Certified Healthcare Simulation Operations Specialist-Advanced® Renewal Materials

Certification as a Certified Healthcare Simulation Operations Specialist-Advanced® promotes excellence and professionalism, and demonstrates leadership in healthcare simulation as well as commitment to the use of simulation as a professional developmental tool.

The Certified Healthcare Simulation Operations Specialist-Advanced® (CHSOS-A®) certifies individuals who demonstrate they are leaders in healthcare simulation and have demonstrated their expertise in the field. The certificant is required to maintain certification by fulfilling continuing professional development (CPD) requirements, which are reviewed and established annually by the Certification Council of the Society for Simulation in Healthcare. CHSOS-A® certification **must** recertify through submission of CPD.

Recertification Requirements:
1. Obtaining and maintaining documentation of 45 continuing professional development units over the 3-year recertification cycle
2. Payment of a recertification fee.

All CPD must relate to areas covered in the most current CHSOS® examination content outline. Applicants for renewal as a CHSOS-A® must still meet the initial CHSOS-A® eligibility requirements to be eligible for renewal.

ALL continuing professional development documentation should be kept on file by the individual applying for recertification for a period of at least 3 years. A random audit of continuing professional development units may be performed at any time during the recertification cycle. If audited, supporting materials must match the items provided by the. Self study items will be audited by asking the candidate's supervisor to verify the information provided.

Renewal Cycle:

Each renewal cycle is 3 years in length, beginning on the date of initial certification (first as a CHSOS®). Certificants should apply for renewal no later than 30 days prior to the date of expiration of the current certification (i.e. an individual certified on April 15, 2013, should reapply by March 15, 2016). During each 3-year cycle, 45 continuing professional development (CPD) units are required. The CPD shall be entered into the online candidate management system.

A minimum of 1 unit in each Domain is required.

Domains include:
1. Concepts in Healthcare Applied to Simulation
2. Concepts in Instructional Design Applied to Simulation
3. Healthcare Simulation Practices/Principles/Procedures
4. Professional Role: Behavior and Capabilities
5. Simulation Technology Operations

All continuing professional development that follows the CHSOS® Content Outline is accepted. Content related to healthcare simulation and education, including but not limited to debriefing, education theory, assessment, adult learning, patient safety, healthcare quality, or teamwork and/or communication principles will generally be accepted.

The detailed description of items in each Domain can be found by downloading the CHSOS® Examination Blueprint.

Clinical content will NOT be accepted.

The following items are some examples of, but not limited to, continuing professional development for CHSOS-A® recertification:

Seminar/Webinar Attendance: Participation in a lecture, workshop, or professional development session provided by a professional healthcare simulation or professional development association/society, healthcare facility, or an industry-recognized provider of professional development. Multiple participations in the same course may be counted only once. The provider must either award continuing professional development units, or be able to demonstrate that appropriate educational design methods were used for content.

Self-Study: Online professional developmental programs, article summarization.

Professional Speaking/Teaching: Examples include presentation/abstracts made by you at an international, national, regional, or local professional/society. Presentations given as part of your work responsibilities are NOT accepted for recertification.

Formal Publication of Articles of Books: Authoring a chapter in a published book or a peer-reviewed journal.

Items submitted should be at the level of performance expected of a CHSOS-A®.

Entering Items Into the Certification Candidate Management System:
CPD activities can be entered at any time during the three-year certification cycle.

The steps to enter CPD activities into the system are as follows:
1. Go to www.simcertification.com and log in to the SSH system.
2. Click on the Candidate Management System links that can be found on any of the certification pages or on your "My SSH" page.
3. Click on the Certification tab; you will be able to see your certification and status such as expiration date.
4. Click on the ADD Continuing Professional Development Units button.
5. Enter the following information for each CPD item:
    a. Provider Type (this is the type of activity)
    b. Provider Name (such as the conference, name of the session, article title, etc)
    c. CPD Type (this is the Domain that the activity best fits)
    d. Quantity (such as the number of hours attending a conference, the number of semester hours for a college course, etc)
6. Click on Save.

Each entry for that three-year certification cycle that has been entered will appear in the Summary area. The entry by domain will also be tracked.

CPD activities that are entered are randomly audited. You will receive an email with the information regarding the audit, and where to submit verification.

Completing Your Renewal:
Renewal can be completed during the last three (3) months of the certification cycle (the last 3 months before the expiration date).

To complete the renewal:
1. Go to www.simcertification.com and log in to the SSH system.
2. Click on the Candidate Management System links that can be found on any of the certification pages or on your "My SSH" page.
3. Click on the Certification tab; you will be able to see your certification and status such as expiration date.
4. Click on the green Renew Now button. This will create a renewal folder (which can be found on the Application tab if you do not automatically get directed there).
5. If not already open, click on the folder icon by the renewal listing.
6. Click through and verify the information in each of the tabs.
7. Payment is submitted towards the end of the tabs.

