STANDARDS FOR CERTIFICATION

BY THE

AMERICAN ACADEMY OF FERTILITY*CARE* PROFESSIONALS
Updated July 2011

Fertility*Care*™ MEDICAL CONSULTANT

CODE OF ETHICS

STANDARD 1.0: THE MEDICAL CONSULTANT ACCEPTS AND ADHERES TO THE PRINCIPALS AND STANDARDS FOR PROFESSIONAL CONDUCT OF THE Fertility*Care*™ PROVIDER AS OUTLINED IN THE CODE OF ETHICS OF THE AMERICAN ACADEMY OF FERTILITY*CARE* PROFESSIONALS (AAFCP).

RATIONALE

1.1.1: Professions shall have an ethical base to protect the consumer, the provider and the profession itself.

1.1.2: Adherence to the principles and standards for professional conduct of the Fertility*Care*™ provider and the Code of Ethics of the Academy ensures that the Fertility*Care*™ service is delivered with the best interest of the client, the provider and the profession as the primary concerns.

ASSESSMENT

1.2.1: Applicants shall submit a statement attesting to their agreement to accept and adhere to the Code of Ethics of the Academy.

1.2.2: A letter of reference from a person within the applicant's community who has direct knowledge of the applicant's Fertility*Care*™ service shall be submitted. It is preferable that the letter be submitted by a CFCP, CFCE, or a CFCS.

EDUCATION PROGRAM

STANDARD 2.0: THE MEDICAL CONSULTANT PROVIDES DOCUMENTATION OF COMPLETION OF AN ACADEMY ACCREDITED NATURAL FAMILY PLANNING MEDICAL CONSULTANT EDUCATION PROGRAM.

RATIONALE 2.1.1: Satisfactory completion of an Academy accredited natural family planning medical consultant education program gives evidence of a level of knowledge and experience needed to enter the post-education program field service component for certification eligibility.

ASSESSMENT 2.2.1: A copy of the certificate or certifying letter verifying completion of the education program is submitted as part of the application process.

MEDICAL CONSULTANT ACTIVITIES

STANDARD 3.0: CERTIFICATION OF A Fertility***Care***™ **MEDICAL CONSULTANT APPLIES ONLY TO THAT PORTION OF ACTIVITIES WHICH IS CONSISTENT WITH THE CREIGHTON MODEL** Fertility***Care***™ System **AND** NaPro**TECHNOLOGY**®.

RATIONALE 3.1.1: Expertise in other models of natural family planning teacher education or service delivery does not ensure expertise in providing **CREIGHTON MODEL** services or medical NaPro**TECHNOLOGY**® services.

3.1.2: The academy only certifies medical activities related to the **CREIGHTON MODEL** Fertility***Care***™ System and medical NaPro**TECHNOLOGY**®.

ASSESSMENT 3.2.1: The applicant must indicate on the application that they are providing **CREIGHTON MODEL** Fertility***Care***™ services and medical NaPro**TECHNOLOGY**® services.

3.2.2: The applicant shall submit a statement attesting to the complete understanding that certification applies only to those activities relating to the provision of **CREIGHTON MODEL** Fertility***Care***™ services and medical NaPro**TECHNOLOGY**®.

STANDARD 4.0: IF INVOLVED IN AN ACADEMY ACCREDITED Fertility***Care***™ **EDUCATION PROGRAM, THE MEDICAL CONSULTANT ADHERES TO THE CREIGHTON MODEL CORE CURRICULUM.**

RATIONALE 4.1.1: The education program's core curriculum has been evaluated and found to be appropriate to quality education in the **CREIGHTON MODEL** Fertility***Care***™ System.

4.1.2: It is important to adhere to the education program's core curriculum in order to maintain the integrity of the **CREIGHTON MODEL** Fertility***Care***™ System.

ASSESSMENT 4.2.1: Documentation of use of the education program's core curriculum will be requested as part of the certification process.

4.2.2: An evaluation will include a review of the use of the education program core curriculum with regard to adherence, content, format and appropriate use of teaching tools.

4.2.2.1: A letter from the Program Director of the Fertility***Care***™ education program will be submitted as part of the application attesting to this compliance.

