



CAPPA/Operation Special Delivery Volunteer Labor Doula Code of Conduct & Ethics Agreement

CAPPA OSD Volunteer Labor Doulas are to report all information directly to Mary Beth Nance, CAPPA/OSD Director, at osd@cappa.net or by calling 1-888-MY-CAPPA.

As a CAPPA/OSD Volunteer Labor Doula, you need to have the following:

- A home telephone (preferably with an answering machine).
- An alternative phone number, which you'll need to carry on your person, such as a cell phone or a pager.
- An email account that you check more than three times per week.
- Membership in a professional organization such as, but not limited to CAPPA, DONA or ALACE.
- Membership in our online Yahoo Group where we post important program files and information and can network with each other. Membership is by invitation only, after your application is received.

The CAPPA/OSD Volunteer Labor Doula CODE OF CONDUCT:

- You will receive a call/email from CAPPA/OSD or your State Coordinator, offering you the opportunity to give labor support to a qualifying pregnant woman. We assign volunteer labor doulas according to geographical area and availability. Because of this, some doulas will be volunteering more than others.
- Once you agree to act as the qualifying pregnant woman's labor doula and there is time, CAPPA/OSD asks that you meet with the pregnant woman for at least one prenatal visit. This can be at the pregnant woman's home or any other location that you feel is safe. At the prenatal visit, do your best to get to know the pregnant woman. What are her particular birthing needs? How can you best support her? Will you share with her any breathing or relaxation exercises?
- Once the pregnant woman is in labor, the pregnant woman will call you. Attend to her as soon as possible, definitely within 2 hours. Give her emotional, physical and informational support during her labor and delivery. If at all possible, don't leave her. If her birth becomes particularly long or you have another personal client birth to go to, consider having another doula back you up.
- After the baby is born, stay for about an hour, or longer if you like. Provide postpartum and/or breastfeeding support at that time.
- Please call or visit the new mother at least one time postpartum to see how she is doing.
- If you would like, you can write a birth story and give it to the new mother. This is NOT required.
- **REQUIRED (this will NOT be waived):** Soon after the qualifying woman births her new baby, you will need to send in the Birth Summary Form so the birth can be recorded.

The CAPPA/OSD Volunteer Labor Doula ETHICS and SCOPE OF PRACTICE:

- You agree to abide by the CAPPA Code of Conduct and Scope of Practice. This can be found at <http://www.cappa.net>. The CAPPA Scope of Practice does NOT include unassisted homebirth, vaginal exams, or any other clinical task normally in the domain of a licensed healthcare provider.
- If you have questions about what is or is not within the CAPPA Scope of Practice, please email the Director, Mary Beth Nance, at osd@cappa.net.

- As a CAPP/OSD Volunteer Labor Doula, you will offer your labor support to qualifying women regardless of whether the pregnant woman wants to birth in a hospital, a birth center or is having a homebirth.
- As a CAPP/OSD Volunteer Labor Doula, you will offer your labor support to qualifying pregnant women regardless of whether the pregnant woman plans to have an un-medicated birth, plans to have medication (narcotics or an epidural) or plans a scheduled cesarean section birth.
- As a CAPP/OSD Volunteer Labor Doula, you agree to decline to assist with a pregnant woman if you feel you have inadequate training or skills to fulfill the pregnant woman's needs or if incompatibility is an issue. You need to make this clear to your State Coordinator or Director right away.
- As a CAPP/OSD Volunteer Labor Doula, you agree that if you must drop or stop being a labor doula for a qualifying pregnant woman, either because you are sick, need to move out of the area, or have an emergency, that you will call your State Coordinator or the Director as soon as possible so that a replacement Volunteer Labor Doula can be found.
- **As a CAPP/OSD Volunteer Labor Doula, you will operate on a professional level, doing your best to communicate in a diplomatic manner with the medical staff with which you will find yourself working. This is imperative to the success of the program. Please address military staff with their professional titles, or as "Ms.," "Dr.," "Sir," or "Ma'am."**
- As a CAPP/OSD Volunteer Labor Doula, you will not perform clinical skills or give medical advice unless you do so under your existing license as a medical professional, and not as a CAPP/OSD Volunteer Labor Doula.
- As a CAPP/OSD Volunteer Labor Doula, you will make no attempts to obtain reimbursement from the pregnant woman for your services.
- While assisting at a qualifying pregnant woman's birth, you will identify yourself as a CAPP/OSD Labor Doula, therefore promoting the CAPP/OSD cause.

Other ways in which you can help:

- Email or call other doulas to tell them about CAPP's Operation Special Delivery! Direct them to our web site, <http://www.operationspecialdelivery.com> or <http://www.cappa.net>.
- Begin a local CAPP/OSD Volunteer Labor Doula support group.
- Offer to pass around or hang up CAPP/OSD flyers. You will be able to obtain these from your State Coordinator or Director.
- If you have access to military bases or posts, medical centers, FRGs, or family groups, please let them know about the program.
- Consider becoming a State Coordinator for your state. You can either fill a vacancy or take over for another doula if we need you.
- If you have a question or concern, please bring it up with your Director or State Coordinator.
- If any of your vital information (phone number, address, etc) changes, please notify the Director immediately.

