



CHSE-As® are leaders who impact and influence the field of healthcare simulation. These individuals have proven themselves to be advanced in their practice. They serve as examples to others in the field, positioning themselves to serve as leaders, mentors, and advocates for simulation. CHSE-As® have the ability to critically self-reflect and set and achieve professional development goals. While highly skilled in developing and integrating individual simulation activities into the larger continuum of learning (e.g. curriculums), the impact and influence of a CHSE-A® is felt beyond their local organization. CHSE-A® reviewers will be assessing each portfolio for demonstrated evidence of impact and influence on the field within and beyond the applicant's institution.

An individual MUST meet the following minimum criteria to be eligible to apply to become a CHSE-A®:

- Current certification as a CHSE®
- Participation in healthcare simulation in an educational role.
- Completion of a master's degree or an equivalent combination of education and experience.
- Documentation of five years of continued simulation use in healthcare education, research, or administration.
- Focused simulation educator expertise in healthcare simulation activities and settings.

*Any candidate who does not have a master's degree or higher may petition the Council for consideration of equivalency based on combined education and experience.

Those who meet the eligibility requirements must submit materials that demonstrate:

1. Substantive/ongoing involvement, impact, and influence in healthcare simulation in areas beyond the applicant's institution.
2. Advanced skills in simulation activity design, delivery, evaluation, and modification.

NOTE: Please refer to the each of the four Standards and Suggested Evidence for descriptions of the knowledge, skills, abilities, and attitudes, as well as the impact and influence, that are expected of a CHSE-A. It is NOT required for the applicant to demonstrate CHSE-A level evidence for every standard, but a successful applicant will demonstrate enough evidence overall to support impact and influence on the field.

The remainder of this document describes the six (6) items that must be submitted by the applicant. This document is intended to provide clarity regarding requirements and expectations.

It is STRONGLY recommended that applicants complete the Application Worksheet prior to initiating the application. This document can be found on <https://www.ssih.org/Credentialing/Certification/CHSE-A/Portfolio> .

The online application can be found at https://www.formdesk.com/societyforsimulationinhealthca/CHSE-A_Application

The applicant will submit the following six (6) items to complete the application process:

ITEM 1: Professional Information and Eligibility Confirmation

Applicants will submit the following information:

- Name
- Email
- Current Title
- Current Organization
- CHSE Expiration Date
- Month and year starting in an educator role in healthcare simulation?
- By clicking on each of the following, the applicant verifies that:
 - I have read the Healthcare Simulationist Code of Ethics. Further, I agree to aspire to abide by that Code.
 - I am currently certified as a CHSE®.
 - I participate in healthcare simulation in an educational role.
 - I possess a master’s degree (or higher) or have been granted an equivalency.
 - I have five (5) or more years of experience in healthcare simulation.
 - I have focused simulation educator expertise in healthcare simulation

Eligibility information is found at <https://www.ssih.org/Credentialing/Certification/CHSE-A/Eligibility> .

ITEM 2: Narrative Responses of Demonstrated Performance in the Domains

The applicant will complete one narrative for each domain, addressing the questions and concepts in the column on the right as appropriate. The answers in domain 3 and 4 should link to the submitted exemplar simulation activity as appropriate.

<p>ADDRESS THIS STATEMENT: Please Provide Insight Into Your Professional Values and Capabilities (5250 characters – roughly 750 words)</p>	<p>GUIDING QUESTIONS</p> <ul style="list-style-type: none"> • Describe your leadership and advocacy in state/national/international simulation organizations (e.g. chairing committees, task forces) • Describe how you contribute to an organizational climate that fosters the growth of both simulation educators and learners • Describe your mentoring and/or consultation of other simulation faculty/educators • Describe your teamwork and collaboration on simulation projects across disciplines or schools or organizations • Describe how you use challenging situations as opportunities for growth. Provide an example.
<p>ADDRESS THIS STATEMENT: Please Provide Insight Into Your Scholarship & Spirit of Inquiry (3500 characters – roughly 500 words)</p>	<p>GUIDING QUESTIONS</p> <ul style="list-style-type: none"> • Describe how your simulation work has contributed to simulation at the state (province), regional, national or international level (examples can include your publications, research, and other simulation activities) • How have you discovered or translated new knowledge in simulation and education to improve simulation activities?
<p>ADDRESS THIS STATEMENT: Please Provide Insight Into How You Design and Develop Simulation Activities (3500 characters – roughly 500 words)</p>	<p>GUIDING QUESTIONS</p> <ul style="list-style-type: none"> • Describe how you lead curriculum/educational planning and development • Describe how you are responsible for the strategic planning of simulation initiatives • How have you designed and developed a simulation based educational programs from needs assessment through evaluation? * cross-reference to your submitted exemplar activity as appropriate
<p>ADDRESS THIS STATEMENT: Please Provide Insight Into How You Implement and Evaluate Educational Activities (3500 characters – roughly 500 words)</p>	<p>GUIDING QUESTIONS</p> <ul style="list-style-type: none"> • Describe how you create and maintain a learner-centered educational approach in your simulation program • How would you describe your feedback and debriefing role and style? * (examples can include research or administrative roles as applicable). Cross-reference to your submitted exemplar activity as appropriate • Describe the quality management system that you use to improve your simulation activities. * Cross-reference to your submitted exemplar activity as appropriate

NOTE: Please refer to the Standards and Elements document for more information.