4.2.2.2: At the discretion of the Commission on Certification, an evaluation of the applicant may include an in-person evaluation by an individual approved by the Commission.

NaProTECHNOLOGY® PRACTICE

STANDARD 5.0: THE MEDICAL CONSULTANT DEMONSTRATES THAT HE OR SHE COMPETENTLY APPLIES CURRENT MEDICAL NaPro**TECHNOLOGY**® **IN TREATING PATIENTS USING THE CREIGHTON MODEL** System.

RATIONALE 5.1.1: NaPro**TECHNOLOGY**® is an integral part of the complete **CREIGHTON MODEL** System.

5.1.2: Clients using the **CREIGHTON MODEL** Fertility***Care***™ System often need medical care that integrates NaPro**TECHNOLOGY**® with their own use of the **CREIGHTON MODEL** Fertility***Care***™ System.

5.1.3: The primary purpose of certifying a natural family planning Medical Consultant as Fertility***Care***™ Medical Consultant is to help Fertility***Care***™ Practitioners and **CREIGHTON MODEL** clients and other women who may need or request these services to identify those physicians from whom they can receive competent and up-to-date services in medical NaPro**TECHNOLOGY**® that fully integrate with their own ongoing use of the **CREIGHTON MODEL** Fertility***Care***™ System.

5.1.4: NaPro**TECHNOLOGY**® is a rapidly developing science, and it requires ongoing application to maintain competence in this area.

5.1.5: It is recognized that different Medical Consultants will emphasize different aspects of NaPro**TECHNOLOGY**® in their own practice, depending on their own primary medical specialty, and practice situation.

5.1.6: As in any form of medical care, it is recognized that the Medical Consultant has the right and responsibility to individually tailor the application of NaPro**TECHNOLOGY**® to each specific patient situation.

5.1.7: Peer-review by a currently certified Fertility***Care***™ Medical Consultant is necessary to assess the current and competent application of medical NaPro**TECHNOLOGY**®. Peer-review can also help the applicant identify areas where they may wish to improve their knowledge and skills in NaPro**TECHNOLOGY**®.

5.1.8: Peer consultation with Fertility***Care***™ Medical Consultants is a key part of the process for maintaining current skills in NaPro**TECHNOLOGY**®, and can also be helpful in successfully completing the certification process.

5.1.9: The surgical skills of surgical NaPro**TECHNOLOGY**® require more in-depth training and assessment, and are not covered by this certification process.

5.1.10: The standard for peer-review is appropriate application of medical NaPro**TECHNOLOGY**®, not necessarily successful outcome of treatment

5.1.11: Complete patient/client confidentiality must be maintained during the peer-review process.

5.1.12: The applicant should also participate in current continuing medical education in NaPro**TECHNOLOGY**®, as described in STANDARD 8.0.

ASSESSMENT 5.2.1: Documentation and assessment of the application of medical NaPro**TECHNOLOGY**® shall be a part of the application process.

5.2.2: The applicant will demonstrate that he or she has satisfactorily applied medical NaPro**TECHNOLOGY**® in the management of at least ten patients charting according to the **CREIGHTON MODEL** Fertility***Care***™ System since successfully completing a natural family planning medical consultant course accredited by the American Academy of Fertility***Care***™ Professionals.

1. 5.2.3: The applicant will submit a list of ten patients charting according to the **CREIGHTON MODEL** Fertility***Care***™ System to whom they have applied NaPro**TECHNOLOGY**® since successfully completing a natural family planning medical consultant course accredited by the American Academy of Fertility***Care***™ Professionals. He or she will select those cases for which the applicant had the most direct and detailed professional interaction, and as a secondary criterion, those with a diversity of medical diagnosis or problems. The list shall include each patient's age, reproductive category, pertinent medical diagnoses and problems, and a summary of NaPro**TECHNOLOGY**® treatments prescribed or recommended by the applicant along with a copy of their **CREIGHTON MODEL** chart. It will be the responsibility of the applicant to designate the patients with consecutive application numbers (1 through 10) and to be able, upon request of the Academy, to identify and review the records for each patient application number. Under no conditions will the list submitted to the Academy include names or other identifying information (phone numbers, etc.) for patients. It is recommended that the list be submitted on the standardized

form provided by the Academy for this purpose. All patients submitted on the list must have adequate records available for detailed review as described in 5.2.4 and 5.2.5. This list is required for a complete application.

