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ACNM Midwifery History Caucus

Interview Guidelines

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ACNM Midwifery History Caucus

Interview Checklist

- Confirm proposed interview with Midwifery History Caucus liaison
- Contact the interviewee by phone or email
- Request interviewee's CV or complete the "Biographical Data Form" by phone or send to the interviewee to complete
- Send the interviewee the "Guidelines for Your Interview"
- Confirm time, date and place for the interview
- Review CV or "Biographical Data Form"
- Review the "Interview Introduction and Script" to use as a template
- Complete "Interview Release Form"
- Check your equipment prior to the interview
- Send your completed interview documents to the Midwifery History Caucus liaison

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Pre-Interview Preparation and Equipment

Once an interviewee and date of interview have been established, the interviewer will:

1. Contact interviewee by phone or email. Send the interviewee the “Guidelines for Your Interview”. If interviewee does not have a curriculum vitae or has not completed a “Biographical Data Form”, consider completing that with them over the phone. Several days before interview, reconnect by phone and ask if interviewee has any questions on information to be covered.
2. Confirm time and date of interview and amount of total time interview will take.
3. Inform interviewee of space needed for interview, to include:
 - a. Number of persons who will be at interview and number or seats needed.
 - b. Amount/quality of light and availability of electrical outlets for equipment if the interview is to be videotaped.
 - c. Discuss the importance of limiting external noise or any other distractions, including phones and pets.
4. Suggest interviewee select a comfortable chair with good light for interview. Interviewee may also want to collect some of their personal memorabilia that can be photographed at the time of the interview along with the interviewee.

Prior to the interview, the interviewer should collect the following:

1. Use “Guidelines for Your Interview” to organize the interview and review standard “Interview Introduction”.
2. Review the interviewee’s CV or biographical data form prior to the interview.
3. Collect all necessary forms and complete whatever possible prior to interview:
 - a. Biographical Data Form or Curriculum Vitae
 - b. Interview Release Forms
 - c. Extra pens/pencils and paper
4. If you are videotaping or audio recording the interview inspect equipment and practice operating:
 - a. Charge camera battery and bring additional battery with charger and cord
 - b. Practice turning on/off camera or recording device, setting recording distance and using tripod
 - c. Bring headset and extra memory cards
 - d. Bring Camcorder Operating Manual, for reference as needed
 - e. Bring 12-ft electrical extension cord
 - f. Practice taking still photos in case there are photos to be recorded.

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Interview History Project Biographical Data Form

Demographics

Name: _____
First Middle Last Maiden Name

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone – home: (____) _____ cell: (____) _____

Email Address: _____@_____

Place of Birth – City: _____ State: _____ Country: _____

Date of Birth: _____
(Month / day / year)

Education

Graduation Date: _____ Institution: _____ Degree: _____
(Month/year)

Graduation Date: _____ Institution: _____ Degree: _____
(Month/year)

Graduation Date: _____ Institution: _____ Degree: _____
(Month/year)

Work History

Date: _____ to _____ Site: _____ Location: _____

Service and Professional Activities

ACNM Service (*Committees, Offices – National, State and Local*):

Professional Achievements/Awards:

Publications:

ACNM Midwifery History Caucus

Interview Release Form

I, _____, am a participant in the ACNM Midwifery History Caucus Interview Project. I understand that the purpose of the project is to collect interviews which are audio- and video-recorded oral histories of midwives. The purpose of the project is to gather and preserve information for historical and scholarly use.

These materials may be made available for purposes of research, for instructional use, for publications or for other related purposes. Other institutions or persons may obtain a copy.

I understand that the ACNM Midwifery History Caucus plans to retain the product of my participation in its interview project including but not limited to my interview, video, photographs, statements, names, images or likeness, voice, and written materials as a part of a permanent collection held at the Frontier Nursing University Library.

I hereby grant to the Frontier Nursing University Library ownership of the physical property comprising my interview by the ACNM Midwifery History Caucus. Additionally, I hereby grant to the Frontier Nursing University Library and the ACNM Midwifery History Caucus, at no cost, the perpetual nonexclusive, transferable, worldwide right to use, reproduce, transmit, display, perform, prepare derivative works from, distribute, and authorize the redistribution of the materials in the ACNM Midwifery History Caucus/Frontier Nursing University Library Collection in any medium.

