



FEMM PRACTICE TEACHING GUIDELINES

Congratulations on beginning your FEMM Practice Teaching!

Practice Teaching is the opportunity for you to begin to share FEMM Education with women – the reason you are becoming a FEMM Teacher!

Practice Teaching Objectives:

- Provide education that is science and evidence based, and respectful of the client's autonomy,
- Provide information to enable informed consent and decision-making in healthcare and family planning,
- Gain experience in client and case management:
 - Client contact, follow-up (between Sessions) and scheduling,
 - Collect and keep confidential client data and health information,
 - Client motivation and encouragement to chart daily and accurately,
 - Interpret the chart with regard to cycle events based on biomarkers: cervical mucus, bleeding, LH surge, and symptoms,
 - Identify chart patterns of typical cycles across the reproductive continuum,
 - Identify abnormal cycle characteristics which may indicate health issues, and know when and how to refer for Medical Management,
 - Recognize factors that may interfere with the observation, charting, or interpretation of a client's biomarkers.

Practice Teaching Guidelines:

Teach the 3 FEMM Sessions to a minimum of **3 clients**.

We recommend teaching 1-2 additional clients in the event that any of your clients are unable to follow through with the classes or 3 full months of daily charting.

Each client must receive all 3 FEMM Sessions.

- 3 Sessions, spaced 3-4 weeks apart.
- Each Session's content can be covered in 1 hour. However, you will need to include additional time in your scheduling for questions and charting review, 90 min. total.
- Client charting: 3 full cycles of charting are required. (You will need to obtain her final cycle of charting approx. 1 month after Session 3.)
- Client should email her chart (app or paper) in advance of each Session, or bring a color copy to leave with you for your Reporting.
- Session Reports: select 1 client (same client each time) to report on after each Session (see below).
- Final Chart Assessment: for each of your 3 clients after completion of 3 months of charting. (see below).

Practice Teaching can be done in person or online. Clients should be taught individually, not in groups, as you are required to practice teach each of the 3 FEMM Sessions 3 times. (Once you are certified we encourage group teaching.)



Clients' partners should be encouraged to attend all Sessions, especially the FEMM Family Planning Session.

FEMM Session Reporting

You will be reporting on only **1 client** (same client each time) after each of the 3 Sessions. The FEMM Team will provide feedback on your teaching and advice for your next Sessions. You are welcome to send us any questions you may have on your other clients via email, but are not required to do so. This is to keep the reporting minimal and manageable for you.

After the completion of the 3 Practice Teaching Sessions you are required to submit a **Final Chart Assessment** for all 3 of your clients.

Refer to Session Report & Final Chart Assessment Guide document in appendix for how to approach reporting.

Practice Teaching Schedule

1. Begin Practice Teaching: schedule 3 clients, all 3 Sessions in advance.
2. Session 1: FEMM & Your Health
 - Due: Submit Practice Teaching Session 1 Report on selected client. All Practice Teaching reporting is conducted on Canvas.
3. 1-2 weeks after Session 1: Follow-up with clients regarding charting questions and confirm the time of Session 2. Send a reminder approx. one week prior to the scheduled next Session, and to bring their charting with a copy for you.
4. Session 2: FEMM Expert
 - Due: Practice Teaching Session 2 Report on selected client.
5. 1-2 weeks after Session 2: Follow-up with clients regarding charting questions and confirm the time of Session 3. Send a reminder approx. one week prior to the scheduled next Session, and to bring their charting with a copy for you.
6. Session 3: FEMM Family Planning
 - Due: Practice Teaching Session 3 Report on selected client.
7. Follow-up with clients about a month after 3rd Session to receive completed charts (3 full cycles of charting are required from each client).
 - Due: Final Chart Assessment for each of your 3 clients.

Note: Coursework (quizzes and exercises) for previous modules must be successfully completed prior to beginning Practice Teaching.

All Practice Teaching requirements must be fulfilled before taking the FEMM Exam.



Client Confidentiality

As a health program, FEMM respects the privacy of all the women with whom we work.

Keep client Health Forms and charts secure to safeguard sensitive health information.

When submitting Health Forms and charts to FEMM, you are welcome to ID your clients by their initials or a pseudonym/number to preserve their anonymity. The FEMM Ed Team simply needs sufficient identification in order to group Health Forms with charts to provide health and charting advice.

We look forward to working with you and your clients!

The FEMM Education Team

The FEMM Team is here to provide you with feedback and support throughout your Practice Teaching. Be sure to reach out to us with any questions or concerns by emailing:

FEMM@femmhealth.org.

APPENDIX

1. Practice Teaching Materials

- FEMM Session Outlines
- Teaching Card images
- FEMM Session slides
- FEMM Health Form
- FEMM App information (free Android & iPhone)
- FEMM Chart (paper)
- FEMM charting exercises & answer keys
- LH & FEMM Family Planning handout

2. FEMM Practice Teaching Session Reporting + Chart Assessment Guide

3. FEMM Practice Teaching Schedule + Materials

4. FEMM Practice Teaching Client Welcome Letter