



Welcome to WOMBS 2019 MEMBERSHIP PROCEDURES & PROTOCOLS

In order for us to help Admin, it is essential that you read this entire document, even if you have been a member for some time.

Membership:

Payment of subs due by 31st January 2019 – R400 (Payments made after this will be an additional R50)

WOMBS, FNB Account (Somerset Mall)

Branch Code: 250655

Account number: 62226802660

Please use your NAME + SURNAME + 01 as your reference. 01 is essential and refers to subs payment.

1. Send proof of payment to this email: info@wombs.org.za together with your Membership form.
2. **NB: remember to send your completed Membership form to info@wombs.org.za.**
3. Once we've received payment, you will receive a receipt and your name will be added to the website. We will send you login details for the members only areas. Here you will find so much useful info, which will help you set up your practice as a doula. Examples of sample invoices, service agreements, etc are all included in this area.

Failure to follow these instructions to the letter will delay the activation of your membership. Please use the correct referencing when making payment. Failure to do so will result in failure to complete the process, which means you will not get your login/password/listing, etc.

Uniform / embroidered badge / magnetised badge Orders

Order your uniform, embroidered badge and magnetised badge once you receive your login details for the website (refer to step one). Uniform and badge orders can take up to a month to arrive, so please continue to wear your apron and temporary badge until your order arrives. Thank you for your patience in this process.

Note: What Doulas Wear: Doula Top, Navy trousers or skirt, Watch, Hair tied back, Flat closed-toe shoes, Short nails, Light make-up, Deodorant (although not with a strong smell).

1. To order your NAVY scrub top, please pay R300 into the following bank account (add R50 to include the embroidered WOMBS badge on the top):
WOMBS, FNB Account (Somerset Mall)
Branch Code: 250655
Account number: 62226802660
Please use your NAME + SURNAME + 02 as your reference. 02 is essential and refers to uniform payment.
Send proof of payment along with your size and postal address to Janine at runjaydee@gmail.com
Available sizes: 32, 34, 36, 38, 40.
The fit is small, so it is best and prudent to order one size bigger than your normal size.
2. You will receive your top and a WOMBS embroidered badge which you will need to sew onto the left breast pocket area. If you are outside the Cape Town area, you will need to pay an extra R80 postage for the scrub top as we cannot use the Post Office for this but use a courier.
3. You have the option of buying your own NAVY scrubs top and we can then just post you the embroidered badge, this option is R50 – please follow the same payment instructions above and **please use your NAME + SURNAME + 03 as your reference. 03 is essential and refers to separate embroidered badge payment.**
4. MAGNETISED BADGES can be worn on informal occasions as your official identification. They are magnet and easily clip on to whatever top you are wearing. Cost of the MAGNETISED BADGE is R140 which includes packaging and postage to you.

The estimated time frame to receive a MAGNETISED BADGE is 2-3 weeks. Please only make contact if you have not received anything after 3 weeks has already passed. Please follow the same payment instructions above and **please use your NAME + SURNAME + 04 as your reference. 04 is essential and refers to the magnetised badge payment.**

Failure to follow these instructions to the letter will delay your receiving your uniform / badges, etc. Please use the correct referencing when making payment. Failure to do so will result in failure to complete the process, which means you will not get your order.

WOMBS ON SOCIAL MEDIA

- 1 We have a whatsapp group for all paid up members.
- 2 Facebook groups: WOMBS Admin – <https://www.facebook.com/groups/2039868319581527/>
WOMBS - <https://www.facebook.com/groups/WOMBS.SA/>
WOMBS KZN - <https://www.facebook.com/groups/501682226675656/>
WOMBS JHB/PRETORIA - <https://www.facebook.com/groups/752890784874539/>

Please note that there are security questions to be answered when joining some of the groups, because we only want WOMBS members on most of them. If you don't answer the questions, and we don't know that you are a member, you will not be given access.

WOMBS MEMBER RULES:

1. Complete your 10 volunteer hours and have it signed off. Please complete and submit your annual volunteer hours to Tarryn Walton, which must be submitted annually by the end of January: doulatarryn@gmail.com - 083 437 6645 **Form:** <http://www.wombs.org.za/wp-content/uploads/2015/01/Doula-Volunteer-Hours-Logsheets-TEMPLATE.doc>
2. Keep a record of all births on the Client Birth Detail form, which needs to be sent in from time to time. Email completed word doc form to Sandy Bayman – info@wombs.org.za.
Form: <http://www.wombs.org.za/wp-content/uploads/2015/01/Client-Birth-Details-TEMPLATE.doc>
3. Apply for Indemnity insurance, details on the website and here:
Form: <http://www.wombs.org.za/wp-content/uploads/2015/01/Indemnity-Insurance-2016-2017-.pdf>
4. Attend at least three of the four annual WOMBS meetings - dates & venues of meetings confirmed over whatsapp and email. If you cannot attend, be sure to send in your apologies, which are recorded.
5. Once you receive your certificate, keep a copy in your bag to present upon request at all the births you attend.
6. Please familiarise yourself with the following five important documents, which will inform your practice as a WOMBS doula:

<http://www.wombs.org.za/wp-content/uploads/2015/01/ICEA-Role-and-Scope-of-Doula.pdf>

<http://www.wombs.org.za/wp-content/uploads/2015/01/WOMBS-Code-of-Ethics-18-Oct-2016.docx>

<http://www.wombs.org.za/wp-content/uploads/2015/01/ICEA-Social-media-HIPPA.pdf>

<http://www.wombs.org.za/wp-content/uploads/2015/01/WOMBS-Grievance-procedure-protocol-18-Oct-2016.docx.pdf>

<http://www.wombs.org.za/wp-content/uploads/2015/01/WOMBS-Scope-of-Practice-300.pdf>