5.2.4: A peer reviewer shall be assigned to the application. The peer-reviewer shall be a currently certified Fertility***Care***™ Medical Consultant whose specialty and practice setting match the applicant's as closely as possible, within the constraints of reviewer availability. The peer reviewer shall identify 3 patients to be submitted for detailed review, and shall notify the applicant.

5.2.5: The applicant shall submit detailed review data about the medical management of the 3 patients requested by the peer reviewer, including copies of the patients' **CREIGHTON MODEL** charts that were reviewed, pertinent history taken, pertinent examination done, pertinent lab tests ordered, results of lab tests, pertinent diagnosis and assessment and all pertinent treatments prescribed or recommended (both NaPro**TECHNOLOGY**® and other medical treatments). Other than the patients' **CREIGHTON MODEL** charts, the information shall be submitted only on a standardized form provided from the Academy to the applicant together with the application materials. Under no conditions will the information submitted include names or other identifying information (phone numbers, etc.) for patients.

5.2.6: The peer reviewer shall review the medical management of the 3 cases and rate the application of medical NaPro**TECHNOLOGY**® for each as satisfactory, unsatisfactory, or uncertain. Sufficient data and reasonable completeness of medical management must be present to warrant a rating of satisfactory. Ordinarily this will include at least one follow-up assessment of the results of treatment with medical NaPro**TECHNOLOGY**®, and an appropriate decision to continue or to modify treatment. In making these determinations, the peer reviewer will consider the specialty, resources, and practice setting of the applicant. (For example, in some cases the applicant may be limited by applying recommendations long-distance to clients without having seen them.) At least two of the 3 cases must receive a rating of satisfactory in order for the applicant to successfully complete this portion of the application process. For each case, the peer reviewer shall make written comments of

apparently appropriate or inappropriate diagnostic or treatment decisions and key alternatives to consider. A copy of these written comments will be kept on file with the application and a copy returned to the applicant.

5.2.7: In the event of fewer than 2 cases being rated as satisfactory by the peer reviewer, the applicant has two options: 1) to request an additional detailed review of the 3 detailed cases by a second peer reviewer with additional information provided by the applicant, if desired, and as described in 5.2.8 or 2) to reinstitute the process of peer review, starting from the beginning (as described in 5.2.3).

5.2.8: An additional detailed review by a second peer reviewer, if requested, shall consist of the same process as outlined in steps 5.2.4, 5.2.5, and 5.2.6 above, except that the peer reviewer shall have not only the information about each of the 3 detailed cases originally submitted by applicant, but also the ratings and comments of the first peer reviewer, and any additional information that may have been submitted by the applicant. If a second peer review is requested, the results of this second peer review shall be final and binding for the three detailed cases in question. If on this additional detailed review, there still are fewer than 2 cases rated as satisfactory, then the application is dead, and the applicant must wait at least 1 year before reinitiating the entire application process from the beginning.

5.2.9: The standardized forms for the Initial List of NaPro**TECHNOLOGY**® Patients (Assessment 5.2.3) and the Required Detailed NaPro**TECHNOLOGY**® Case Review Form (Assessments 5.2.5 and 5.2.6) shall be periodically reviewed and updated by certified Fertility***Care***™ Medical Consultants who are serving as peer reviewers.

5.2.10: Within the limits of practicability and availability, applicants or potential applicants of which the Academy is aware, will be offered the opportunity to have a Certified Fertility*Care* Medical Consultant assigned to them as a mentor to assist them with the certification process and in their overall application of NaPro**TECHNOLOGY**® in their own practice. Within the limits of availability, reasonable attempts will be made to match the mentor's specialty and practice situation with that of the potential applicant. A person who is currently

serving as a mentor for an applicant for initial certification shall not serve as the peer reviewer for that application.

