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Simulation Program Accreditation: Standards, Strategies for Success

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Objectives

1. Differentiate between the areas of accreditation offered by the Society for Simulation in Healthcare (SSH).
2. Describe the eligibility requirements to be able to apply for Full and Provisional Accreditation.
3. Identify the documentation and evidence required to demonstrate compliance with SSH Accreditation Standards.
4. Analyze common challenges and best practices for preparing for SSH accreditation, including tips for site visit preparation and annual reporting.
5. Develop an action plan to align a simulation program's policies, procedures, and outcomes with SSH standards.

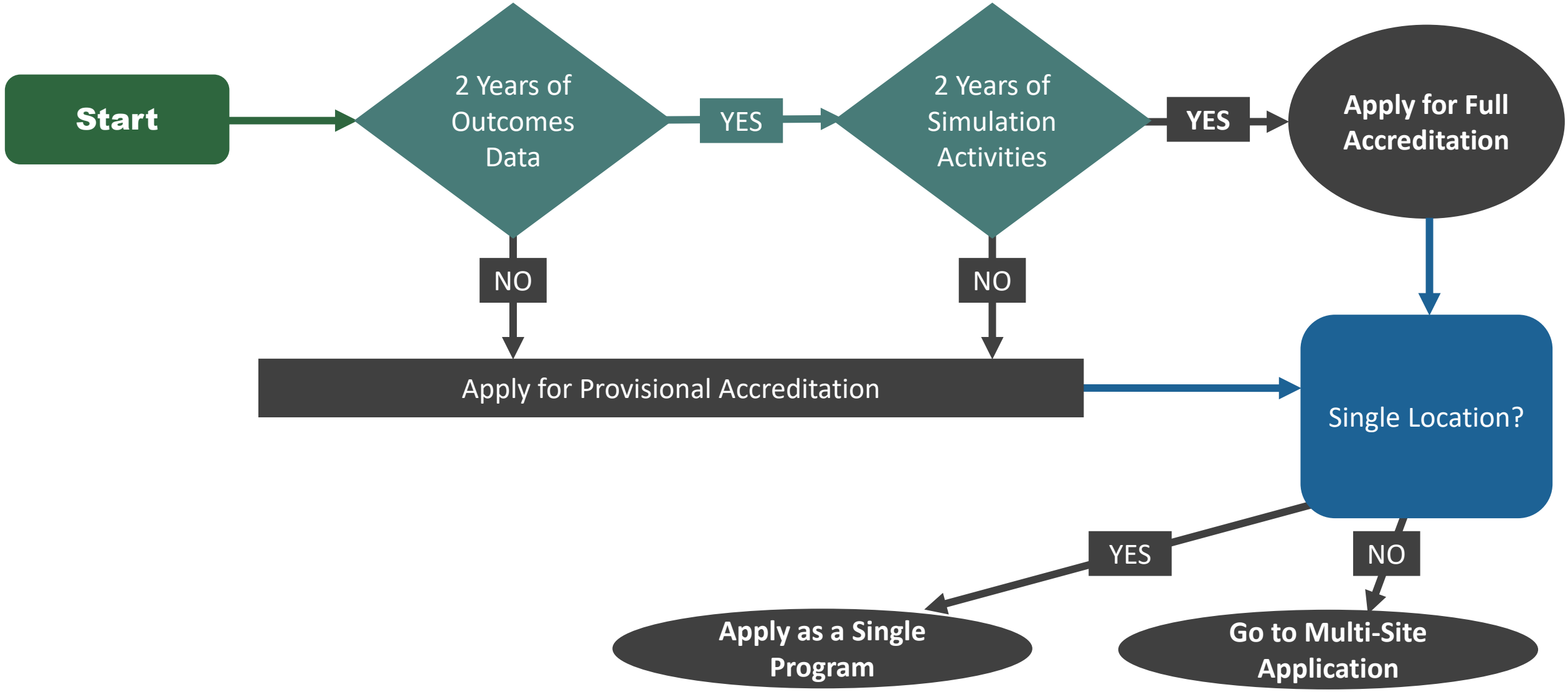
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The Top 10 Things You Need to Know!!!!

