

### **Trainer Certification and Membership Policies**

#### Certification Policy

DONA-approved Trainers must maintain continuous active DONA doula certification. It is the sole responsibility of the individual trainer to maintain certification and is not contingent on the receipt of reminders or paperwork.

Beginning 01/1/2020, DONA trainer recertification dates will be aligned with trainer re-approval dates. Trainer reapproval fees will reflect both certification and trainer approval fees. Certification expiration dates will align with new trainer reapproval date.

#### Certification Lapse Policy

DONA-approved Trainers who fail to recertify by their certification expiration date will be removed from the list of DONA-approved Trainers, including listings of their future workshops. A three-month extension may be given to trainers who notify the Director of Education prior to their certification expiration date. If a trainer's certification remains lapsed after three months, their DONA-trainer status will be suspended. If recertification is not achieved within the following 90 days, trainer approval will be terminated. Re-application will be required for trainers wanting to regain DONA-approved status. An extension approved by the DONA Certification Committee does not extend DONA- approved Trainer status.

#### Membership Policy

DONA-approved Trainers must maintain continuous individual DONA membership. It is the sole responsibility of the individual trainer to maintain membership and is not contingent on the receipt of reminders or paperwork.

#### Membership Lapse Policy

DONA-approved Trainers who fail to maintain continuous individual membership will be removed from the list of DONA-approved Trainers, including listings of their future workshops. A one-month grace period will be extended to trainers. The trainer will not be allowed to hold trainings. If a trainer's membership remains lapsed for 3 consecutive months, the trainer's status will be suspended. Return to active status as a trainer requires that membership be paid up to date. Six months after the membership expiration date, trainer approval will be terminated. Re-application will be required for trainers wanting to regain DONA- approved status.

#### Leave of Absence Policy

In certain situations, a leave of absence from DONA-approved Trainer status of up to one year, may be granted. The DONA-approved Trainer must request the leave, in writing, prior to expiration of membership, recertification and/or re-approval as a trainer. A leave of absence may or may not be granted after consideration and vote by the DONA International Education Committee.

### **Doula Workshop Policies**

#### Doula Workshop Mandatory Hours Policy

DONA-approved Birth Doula workshops must be a minimum of 16 – 60 minute hours. Postpartum Doula workshops must be a minimum of 27 – 60 minute hours.

Doula Workshop Postings on DONA.org

No doula workshops will be posted if they will take place within 4 weeks and 150 miles of a DONA-sponsored doula workshop.

Doula Workshops During Annual Member Meetings

No DONA approved doula workshops will be held during the annual conference/summit meeting days and times.

Multiple Doula Organization Training Policy

All DONA Approved Doula Workshops are required to represent DONA International exclusively, presenting only DONA's Standards of Practice, Code of Ethics, Mission Statement and Doula Certification Programs.

DONA Approved Trainers will not keep their DONA Approved Trainer status if the trainer chooses to train doulas for another organization or business that certifies birth, postpartum and/or community-based doulas.

Certification Requirement for Doula Workshops Policy

DONA-approved Doula Workshops are valid for four years as one requirement of DONA doula certification.

Curriculum Update Policy

DONA Doula Trainers are required to submit a curriculum update every 3 years on their approval anniversary date. Introduction to Childbirth for Doulas Class Policy

An optional class, Introduction to Childbirth for Doula, must meet the following requirements:

1. Class must be taught by a DONA-approved Birth Doula Trainer
2. Class must be attended PRIOR to doula training.
3. Class is at least 7 hours of instruction time, not including introductions, breaks, and meals.
4. Separate certificate of attendance is issued for each attendee.
5. Topics covered must include:
  - ✓ Anatomy of the female reproductive system;
  - ✓ Basic fetal development
  - ✓ Physiology of pregnancy, labor & birth (Stages & Phases), immediate postpartum and breastfeeding;
  - ✓ Definitions of medical terms regarding labor; common clinical procedures and tests (vaginal exams, vital signs, fetal assessment in labor, IV, AROM, episiotomy) used during normal birth, their risks and benefits;
  - ✓ Gate Pain Theory, pain medications and anesthesia, their administration and effects;
  - ✓ Problem labors (postdates, prolonged labor or second stage, fetal distress, labor pain); how problems are detected, (non-stress test, EFM), and common interventions used to treat problems
  - ✓ Reasons for a cesarean and the cesarean procedure;
  - ✓ Normal newborn appearance and procedures;
  - ✓ Demonstration of basic comfort measures, relaxation techniques, breathing patterns and bearing down techniques