ATTACHMENTS:

1. Recommended format for Initial List of NaPro**TECHNOLOGY**® Patients (Assessment 5.2.3)
2. Required Detailed NaPro**TECHNOLOGY**® Case Review Form (Assessments 5.2.5 and 5.2.6)

STANDARD 6.0: THE MEDICAL CONSULTANT DEMONSTRATES THAT HE OR SHE WORKS SUPPORTIVELY WITH Fertility***Care***™ **PRACTITIONERS.**

RATIONALE

6.1.1: Fertility***Care***™ Practitioners who refer clients to a Fertility***Care***™ Medical Consultant have a right to expect that care will be provided that is consistent with and supports the clients' primary use of the **CREIGHTON MODEL** Fertility***Care***™ System.

6.1.2: In order for Medical Consultants to be fully supportive of the services that Fertility***Care***™ Practitioners provide their clients who may also be the patients of the Medical Consultant, it is necessary for Medical Consultants to have a detailed experiential understanding of what happens during introductory and follow-up sessions conducted by the Fertility***Care***™ Practitioners. Ideally, this also includes a detailed understanding of the pregnancy evaluation process.

6.1.3: Fertility***Care***™ Medical Consultants provide medical management for patients/clients using the **CREIGHTON MODEL** Fertility***Care***™ System, and Fertility***Care***™ Practitioners manage recommendations and instruction for observation and charting according to the **CREIGHTON MODEL** Fertility***Care***™ System.

6.1.4: In order for clients to fully benefit from NaPro**TECHNOLOGY**®, they require not only the services of a Medical Consultant, but also the foundational services of a Fertility***Care***™ Practitioner.

6.1.5: It is recognized that some Medical Consultants are also themselves Fertility***Care***™ Practitioners, and that some Medical Consultants only have the opportunity to work with a

Fertility***Care***™ Practitioner through long-distance communication.

6.1.6: The growth of the profession of Fertility***Care***™ Practitioners and their number, requires the ongoing support of Fertility***Care***™ Medical Consultants in the recruitment, training, support, and retention of Fertility***Care***™ Practitioners.

ASSESSMENT

6.2.1: Documentation of a supportive cooperative relationship with a Fertility***Care***™ Practitioner shall be a part of the application process.

6.2.2: As part of the application materials, the Academy will provide a form for evaluation of the relationship between the applicant and a Fertility***Care***™ Practitioner. The first part of this form will contain a release of information to be signed by the applicant before forwarding the form to a Fertility***Care***™ Practitioner. This form must be completed by a Fertility***Care***™ Practitioner and returned directly to the FCCA. Receipt of this form with both signatures (applicant and Practitioner) is required for the application to be complete.

6.2.3: A peer-reviewer (ordinarily the same peer reviewer as assigned in Standard 5.0) shall review this form for adequacy of the relationship. If necessary, they may call the Fertility***Care***™ Practitioner to clarify items. The final determination of whether this standard is met is the responsibility of the peer reviewer. If this decision is negative, there is no appeal, and the application is dead, and the applicant must wait at least 1 year before reinitiating the entire application process from the beginning.

6.2.4: In cases where the applicant is both a Medical Consultant and a Fertility***Care***™ Practitioner, and the applicant has no meaningful interactions with any other Practitioner, the applicant may sign a section of the evaluation form certifying that he or she serves the role of both Fertility***Care***™ Practitioner and Medical Consultant to his or her clients/patients.

6.2.5: Documentation of the applicant's detailed experiential understanding of the work of a Fertility***Care***™ Practitioner

shall be part of the application procedure. This documentation may be provided in one of two ways, described in 6.2.5.1 and 6.2.5.2. Only one of these steps is necessary.

6.2.5.1: The applicant may demonstrated that he or she has successfully completed a Fertility***Care***™ Practitioner Education Program that is accredited by the Academy. A certificate of completion, or a letter from the Program Director indicating program completion shall meet this requirement.

6.2.5.2: The applicant may submit a list of one introductory session and at least 5 follow-up sessions and 1 pregnancy evaluation session, or alternatively, 10 follow-up sessions that he or she has attended that were conducted by a Fertility***Care***™ Practitioner. This list should be submitted on a form supplied by the Academy, and must include the date of the session, the number of the follow-up or pregnancy evaluation, and the age and reproductive category of the client. Under no circumstances should name or other client-identifying information (e.g., telephone number, etc.) be submitted with this list. The list must also include the initials of the responsible Fertility***Care***™ Practitioner for each session attended.