- Full Accreditation Standards
- Core Standards
- Assessment, Research, Teaching/Education, and Human Simulation
- Systems Integration
- Fellowship Program
- Companion Documents
- Application Process
- Site Review
- Re-Accreditation
- Provisional Accreditation

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Eligibility



#1: Standards

In order to become Accredited, a Program:

- **Must** meet the Core Standards
- **Must** meet the standards in **one or more** of the following areas: Assessment, Research, Teaching, and/or Human Simulation
- After meeting Core, and at least one of the ART standards, a Program may apply for the additional standards: Systems Integration and/or Fellowship Program

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#2: Core Standards

- To be considered for Accreditation, a facility **must** meet all Core Standards
- Core Standards are broken into seven sections and focus on the essence of how your center operates:
  1. Mission & Governance
  2. Program Management
  3. Resource Management
  4. Human Resources
  5. Program Improvement
  6. Integrity
  7. Expanding the Field

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#3 Determine the additional areas for which your program will apply

- Assessment
- Research
- Teaching
- Human Simulation
- Systems Integration
- Fellowship Program

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#3a: Assessment Standards

- Assessment Standards are broken into four sections:
  - Assessment Activities
  - Assessment Activity Design
  - Qualified Assessors
  - Evaluation & Improvement

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#3a: Assessment (cont.)

- Application for accreditation in Assessment will be limited to those organizations conducting simulation assessments characterized by:
  - Summative
  - Trained raters
  - Valid and reliable tools
  - Consistent assessment conditions

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#3a: Assessment (cont.)

- Assessment leadership and assessors must be competent in the art and science of human performance assessment. Assessment tools may be:
  - Obtained from a peer reviewed journal
  - Defined by professional societies, licensing bodies or certification organizations or
  - Modified or created *de novo* if justification via expert panel review process.

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#3b: Research Standards

- Research standards are broken into seven sections:
  - Simulation Research Activities
  - Simulation Research Activity Design
  - Qualified Simulation Researchers
  - Evaluation & Improvement
  - Simulation Research Collaboration
  - Compliance
  - Ethics

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#3b: Research Standards

- *What is the Accreditation Council's Idea of Programs Meeting the Intent of "Research Standards and Measurement"?*
- Application for Accreditation in Research will be limited to those programs **actively involved** in data gathering, analysis, and dissemination of knowledge for advancing the science of simulation.

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#3c: Teaching Standards

- Teaching standards are broken into four sections:
  - Educational Activities
  - Educational Activity Design
  - Qualified Educators
  - Evaluation and Improvement

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#3c: Human Simulation Standards

- Human Simulation standards are broken into five sections:
  - Human Simulation Activities
  - Human Simulation Educational Design
  - Qualified Human Simulation Experts/Educators
  - Human Simulation Training
  - Evaluation and Improvement in Human Simulation

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#4: Systems Integration

- Systems Integration Standards are broken into two sections
  - Mission and Scope
  - Systems Integration Activities
- Remember, Core plus at least ONE of Assessment, Research, and Teaching/Education must be met to be eligible to become accredited in Systems Integration

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#4: Systems Integration (cont.)

- *How do programs achieve Systems Integration?*
  - Programs must demonstrate consistent, planned, collaborative, integrated, and iterative application of simulation activities that support Quality & Safety
  - Must include principles of Systems Engineering and Risk Management to achieve excellent bedside clinical care, enhanced Patient Safety, and improved outcome metrics across a healthcare system

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#4: Systems Integration Examples

- Utilizing simulation to help people learn or practice methods that could be helpful in attaining an organizational goal
  - E.g. improving the process of central line access as a means of reducing the number of hospital acquired infections and monitoring outcomes over time to demonstrate effectiveness of interventions
- Simulation content could be based on serious safety events that have occurred or be a proactive approach of possible latent hazards, etc.