I hereby release the ACNM Midwifery History Caucus and Frontier Nursing University Library and its assignees and designees, from any and all claims and demands arising out of or in connection with the use of the ACNM Midwifery History Caucus Interview Project, including but not limited to any claims for copyright infringement, defamation, invasion of privacy, or right of publicity.

Should any part of the ACNM Midwifery History Caucus Interview Project be found to include materials that the ACNM Midwifery History Caucus or Frontier Nursing University deem inappropriate for retention with the collection the Library may dispose of such materials in accordance with its procedures for disposition of materials not needed for the Library's collection.

ACCEPTED AND AGREED

Signature _____ Date _____

Printed Name _____

Name of Interviewer _____

ACNM Midwifery History Caucus

Guidelines for Your Interview

Thank you for volunteering to be interviewed for the Interview History Project. We want you to feel free to discuss whatever you decide is important. It is not necessary to answer all these questions. We are not looking for a summary of your entire career, but want to know the way it was/is at your particular time and place in history.

To start we will ask you some biographical information:

- Date and place of birth
- Date and place of basic nursing or other college education
- Date and place of your midwifery education and any other degrees you may hold

Next we will ask about what drew you to midwifery:

- When did you decide to go to school and what drew you to that particular educational institution?
- Was there a particular individual who influenced your decisions?
- Describe the attitude of your friends or family about your decision?

Next we will ask about your midwifery experience which may include:

- Where you first worked.
- How you were accepted within the healthcare system.
- What effect (if any) did the medical practice model have on your practice?
- Were there any regulation issues (from institutions or government) which affected your practice?
- Were there reimbursement issues which affected your practice?

In addition, you may want to:

- Describe a challenging or memorable experience that may have triggered joy, sadness, fear, or anger.
- Are there any other events or experiences you'd like to mention?
- Describe any events that happened that you would consider important to the history of midwifery.

Lastly, if you have retired, we will ask about your life after you stopped clinical practice:

- Describe your feelings. Did you have any adjustments to make and if so what?
- Do you remain engaged in the midwifery community either through ACNM or socially?
- What would help maintain your connection with ACNM?

You are welcome to have notes with you during the interview to which you can refer.

If you have pictures you would like to have included in the videotaping, please bring them with you.

Again, thank you for volunteering to contribute your story to the history of midwifery and to your service to women and their families throughout your career.

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Interview Introduction and Script

Today is _____ my name is: _____

I am interviewing: _____

who has been a midwife since _____

Also present are: _____

This interview is being held in: _____
(City/State)

This interview is being conducted for the **Midwifery History Caucus Interview History Project** and will be available to the public through the digital library at **Frontier Nursing University**.

INTERVIEW SCRIPT

Tell us about your background:

What is the date and place of your birth?

What is the date and place of your basic college education?

Becoming a Midwife:

What drew you to midwifery?

Was there a particular individual or event that influenced your decision to become a midwife?

How did your friends and family react to your decision to become a midwife?

Tell us about your midwifery education. Where did you study?

Did you have anyone who you consider a mentor either as a student or during your midwifery career?

Did you have any other graduate education? If so, in what field/specialty and in what year? where?

Tell us about your certification and licensing experience.

Midwifery Practice

Where have you practiced midwifery? In what settings have you practiced?

Describe the political, professional and personal challenges which have shaped you as a midwife.

What are the greatest joys about your midwifery career?

What are the greatest regrets about your midwifery career?

Tell us a memorable story from your midwifery career.

What do you consider the “heart of midwifery”?

Do you have advice or “words of wisdom” for midwives?

As a professional midwife, how would you like to be remembered?

Any other events or experiences you would like to mention?

Are you still practicing midwifery or are you using midwifery skills in another capacity?

If you left clinical practice, describe the challenges of your transition to retirement.

If you had to do it all over, is there anything you would change about your midwifery career?