HOW TO USE THE STANDARDS AND SUGGESTED EVIDENCE: The Standards and Suggested Evidence can help you describe your contributions in each of the Domains. For example, when describing your influence and impact in the Domain of “Designing and Developing Simulation Activities”, go to that section of the Standards. The last column lists evidence. Each item of evidence has been determined is acceptable as CHSE-A level of demonstrated performance. Your own situation and demonstrated performance may be identical, or it may be something similar in nature and level of performance. You can submit or discuss to demonstrate your accomplishments in that Domain.

E.g. For the Domain “Designing and Developing Simulation Activities”, element 4 is “Assessment and Evaluation of Learners”. In this element, suggested evidence the applicant can discuss includes: a discussion of instruments used and how they were selected or developed, processes to establish inter-rater reliability; discussion of how you have established formative and summative evaluation processes in your organization; discussion of how you have led facilitator training.

NOTE: If any of the questions are unclear/you do not understand, please contact director@simcertification.com

ITEM 3: Exemplar Activity

The applicant will submit an exemplar simulation activity. This must be the SAME activity that was referenced in the narrative responses. The selected activity should be representative of the applicant’s abilities and skills in creating and delivering a simulation activity. It should be a fully developed activity.

- The applicant must be the primary author of the simulation activity.
- The applicant will provide a brief overview of the following elements related to the submitted exemplar (750 character limit for each item):
 - Briefly describe the submitted exemplar simulation activity (e.g. type of activity, learner population, what it does, etc)
 - Describe how the simulation activity supports the overall needs/curriculum of your institution
 - Describe how the needs assessment was performed
 - For any assessment and evaluation tools used, describe how were they selected/created.
 - Provide a summary/overview of outcomes data and evaluations
 - Provide a description of how the outcomes data and evaluations were used to improve the simulation activity

The applicant must email director@simcertification.com to request a Dropbox link to submit the exemplar, or arrange an alternative submission method. For more information on exemplar activities, please review that section in the CHSE-A® Handbook.

ITEM 4: **Simulation-specific** CV/Resume

The applicant will submit a **simulation-specific** CV/Resume that emphasizes their simulation and simulation-associated activities.

- Name, contact info, positions held, titles, and brief description of key roles and responsibilities for each position held
- Education completed (institution, location, degrees, dates)
- Professional Development activities (courses attended, certifications, fellowships, etc)

- Simulation contributions
 - Presentations at conferences (location, scope, etc.)
 - Publications in journals or other formats (e.g. peer-reviewed journal, electronic formats, social media, etc)
 - Research activities in healthcare simulation
- Professional simulation activities, including committee work, service to simulation organizations, etc.
- Awards, recognitions, or other highlights of your simulation activities

The applicant will submit the simulation-specific CV/Resume using the same method as the exemplar submission.

ITEM 5: References

The applicant will have two (2) references who can speak to the depth and breadth of the applicant’s simulation skills, leadership capabilities, and reach beyond the home institution.

- The applicant will send each individual the link to a form with a formatted reference to complete. This will include:
 - Scoring on each of the domains and elements
 - Brief narratives to support the scores given
 - Specific responses to the concepts of accountability, leadership, teamwork, advocacy, and commitment to safety and psychological safety either not covered previously or requiring further input.
- The link is as follows: https://www.formdesk.com/societyforsimulationinhealthca/CHSE-A_Reference

ITEM 6: Application Fee

Applicants will submit an application fee to apply to become a CHSE-A®. The fees can be submitted by clicking on the icon at the bottom of this webpage: <https://www.ssih.org/Credentialing/Certification/CHSE-A/Apply>

SIGNATURE AND VERIFICATION

When submitting the application, the applicant must agree to the following statements:

By **Clicking On This Box** And Executing The CHSE-A Application, Applicant Hereby Waives And Releases, And Shall Indemnify And Hold Harmless, SSH, Its Officers, Directors, Members, Employees, Volunteers And Agents From And Against All Claims, Losses, Costs, And Expenses (Including Attorney Fees) That Arise Directly Or Indirectly Out Of Any Action In Connection With This Application, Any Review Of Portfolio Conducted By SSH Which Applicant Submits, And, If Applicable, The Failure Of SSH To Grant Certification To Applicant Or To Renew A Certification Previously Granted To Applicant, SSH's Revocation Of Any Certification Previously Granted To Applicant Or SSH's Notification Of Legitimately Interested Persons Of Such Actions Taken By SSH. This Release Does Not Purport To And Does Not Release SSH For Any Actions Arising Out Of Willful, Wanton, Or Intentional Misconduct.

By **Clicking on this box**, I verify that the information I have provided is accurate, true, and correct to the best of my knowledge. I agree to inform the Society for Simulation in Healthcare (SSH) of all changes to the information included in this application while I am an applicant and for as long as I am certified by SSH. I understand that SSH reserves the right to verify any and all information in this application or in connection with my certification, and I agree to cooperate with any requests for additional information.

I have read, understand and agree to be bound by all policies, procedures, and rules promulgated by SSH. I understand and agree that my failure to abide by SSH's policies, procedures, or rules shall constitute grounds for rejection of my application or denial or revocation of my certification.