- ✓ Benefits of breastfeeding

#### Breastfeeding for Birth and Postpartum Doula Class Policy

1. Class must be taught by a certified IBCLC, CLE, LC, CLC or CLS. A copy of the credentialing certificate must be sent to DONA. No further paperwork is needed.
2. Class must be attended before or after a doula workshop.
3. Class is at least 3 hours of instruction time, not including introductions, breaks, and meals.
4. Separate certificate of attendance is issued for each attendee.
5. Topics covered must include:
  - ✓ Benefits of breastfeeding;
  - ✓ Basic anatomy & physiology (milk ejection reflex, supply & demand)
  - ✓ Infant's contribution and readiness to breastfeed (reflexes and feeding cues)
  - ✓ Latch-on, effective suckling
  - ✓ Breastfeeding positions & holds
  - ✓ Early breastfeeding challenges (engorgement, nipple soreness, milk supply)
  - ✓ When to refer to a breastfeeding professional.
6. Class may be expanded and topics may be added, but everything in the outline below needs to be covered

A more detailed outline is here:

1. Breastfeeding Basics and Barriers
  - a. Reasons to breastfeed
  - Barriers to success
2. Anatomy and Physiology
  - Anatomy and Physiology of the breast
  - Anatomy and Physiology of the baby
3. The Breastfeeding Team (partner, relatives, friends)
  - a. Importance of relationship building
  - Position and latch
4. Breastfeeding the First Few Days
  - The first hour after birth
  - The role of the birth doula
  - Remainder of the first few days
5. Breastfeeding in the Early Weeks
  - How feedings evolve
  - The role of the postpartum doula
6. Breastfeeding Challenges
  - The most common challenges
  - The role of the postpartum doula
  - Referrals



## Approved Trainer Policies

### Trainer/Workshop Re-approval Policies

#### Re-approval Policy

Requests for re-approval of DONA-approved Trainer status must be emailed or uploaded by the approval expiration date. It is the sole responsibility of the individual trainer to maintain approval, and is not contingent on the receipt of reminders or paperwork.

DONA Approved Trainers must attend at least one in-person annual conference, summit or trainer retreat during the 3 year re-approval timeframe. Exceptions due to hardship can be evaluated by the Director of Education and Executive Committee on a case-by-case basis.

#### Re-approval Lapse Policy

DONA-approved Trainers who fail to submit a re-approval application postmarked by their approval expiration date will be removed from the list of DONA-approved Trainers, to include listings of their future trainings. A one-month grace period will be extended. Return to active status as a trainer will occur only if/when re-approval is granted. Trainers will not be allowed to hold trainings during their lapsed status.

#### Continuing Education Policy

DONA-Approved Trainers will be required to obtain 25 contact hours of formal continuing education related to the childbearing year during each three-year approval period to include 7 hours of adult education/learning and a minimum of 3 hours of cultural competency training.

#### Workshops Needed for Re-approval Policy

To maintain approval status, trainers must teach at least one DONA-approved Doula Workshop per 3-year approval period.

#### Annual Report Policy

DONA-approved Trainer Annual Reports are due by Feb 15th of the following year. Annual Reports are required for re-approval. Trainers will not be allowed to hold trainings if their annual reports are not on file by the required due date.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to the DONA International by February 15<sup>th</sup> of each year. Please email completed report to [education@dona.org](mailto:education@dona.org)