**Overview of Roles, Requirements, and Duties
for the SSH Certification Council and Subcommittees**

REQUIREMENTS OF INDIVIDUAL MEMBERS

Fundamental Principles
- Communication between individuals
- Setting of expectations
- Understanding of duties/roles/activities
- Engagement of individuals
- Ongoing feedback

Chair/Vice-Chair Specific Duties (the Vice Chair role is either the Chair Elect or the Past Chair); applies also to Subcommittees, Working Groups, or other certification specific work
- Assign roles as required
- Communicate duties and desired outcomes (and deadlines/timeframes)
- Foster commitment of the members
- Facilitate work and key roles, and participation in meetings and communications
- Participate in meetings actively
- Prepare reports for submission to the SSH Board of Directors including items requiring approval (in collaboration with SSH staff)
- Ongoing interaction with SSH Certification staff for planning, decision-making, and guidance as appropriate

Council Members
- Must maintain SSH membership
- Must complete disclosure and confidentiality statement annually
- Must complete 100% of requests (e.g. doodle polls) for availability, entering when available or not available at all
- Attended at least 75% of monthly phone meetings
- Actively participates in virtual work (email, virtual votes, etc)
  - Response and input into email/virtual conversations
  - Contributing to editing of documents under creation and/or revision
- Time commitment:
  - 1 meeting monthly for ~ 1 hour
  - In-person meeting at IMSH, ~2-4 hours
  - In-person meeting 1-2 times annually, 1-2 days in duration (excluding travel)
  - Additional time throughout the year to review or work on items as needed (typically not more than 1-4 hours/month)

Subcommittee Members
- Must maintain SSH membership
- Must complete disclosure and confidentiality statement annually
- Must complete 100% of requests (e.g. doodle polls) for availability, entering when available or not available at all
- Attended at least 75% of meetings over the past year
- Actively participates in virtual work (email, virtual votes, etc)
  - Response and input into email/virtual conversations
  - Contributing to editing of documents under creation and/or revision
  - Review of agendas, documents, data, and other items related to meetings prior to the meetings
- Time commitment:
  - Monthly meeting of ~ 1 hour
  - Work during the month of ~2-4 hours/month and potentially more depending on the work

Responsibilities to Volunteers
- Communications in timely and appropriate manner
  - Agendas, data, etc sent out with enough time to prepare
  - Prevent overload
  - Support historical input and decisions
  - Respectful of commitment to the work

Evaluation
- Formal evaluation/review each year—how are the committees/subcommittees doing?
- Check in at least at the halfway point
- Regular oversight/engagement

Overall Responsibilities
- Accept the duties and time commitments
- Advise chair and/or SSH staff of challenges/limitations that impact ability to fulfill commitments
- Recognize that you, as a volunteer, have the option to say "no" (e.g. due to short term needs etc)

COUNCIL FUNCTIONS
The Certification Council is primarily a decision-making body for all decisions, processes, and other elements related to the development, delivery, and oversight of SSH Certifications. The duties of the Council include:
- Approving body for all recommendations from Subcommittees.
- Serve as review body for all second tier formal appeals.
- Policy and Procedure
  - Review P&P on a regular basis (timelines to be determined)
  - Draft P&P as needed

- All items as listed in Standing Rule 5: Responsibilities

SUBCOMMITTEE FUNCTIONS

> **Commented [AS1]:** Must address the Chair requirement of being a Council member

CHSE Certification Subcommittee
- Membership: Chair (current Council member) + 6-8 subcommittee members (two-thirds must be currently CHSE certified)
- Terms: 3 year plus renewable 3 year (Council model)
- Set candidate requirements
  - Initial
  - Recertification
- Audit reviews as required
- Applicant reviews
- Exam form development and delivery
  - Selection of item writers and form reviewers
  - Approve cut scores and other metrics
- Complaints
  - Review and provide recommendations

CHSOS Certification Subcommittee
- Membership: Chair (current Council member) + 6-8 subcommittee members (two-thirds must be currently CHSOS certified)
- Terms: 3 year plus renewable 3 year (Council model)
- Set candidate requirements
  - Initial
  - Recertification
- Audit reviews as required
- Applicant reviews
- Exam form development and delivery
  - Selection of item writers and form reviewers
  - Approve cut scores and other metrics
- Complaints
  - Review and provide recommendations

CHSE-A Certification Subcommittee
- Membership: Chair (Council Member who is currently a CHSE-A) + 6 subcommittee members (two-thirds must be currently CHSE-A certified)
- Terms: 3 year plus renewable 3 year (Council model)
- Oversee initial portfolio requirements and recertification processes
- Manage and maintain policies for CHSE-A process
- Oversee CHSE-A portfolio reviews and reviewers
- Reviewer training
  - Validity and Reliability
  - Develop and maintain rubrics and other tools for candidate assessment

- Complaints
    - Review and provide recommendations

CHSOS-A Certification Subcommittee
- Membership: Chair + subcommittee members to a total of 6-8 members (two-thirds must be currently CHSOS-A certified)
- Terms: 3 year plus renewable 3 year (Council model)
- Oversee initial portfolio requirements and recertification processes
- Manage and maintain policies for CHSOS-A process
- Oversee CHSOS-A portfolio reviews and reviewers
- Reviewer training
    - Validity and Reliability
    - Develop and maintain rubrics and other tools for candidate assessment
- Complaints
    - Review and provide recommendations
    - Collaborate on updating the Certification Web pages
- Affiliations/external committees
    - Collaborate as needed with external entities and/or stakeholders

Equivalency Subcommittee
- Membership: 1 individual from each of the subcommittees, total membership of 5 individuals.
- Chair: no chair is assigned to this group. However the Chair and Chair-Elect/Past Chair of the Council will serve as arbiters and advisors as requested by the Equivalency Subcommittee.
- Terms: based on terms as assigned in the subcommittees
- Review applicants who are submitting for an equivalency of degree status within 3-5 business days of being assigned
- Make decisions to grant or not grant equivalency to meet eligibility criteria
    - A minimum of 3 votes on any individual request is required to achieve a consensus decision (majority vote).
- Support equivalency process
    - Make recommendations for process and requirements
    - Provide feedback as needed
- The Director of Certification shall be responsible for coordinating the work of this subcommittee and supporting the involvement of the Chair and Chair-Elect/Past Chair as requested.

Work groups
Individuals will be assigned to focus on work or initiatives on an adhoc basis (ie standards revisions, etc). This may include individuals who are not current Council or subcommittee members, but are brought in for content or other reasons to support the assigned work.

ELIGIBILITY REQUIREMENTS

Eligibility requirements to be selected for any of the above:
- Have experience in the area of volunteerism. For example, have experience conducting research if serving on subcommittee chair for research
- SSH member
- Experience in healthcare simulation

Eligibility Requirements
Subcommittee Member
- Preferred to be a certified individual
- Preferred five years of experience in healthcare simulation; however, a mix of experience is desired

Subcommittee Chair/Vice-Chair
- Same as Subcommittee Member
- Preferred to have subcommittee experience

Council Member
- See Standing Rule 4: Composition

Council Chair/Vice-Chair
- See Standing Rule 4: Composition

*Certification Council Chair and Chair-Elect/Past Chair have discretion in the above (in coordination with SSH Staff)

APPROVAL DATE: May 02, 2018
Original Approval Date: May 02, 2018
Most Recent Revision Date: July 26, 2024