ATTACHMENTS

1. Evaluation of Collaborative Relationship with a Fertility***Care***™ Practitioner (Assessment 6.2.2)
2. Documentation of Observation of the work of a Fertility***Care***™ Practitioner (Assessment 6.2.5)

CERTIFICATION EXAMINATION

STANDARD 7.0: A FINAL CERTIFICATION EXAMINATION WILL BE GIVEN AS THE FINAL REQUIREMENT TO BE CERTIFIED AS A Fertility*Care*™ MEDICAL CONSULTANT.

RATIONALE 7.1.1: A certification examination can document in an objective fashion the physician's fund of knowledge in the **CREIGHTON MODEL** Fertility***Care***™ System and medical NaPro**TECHNOLOGY**®.

ASSESSMENT 7.2.1: The certification examination will be a three-hour criterion referenced examination for which a score of 75.0% or greater must be obtained.

7.2.2: The applicant will become eligible for completing the certification examination one year after completion his course of education and after Standard 5.0 has been formally initiated.

7.2.3: This certification examination shall be a written examination which will include both theoretical and practical aspects of the application of the **CREIGHTON MODEL** Fertility***Care***™ System and medical NaPro**TECHNOLOGY**®.

CONTINUING EDUCATION IN Fertility***Care***™ **and** NaPro**TECHNOLOGY**®

STANDARD 8.0: THE MEDICAL CONSULTANT DEMONSTRATES PARTICIPATION IN CURRENT CONTINUING MEDICAL EDUCATION ACTIVITIES IN NaPro**TECHNOLOGY**®.

RATIONALE 8.1.1: Medical NaPro**TECHNOLOGY**® is a rapidly developing science, and it requires ongoing education and study to maintain competence in this area.

8.1.2: Continuing Medical Education Activities in NaPro**TECHNOLOGY**® are approved by the Academy in order to provide opportunities for medical consultants to maintain current skills. Only activities approved by the Academy will meet this standard.

ASSESSMENT 8.2.1: Following initial certification by the American Academy of Fertility***Care*** Professionals, the applicant must document completion of at least 10 hours of approved continuing medical education in NaPro**TECHNOLOGY**® and the **CREIGHTON MODEL** Fertility***Care***™ System prior to application for renewal of certification.

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8.2.2: As part of the application materials, the Academy will provide a document of approved options for Continuing Medical Education in NaPro**TECHNOLOGY**® and the **CREIGHTON MODEL** Fertility***Care***™ System. It will be the responsibility of the applicant to indicate the approved

continuing medical education that he or she has completed. The applicant's own signed statement of completion of the items on the document will be sufficient to document completion of this requirement.

8.2.3: The approved options for Continuing Medical Education in NaPro**TECHNOLOGY**® and the **CREIGHTON MODEL** Fertility***Care***™ System (Assessment 8.2.1.1) shall be periodically reviewed and updated by the Academy.

8.2.4: At the discretion of the Commission on Certification of the **AAFCP** recommendations for further continuing education may be made if the application warrants it.

ATTACHMENT

1. Approved Options for Continuing Medical Education in NaPro**TECHNOLOGY**® and the **CREIGHTON MODEL** Fertility***Care***™ System. (Assessment 8.2.1.1)

LENGTH OF CERTIFICATION

STANDARD 9.0: THE LENGTH OF THIS CERTIFICATION FOR A Fertility***Care***™ **MEDICAL CONSULTANT WILL BE NO LESS THAN 4.0 YEARS AND NO GREATER THAN 7.0 YEARS.**

RATIONALE 9.1.1: Changes in the practice of NaPro**TECHNOLOGY**® and the **CREIGHTON MODEL** System occur periodically and it is important for the physician to keep up to date.

9.1.2: By requiring certification on a regular period of time, this will mandate the physician to keep up to date with Fertility***Care***™ and medical NaPro**TECHNOLOGY**® practice components.

ASSESSMENT 9.2.1: The Commission on Certification will determine the length of time for the initial certification of a Fertility***Care***™ medical consultant based upon the application and the performance and skills that it documents.

9.2.2: A certificate shall be issued to the physician documenting the designation as a Fertility***Care***™ medical consultant. This certificate shall be time bound over a period of time between 4 and 7 years.