NOTE: your renewal will not be completed if you have an outstanding audit. Please submit the information as requested in the audit email.

Continuing Professional Development Units

This table is provided as a tool to help the certificant who is maintaining CHSOS-A® certification to enter CPD information into the online candidate management system. Each of the types of activities listed will help the candidate to understand what is being entered. Please note that the type of activity is not typically restricted to any one Domain, and the candidate must assign the Domain (a minimum of 1 CPD per Domain must be entered to be eligible for renewal).

Type	Code	Description	Documentation	Equivalence
Seminar/Webinar Attendance	S	Participation in a lecture, workshop, or professional development session provided by a professional healthcare simulation or professional development association/society, healthcare facility, or an industry-recognized provider of professional development. Multiple participations in the same course may be counted only once. The provider must award continuing professional developmental units.	Certificate of attendance/certificate of completion with continuing professional development units earned.	60 minutes of professional development equals 1 continuing professional development unit.
Course Development or Re-Design for operations content	CD	Creation of a simulation-based professional development program	Copy of the curriculum outline, CE approval letter, or other documentation demonstrating the course was developed and implemented during the certification cycle.	60 minutes equals 1 unit. (i.e. a 2 hour (120 min) program/ presentation equals 2 credits)
Professional Service	PS	Complete 1 or more years of volunteer service during certification period with an international, national, state, or local simulation or professional	The official description of your volunteer duties (e.g., copy of an official letter or other documents from the organization attesting to your service and dates of service).	Earns 4 continuing professional development units per year of service

		development organization in which your certification specialty expertise is required. Accepted volunteer activities include serving on boards of directors, committees, editorial boards, review boards, and task forces.		
Professional Speaking/Teaching	T	Speaking/Presenting at an educational program or a meeting of an international, national, regional, or state professional association or society. Multiple presentations of the same speech/program may be counted only once.	Letter from the organization to which you spoke or copy of conference book indicating session	Credit may be declared for twice the length of the professional developmental program or speech. 60 minutes equals 2 units. (i.e. a 2 hour (120 min) presentation equals 4 units)
Authoring/Publishing	P	Publications must: - Have been published or accepted for publication within the 3-year certification cycle for which continuing professional development is being sought; - Relate to a domain included in the examination content outline; - Bear the author's name, the publication's name and the date of publication; and - Have been published outside of the	Copy of the publication. Copy of the decision letter from the publisher indicating acceptance.	Authoring a chapter in a published book earns 10 units Authoring an article published in a peer reviewed journal or periodical earns 5 units

		certificant's facility or place of business		
Poster Presentation (primary presenter)	PP	Presentation of original research via a poster at a local, regional, national, or international conference.	Evidence of the poster presentation (copy of the poster, copy of the conference program). Each poster may be claimed once for each recertification cycle. The same poster presented at more than one conference cannot be counted twice.	3 units per poster.
Academic Coursework	AC	From an accredited college or university with a focus in simulation, education, patient safety, or healthcare quality or other applicable topic in operations.	Grade report or copy of transcript. Minimum grade of C+ must be earned.	(1 semester credit = 15 units; 1 quarter credit = 10 units)
Simulation, Academic, or Corporate Fellowship	SF	A fellowship in simulation from an approved organization.	Documentation of meeting the competencies necessary to complete fellowship	5 units per year of fellowship
Higher Education Academic course development	ACD	Accredited Higher Education Academic course developed and accepted as part of an accredited academic Curriculum (for OS related degrees etc). Content relates to areas of simulation, or other applicable topic in operations.	Documentation from the academic institution in whichthe course has been presented	(1 semester credit = 15 units; 1 quarter credit = 10 units)
Mentoring	M	Serve as a mentor for a student or professional related to simulation or professional development	Letter or other documents attesting to your service and dates of service.	2 units per student mentored per 6 month period
Simulation Advocate	A	Demonstration of being an advocate for the use of simulation in healthcare. Examples include	Media examples Letter to/from elected official	1 unit per activity.

		media interviews, reports, or work with government officials (not related to your job)		
Self-Study	SS	Any journal, book, or magazine with appropriate content that addresses simulation operations not older than 3 years may be used. Read the article/chapter, list the title of each article/chapter, and write a summary, focusing on its relevance to the role of the operations specialist	Copies of the article summaries; citation listing; copies of chapters	Each article summarized is worth 2 continuing professional development units toward recertification. A maximum of 10 units can be earned this way.
Other	O	Please provide a written description of the activity and why it should count for credit		Varies
Product Innovation	PI	New product; new use of product; new use of technology etc. to improve simulation operations	White Paper with appropriate images, and instructions to replicate process (unless protected by IP)	10 credits per new product
Process Innovation	PI	Change in processes; new processes	Letter from Supervisor	1 credit per improvement
Industry Certification	IC	Certificate of course completion from vendor specific course (A+, simulator specific courses, Moulage courses etc)	Copy of completion certificate or certification	One credit/unit per hour of instruction received, or participation in activity