**CAPPA/Operation Special Delivery
Volunteer Labor Doula Payment and Liability Release Form**

Recitals

CAPPA's Operation Special Delivery is a non-profit, independent organization sponsored and funded by the 501(c) 3 CAPPA Foundation. CAPPA's Operation Special Delivery's mission is to provide free Labor Doula services to qualifying pregnant women as found in CAPPA/Operation Special Delivery's description of the Volunteer Labor Doula's Work. CAPPA/Operation Special Delivery's service is to be provided by independent Volunteer Labor Doulas free of charge to the pregnant qualifying woman. Any/all complaints regarding services provided by Volunteer Labor Doula will be dealt with at the CAPPA office and every effort will be made to support the Volunteer Labor Doula in any disputes.

Description of the Volunteer Labor Doula's Work

- Volunteer Labor Doula will visit at least one time (if time permits) with the pregnant woman before she has her baby. At this visit, the Volunteer Labor Doula will do her best to try and understand the pregnant woman's birthing desires and needs.
- Once the pregnant woman is in labor, is being medically induced or is having a scheduled C-Section, she will call and/or page the Volunteer Labor Doula, at which time Volunteer Labor Doula will then meet the pregnant woman and stay until the baby is born.
- Volunteer Labor Doula will stay with the new mother at least one hour after her baby is born.
- Volunteer Labor Doula will do her best to make contact with the new mother by telephone at least one time postpartum.
- Volunteer Labor Doula will complete the Birth Summary Form and submit it to the Director. A written account of the baby's birth or a copy of the Birth Summary Form can be given to the mother, as well, but is not required.
- Volunteer Labor Doula will refer the new mother out to appropriate resources and/or organizations if the new mother has a question or a concern that the Volunteer Labor Doula is either not able or not qualified to answer or provide assistance with.

Payment

- CAPPA/Operation Special Delivery will not pay the Volunteer Labor Doula any money or goods for any work performed on behalf of CAPPA/Operation Special Delivery.
- The Volunteer Labor Doula is not considered an employee or an agent of CAPPA/Operation Special Delivery and will not receive any benefits.
- The Volunteer Labor Doula will not make any attempt to collect any money from the qualifying pregnant woman for any of the services that the Volunteer Labor Doula provides to her.
- The Volunteer Labor Doula will not be reimbursed for any food bought, mileage driven or any long distance phone calls made while in the service of CAPPA/Operation Special Delivery.

Liability

Inasmuch as CAPPA/Operation Special Delivery does not presently or in the future provide any type of doula liability insurance to any Volunteer Labor Doula, the Volunteer Labor Doula agrees to indemnify the Childbirth and Postpartum Professional Association (CAPPA), Inc., Donna Johnson, Tracy Wilson Peters, Mary Beth Nance, CAPPA's Directors and Leadership Team and the CAPPA Foundation (owner of Operation Special Delivery) for any and all liability or loss arising in any way out of the performances of the Volunteer Labor Doula while she serves in the capacity of her skills as a birth or postpartum doula. The Volunteer Labor Doula accepts responsibility for any risks involved with handling any tools and equipment used in performing her skills.

PLEASE KEEP THE ABOVE INFORMATION FOR YOUR RECORDS, AND ONLY SEND THIS PORTION BELOW ALONG WITH YOUR TRAINING CERTIFICATE TO THE ADDRESS AT THE BOTTOM OF THE PAGE. PLEASE TYPE OR PRINT LEGIBLY.

Volunteer Labor Doula's Printed Name

Volunteer Labor Doula's Signature

My signature indicates that I have read, understand, and agree to the CAPPA Code of Conduct and Ethics Agreement, Scope of Practice, and Payment and Liability Release Form.

Date of Signature: _____

Mailing Address: _____

Phone: _____

Email: _____

Where did you hear about CAPPA's Operation Special Delivery?

Please send this form along *with a copy of your Labor Doula training certificate.*

To:
CAPPA/OSD
Attn: Mary Beth Nance, Director
97 Watson Road
Delta, PA 17314

**CAPPA/OPERATION SPECIAL DELIVERY
BIRTH SUMMARY FORM**

Please fill this form out completely and return to CAPPA/OSD. This form is very important for our records.

CLIENT'S NAME:

LOCATION OF DELIVERY:

WAS THIS A MILITARY HOSPITAL?

ESTIMATED DUE DATE:

DATE BIRTH OCCURED:

Were there any complications during this pregnancy? If so, what?

Was client accompanied by anyone other than you during labor? If so, who?

LABOR LENGTH (from time client called you until birth):

INTERVENTIONS (circle as many as apply):

Prostaglandin induction - Cytotec/cervadil induction - Pitocin induction - AROM - Pitocin augmentation -
Continuous electronic fetal monitoring - Intermittent electronic fetal monitoring - Doppler -
Other (please explain):

METHOD OF BIRTH (circle as many as apply):

Vaginal - Forceps/vacuum - VBAC - Repeat cesarean - Unexpected cesarean - Planned cesarean

MEDICATIONS (circle as many as apply):

Stadol - Nubain - Epidural before 5cm - Epidural after 5cm - Other (please explain):

BABY'S OUTCOME (circle as many as apply):

Normal - Premature - Birth defect - Stillbirth - NICU

BABY'S BIRTHWEIGHT:

Is Mom breastfeeding?

Please explain how you have helped/encouraged Mom to breastfeed.

Your name: _____

Your signature: _____

Your mailing address: _____

Your phone and email: _____

THANK YOU VERY MUCH FOR YOUR ASSISTANCE! Please mail this completed form to:

CAPPA/OSD, 97 Watson Road, Delta, PA, 17314.