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#4: Systems Integration Examples

- System hazards or latent conditions could (and can) be identified during simulations, and that information is provided to appropriate organizational leaders for remediation
  - Monitoring of outcomes after remediation has occurred will provide vital information to leaders throughout the organization
- Director of the Simulation Program serves as a member of the Performance Improvement Committee for the healthcare system

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#5: Fellowship Program

- Fellowship Program Standards are broken into five sections
  - Program Infrastructure
  - Program Resources
  - Educational Activities
  - Scholarship
  - Program Evaluation and Improvement
- Remember, Core plus at least ONE of Assessment, Research, and Teaching/Education must be met to be eligible to become accredited in Fellowship Program

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#6: Companion Documents

- Documents created by the Council to help Programs in understand what is desired for each Standard
- Focus is on the concepts and principles for each Standard rather than any prescriptive model—there is flexibility in how to demonstrate each
  - The companion documents to give more specific examples, but these are to give you ideas only—they are not mandates or required items, merely examples of how the Standard can be met

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This Companion Document has been designed to help you with becoming accredited. Primarily it serves these purposes:

1. Provide insight and information for applicant programs.
2. Explain and describe the types of evidence expected to meet each of the Standards.
3. Ensure clarity for what is provided prior to the site visit as part of the accreditation packet.

IMPORTANT: the descriptions and evidence provided are NOT prescriptive. The SSH Accreditation Standards are designed to allow Simulation Programs in any setting to apply. It is recognized that there are many ways to achieve outcomes as well. As such, any evidence listed is representative of the types of information that has been acceptable. This companion document should not be considered a prescriptive list of items all Programs must complete, but rather a tool to help each Program identify how to best meet each standard. Should you have any questions about any of the Standards or criteria, or feel that they do not fit your Program for any reason (e.g., cultural), please contact the SSH Accreditation Program at accreditation@ssih.org.

DOCUMENT ELEMENTS

The standards for each area of Accreditation are broken into different elements:

<table>
<tr><td colspan="2">▪ Standard Area Description (in the dark blue area)
– High-level description of the overall content in the area of accreditation (Core-ARTSF)</td></tr>
<tr><td colspan="2">1. Section header (boldfaced type with a number in the light blue area)
– The title for the section that groups items together, each area of accreditation has its number of sections.</td></tr>
<tr><td colspan="2">a. Standard statement (italicized with a lower-case letter in the light blue area)
– This is the standard. Evidence should be provided based on the criteria in the subsections below.</td></tr>
<tr><td>i. Criterion (items listed in the white area in the left column of the table)
– These are the items that must be provided to demonstrate meeting the standard.</td><td>▪ The column (in the white area) to the right side of the Criterion in the companion document is where the Program can find information about the intent of specific criteria; and examples, clarifications, and descriptive information that will help the Program respond to each standard and criterion.</td></tr>
</table>

TERMINOLOGY

- **DEMONSTRATE**: This term is consistently used for overall Standards statements. "Demonstrate" means the Program must show how the standard is met (through the criterion). There are often many ways to demonstrate meeting individual criterion.
- **DESCRIBE**: This term is used to indicate that a narrative is sufficient as evidence to meet a particular criterion. If additional documentation is requested in addition to the description, the criterion will specify with the following phrase: "*Describe and provide supporting documentation.*"
- **DOCUMENT**: This term is used to indicate that some form of documentation must be provided as evidence to meet a particular criterion. Examples of this could include providing a list of items such as equipment, a policy, and procedure, a floorplan, simulation design forms, etc. If a description is required in addition to the documentation requested, the criterion will specify the following phrase: *"Describe and provide supporting documentation."*
- **PROGRAM:** The term "Program" refers to the simulation center or organization that is applying for accreditation. The Program could refer to a stand-alone facility, a collaborative simulation consortium, or the Program could be part of an overarching organization.
- **PROGRAM DIRECTOR**: All SSH Standards and Criteria use the term "Program Director" to describe the person with primary authority for the Simulation Program. The person in this role, however, does not need to have the official title of "Program Director."

