



Overview of CHSOS-A

CHSOS-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. CHSOS-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 CHSOS-A is felt beyond their local organization. CHSOS-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 CHSOS-A:

- Currently certified as a CHSOS®
- Participate in healthcare simulation in an operations specialist role.
- Possess a bachelor's degree or equivalent combination of education and experience.
- Document five years of experience in a healthcare simulation operations role.
- Demonstrate focused simulation operations expertise in healthcare simulation activities and settings

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

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

1. Substantive/ongoing involvement, impact, and influence in healthcare simulation in the applicant's own agency/institution and beyond the applicant's agency/institution.
2. Advanced skills in simulation activity delivery, technologies, and simulation program operations.

NOTE: Please refer to the each of the four domains of the 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 CHSOS-A. It is NOT required for the applicant to demonstrate CHSOS-A level evidence for every standard, but a successful applicant will demonstrate enough evidence overall to support impact and influence on the field.

Read this entire document and understand all elements of the application prior to beginning any one section.

Suggestions to applicants to support success in creating and submitting a structured portfolio:

- DO
 - Make it explicit and clear for reviewers!
 - Choose references who are in simulation/know about simulation and thus can speak more directly to your simulation expertise.
 - Make sure to engage your references to write complete narrative items that help give insight into your capabilities and impact in simulation, operations, and technology.
 - Be clear about your role in the activities that are listed in your application (presentations, design elements, chapters or articles written; not just the title e.g. co-investigator but your actual work and role).
 - Be clear about your impact—both at your own institution and beyond your institution.
 - Be clear about your leadership role—at your own institution and beyond your institution.
- DON'T
 - Leave gaps that the reviewers then have to guess about what you may or may not have actually done.

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/CHSOS-A/Portfolio> .

The online application can be found at https://www.formdesk.com/societyforsimulationinhealthca/CHSOS-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
- Please Give A Brief Description Of Your Organization. Include If There Are Multiple Sites/Locations, What Collaboration Exist, And What Scope Of Work Exists Regionally, Nationally, And Internationally. (750 Characters Max):
- CHSOS Expiration Date
- Month and year starting in an operations specialist 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 CHSOS®.
 - I participate in healthcare simulation in an operations specialist role.
 - I possess a bachelor’s degree (or higher) or have been granted an equivalency.
 - I have five (5) or more years of experience in healthcare simulation operations activities.
 - I have focused simulation operations specialist expertise in healthcare simulation activities and settings.

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

ITEM 2: Narrative Responses of Demonstrated Performance in the Domains

The applicant will respond to each of the two following questions related to leadership and impact external to their own organization:

1: List and describe your leadership activities beyond your own organization:

(1000 character Limit including spaces)

2: Describe your impact in healthcare simulation beyond your own organization:

(1000 character Limit including spaces)

The applicant will complete one narrative for each of the four domains, addressing the questions and concepts in the column on the right as appropriate based on demonstrated professional performance.

The answers for each should link to the submitted exemplar simulation activity as appropriate. There is no need to repeat information listed in the CV/Resume, this instead can be referred to in the response (i.e. “As seen in my CV, I have shared my technology innovation at X conferences.”).

<p>ADDRESS THIS STATEMENT: Please Provide Insight Into Your Professional Values and Capabilities (5250 characters – roughly 750 words)</p>	<p>GUIDING QUESTIONS (* Cross-reference to your submitted exemplar as appropriate)</p> <ul style="list-style-type: none"> • Describe your leadership, mentorship and advocacy in regional/state/province/national/international simulation organizations or operations (e.g. chairing committees, task forces, presentations, workshops, alliances, consortiums) • Describe how you contribute to an organizational climate that fosters the growth of both simulation operations and learners • 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. • Describe how you have advanced yourself, including seeking mentorship and self-assessment, as well as influencing others in simulation.
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<p>ADDRESS THIS STATEMENT: Please Provide Insight Into Your Scholarship & Spirit of Inquiry (3500 characters – roughly 500 words)</p>	<p>GUIDING QUESTIONS (* Cross-reference to your submitted exemplar as appropriate)</p> <ul style="list-style-type: none"> • Describe how your work has contributed to advancing the field of simulation-based education, simulation technology, and/or simulation operations practices (examples can include publications, research including project or process evaluation and improvement, web-based or structured use of social media for dissemination of information in the field, participation/leadership, invention, and other simulation activities) • How have you discovered or translated new knowledge, technologies, practices in simulation operations and technology to improve simulation activities.
<p>ADDRESS THIS STATEMENT: Please Provide Insight into Your Qualifications with Simulation and Technology – Methods and Applications (3500 characters – roughly 500 words)</p>	<p>GUIDING QUESTIONS (* Cross-reference to your submitted exemplar as appropriate)</p> <ul style="list-style-type: none"> • Describe how you enhance simulation education through your expertise and/or design of software, application components, computer infrastructure and/or A/V tools • Describe how you are responsible for integrating simulation practices with healthcare delivery and systems concepts to meet educational objectives and comply with applicable standards. • How have you guided, advanced or supported ensuring that simulation technology and operational components of simulation (e.g. moulage, realism, standardized patient preparation and education, etc.) are proactively included and maximized in simulation design activities? • Share examples of innovative solutions that you have worked to become a routine part of your institution’s simulation activities.
<p>ADDRESS THIS STATEMENT: Please Provide Insight Into Your Involvement with Simulation Center Management and Operations Activities (3500 characters – roughly 500 words)</p>	<p>GUIDING QUESTIONS (* Cross-reference to your submitted exemplar as appropriate)</p> <ul style="list-style-type: none"> • Describe how you have appraised, designed, and/or recommended strategic development and led program operations. • Describe your engagement in creation, review and implementation of policies and procedures. • Describe your involvement with resource and program operations management and development in your institution. (position support, staffing, scheduling, Inventory, equipment purchase/management and utilization, educational cases and materials, media) • Describe your role and impact on simulation center administration and planning activities such as strategic plan, mission and vision for your institution.

