	CREATION DATE	DATE REVISED
SSH — Society for Simulation in Healthcare — CERTIFICATION	2008	May 14, 2017
	POLICY AREA / CATEGORY	DATE APPROVED /EFFECTIVE DATE
	STANDING RULES	May 14, 2017
STANDING RULE TITLE	VERSION	DATE REVIEWED
5: RESPONSIBILITIES		March 12, 2024

SUMMARY & PURPOSE:
This Standing Rule shall describe the key functions and responsibilities of the Council that are necessary for developing and administering high quality certification programs.

DEFINITIONS:
None required

POLICY:
Responsibilities of the Council and its members shall be executed ethically and legally and include:
1. Ensure professional conduct of all individuals involved with Certification activities as described in the Code of Conduct Policy
2. Set the strategic direction for the Certification programs.
3. Act to assure fiduciary responsibility to the Council.
4. Establish, monitor and revise, as needed, the standing rules, policies, and procedures related to the Certification programs.
5. Initiate periodic job analysis studies and use the results to keep the Certification examination specifications current.
6. Set certification and examination policies within accepted credentialing practices.
7. Set and implement eligibility criteria for the certifications.
8. Develop, monitor and revise, as needed, the Certification programs' initial and renewal application criteria and forms.
9. Recommend fees for the Certification examinations.
10. Oversee the development, administration, and scoring of examinations using accepted psychometric principles.
11. Select Subject Matter Experts (SMEs) as required for Certification program activities.
12. Ensure quality management of Certification activities through audit, monitoring, and related processes.
13. Respond to concerns and recommendations by Certification applicants, candidates, and certificants about the Certification programs.
14. Confer Certification program designation on qualified candidates and revoke designation as appropriate.
15. Facilitate appeals brought before the Council based on established policy.
16. Oversee disciplinary determinations and actions as needed (e.g revocation of certification).
17. Attend Council meetings and serve on subcommittees and working groups or in other official functions as requested by the Council Chair.
18. Actively promote the Certification programs.

SCOPE/APPLICABILITY:
This Standing Rule shall apply at all times.

PROCEDURES TO ENSURE COMPLIANCE:
The daily operationalization of many of the above shall be performed by SSH Staff, but the Council shall have responsibility for ensuring the appropriate completion of this work. Between meetings of the Commission, the officers shall dispose of day-to-day matters involving interpretation of policies previously approved by the Commission as requested by SSH Staff. SSH Staff shall not interpret the policies without the input and guidance of the Council (or Officers as necessary).

SUPPORTING/REFERENCE DOCUMENTATION:
- None

RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:

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- Code of Conduct Policy
- Appeals Policy
- Disciplinary Action Policy

ASSOCIATED NCCA STANDARD(S):

- 7, 7A

POSTED PUBLICLY: <mark>YES</mark>/NO