Simulation Program Operating Policy and Procedure Manual

SIM OP: 90.045 Credentialing or Certification Courses (not to include AHA courses)

PURPOSE: The purpose of this Simulation Program policy is to foster integration of standards of best practice, evidence-based practice, and national guidelines into credentialing or certification courses.

REVIEW: The Simulation Program OP will be reviewed September 1 of each even-numbered year by the Executive Director of the Centers.

POLICY/PROCEDURE

1.0 Policy

When involved in credentialing or certification courses, the Simulation Program adheres to published standards of best practice, evidence-based practice, national guidelines, and standards set forth by the accrediting agency and/or organization.

2.0 Procedure

Simulation center assists an individual or organization in conducting a credentialing or certification course.

A. A fee will be incurred when simulation center personnel assist in developing and/or implementing a course.

B. The following items are submitted to the simulation center director by the individual or organization prior to the event:
   1) A copy of published standards of best practice, evidence-based practice, and/or national guidelines set forth by the accrediting agency and/or organization specific to the activity.
   2) Copy of activity objectives/outcomes, presenter information, and copy of learning materials.

C. The simulation center director will:
   1) Provide appropriate equipment and supplies (when available) to meet the activity’s objectives/outcomes.
2) Assess the integration of the pedagogy of simulation in certification and credentialing courses.

D. At the conclusion of the course, the course faculty/instructors submit the following to the simulation center director:
   1) Summary of learner evaluations for the course,
   2) Documentation stating faculty/instructor(s) integrated the pedagogy of simulation into the course,
   3) Course roster to include participant’s name and e-mail address.

E. The simulation center campus coordinator will post the following under S:\Certification and Credentialing Activities/(date of course-brief title of course). For example S:\Certification and Credentialing Activities\2018-03-MOCA.:
   1) Course materials
   2) List of attendees
   3) Course evaluation summaries

The Simulation Program **provides** the certification or credentialing course:

A. The Simulation Program will not conduct a certification or credentialing course that does not adhere to the learner’s professional practice rules and guidelines.

B. The Simulation Program will base certification or credentialing courses on published standards of best practice, evidence-based practice, and/or national guidelines.

C. Prior to the event, the following items are submitted by the Simulation Program personnel to the simulation center director:
   1) A copy of published standards of best practice, evidence-based practice, and/or national guidelines specific to the activity.
   2) Copy of activity objectives/outcomes, presenter information, and copy of learning materials.

D. After the event, the Simulation Program personnel will submit the following to the simulation center campus coordinator:
   1) A list of attendees to include attendees name, organization and e-mail address.
   2) The campus coordinator will:
      i. Contact the attendees via e-mail to complete the Simulation Program’s activity evaluation survey.
      ii. Summarize the activity evaluation survey
      iii. Post the list of attendees, course evaluation summaries and all other course materials under S:\Certification and Credentialing Activities/(date of course-brief title of course). For example S:\Certification and Credentialing Activities\2018-03-MOCA.