. C. Contractual Agreements	Current year of review and as per policy of the academic unit
III. A. Faculty	
Specific mechanisms to demonstrate non-discrimination	
B1. Faculty documents: CNMs/CMs	Current year
5. Faculty documents: Non-CNM/CM	Current during year of review
D. Faculty Evaluation	Current during year of review
IV. A. Students	
Specific mechanisms to demonstrate non-discrimination	Current year

1. Admissions process	Current
2. Additional criteria	Current
B. Policies governing nurse-midwifery/midwifery students	Current
C. Mechanisms in place to assess special needs	Current
IV. D. Student Evaluation Records Exams, Theses, Clinical Logs, Summaries, Comprehensive Exams	Current and two (2) years prior to SER
E. 1. Students Opportunity to develop nurse-midwifery policies	Current and two (2) years prior to SER
E. 2. Student representation on committees and councils	Entire interval period from last ACME (formerly DOA) review
3. Student grievances	See "Minutes"
V. A1.a-c. Philosophy, purpose, objectives	Current year
B. Curriculum Development	
D. 1. Challenge Evaluation Procedures (Direct Entry)	Current year
2. Core Competencies in the Curriculum	Three (3) years
3. Plan for maintaining currency in the curriculum	Current
5. Students' experiences	Three (3) years Year of review and last two graduated classes (page 20 Criteria for Accreditation')
E. Evaluation Plans	
1. Of the curriculum	Two (2) years See "Minutes"
2. Program attrition rate	Entire interval period since last ACME (formerly DOA) review
3. Program outcomes	
a. AMCB pass rates	Since last accreditation review
b. Graduates' surveys	For the last two classes surveyed

c. Employer's surveys	Since last survey
G. Innovations	Last two (2) years prior to SER
VI. Clinical resources	Current year of review

DOA (ACME, as of 5/08) Governing Board, October, 2000