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| | <ul style="list-style-type: none">• Describe your influence with the quality management system (QMS) of the simulation team and program. |
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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 “Simulation and Technology - Methods and Applications”, go to that section of the Standards.

The last column (CHSOS-A Suggested Evidence) lists suggested evidence at the advanced level of performance. These are suggestions and are NOT required. Your own evidence may be similar in nature and level of expertise.

E.g. For the Domain “Simulation Technology - Methods and Applications”, element 2 is “IT Systems”. In this element, suggested evidence the applicant can discuss includes customized programming and use of systems and software to enhance program operations (may involve databases or programming languages). You may have performed this specific skill or completed a similar skill or set of skills which demonstrates application of your knowledge, skills and/or abilities at a level of similar complexity or purpose.

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

ITEM 3: Exemplar Activity

An exemplar is a simulation activity, technology innovation, project, or other item.* The applicant will submit an exemplar that supports demonstration of the advanced capabilities as a CHSOS-A. This must be the SAME exemplar that was referenced in the narrative responses. The selected exemplar should be representative of the applicant’s abilities and skills at an advanced level (see the Standards and Suggested Evidence document) in an operations specialist role. It should be a fully developed exemplar.

- The applicant must be a primary simulation operations contributor of the exemplar (e.g. designer, author, creator, etc.).
 - It is essential to be able to show your role as an advanced level operations specialist
- Complete the CHSOS-A Exemplar Cover Sheet. Here the applicant will provide a brief overview of the following elements related to the submitted exemplar (1000-character limit including spaces for each item):
 - Briefly describe the submitted exemplar (e.g. type of device, what it does, process that was developed, etc.)
 - Describe how the exemplar supports the overall needs/curriculum of your institution/organization (and beyond if appropriate)
 - Describe how the needs assessment was performed (why did you compile/create the exemplar?)
 - Provide a summary/overview of outcomes data, feedback, or other evaluative data of the exemplar
 - Why did you select this exemplar? (ie how does it demonstrate advanced operations specialist skills, leadership, and impact on the healthcare simulation community)
- The exemplar submitted should include appropriate documentation and/or evidence to demonstrate the scope, complexity, and understanding of the exemplar itself as well as the role of the applicant. It could include:
 - Pictures or videos to show what was created
 - Documents and other similar items to show the work
 - Summary sheets that further describe more detailed aspects as appropriate
- The CHSOS-A Exemplar Cover Sheet will ask you to list each item you are submitting as part of your exemplar to include:

- The file name you have given to each item (e.g., Picture1.xls) that you are uploading into Dropbox;
- A description of each item (e.g., pictures, videos, diagrams, data, etc), that helps the reviewers understand why you submitted it as part of your exemplar (e.g., “This picture shows the individual parts of my invention,” or “this document is the policy created” etc.);
- Your contribution/role for each of the items submitted, e.g. I was the primary author or reviewer or collaborator with the team, or developer etc.; the intent is to understand your impact and process for each piece submitted.

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 CHSOS-A Handbook.

*It is recognized that there will likely be a wide variety of exemplars that may be appropriate for submission. If you have any questions about what can be submitted/what would qualify, please contact director@simcertification.com.

ITEM 4: Simulation-specific CV/Resume

The applicant will submit a **simulation-specific** CV/Resume that emphasizes their simulation and simulation-associated activities. This can be a modification of a current CV/Resume or you can create one. The overall format of the CV/Resume submitted should be clear and concise for the reviewers.

1. Name, contact info, positions held, titles, and brief description of key roles and responsibilities for each position held.
2. Education completed (institution, location, degrees, dates)
3. Professional Development activities (courses attended, certifications, fellowships, etc.). Include dates and locations.
4. Simulation scholarship contributions:
 - a. Presentations at conferences, in webinars or other virtual venues (location, scope, etc.). Include dates, locations, organization, type of presentation, personal role.
 - b. Publications in journals or other formats (e.g. peer-reviewed journal, electronic formats, social media, book chapters, blogs, etc). Include dates and how to locate if appropriate, authorship (1st author, 2nd author, etc.)
 - c. Participation in research activities in healthcare simulation (grants, co-investigator, other role in a research study, etc.) Include dates, primary investigator name, grant amount if applicable, and your specific role.
 - d. Patents or inventions.
 - e. Courses taught, lectures given, or other teaching activities.
5. Creative development activities and projects (such as exceptional mouldage techniques, wearable technology for SP’s, 3-D printing for simulation program use, technology solutions, mechanical solutions, etc.) May include links to photos and/or videos.
6. Professional simulation activities, including committee work, service to simulation organizations, abstract reviews for conferences, reviews for publications or grants, mentoring, etc.
 - a. This should include leadership activities (e.g. positions held, roles, etc.)
7. 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.

NOTE: Please choose references who can speak to your simulation/operations/technology skills and abilities at an advanced level.

- 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 (encourage them to be thorough enough for reviewers to understand your advanced capabilities).
 - 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/CHSOS-A_Reference

ITEM 6: Application Fee

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

SIGNATURE AND VERIFICATION

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

By completing and executing the CHSOS-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 released does not purport to and does not release SSH for any actions arising out of willful, wanton, or intentional misconduct.

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.