#7: Application Process

- http://www.ssih.org/Accreditation/Full-Accreditation
- First, read SSH Accreditation Informational Guide
- Determine if your Program meets the criteria for the standards
  - Assists regarding items (documentation) you need to support the demonstration of each Standard

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#7: Application Process

- Decide which area(s) your Program will be seeking accreditation (Assessment, Research, Teaching/Education, Human Simulation, Systems Integration and/or Fellowship Program)
  - For Full Accreditation, a Program must be able to demonstrate two years of outcomes for the standards to be met
  - Don’t forget to review the Companion Documents

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#7: Application Process

- Compile the documentation to support demonstration of the standards in the areas in which your Program will apply for accreditation
- A team approach is highly recommended
  - Enhances understanding
  - Creates a higher level of “buy-in” for becoming accredited
  - Improves the quality of materials submitted
  - Shares the workload

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From Application to Accreditation

Application Submitted
- Day Zero

Application Accepted/Invoices Sent
- 2 Weeks

Date of Site Review Determined
- 1 Month from Zero
- Usually 2-3 months after Application

Site Review Team Selected
- 1 month
- Team Meets 3 times prior to site visit date

Site Review Day
- 2-3 Months after Application

Tentative Feedback Report
- Sent to Program within 10 days of Site Review

Program Response if Desired
- Within 10 days of feedback report

Board of Review Vote
- Within 60 days of Site Review

Final Feedback Report from BoR

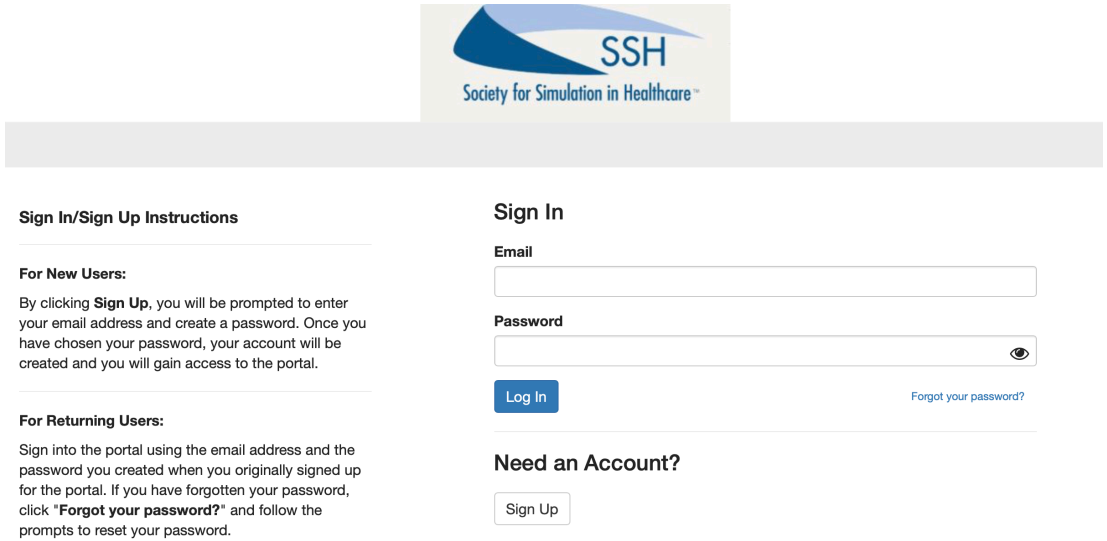
Within 90 Days

Appeal
- Within 14 Days of Feedback Report

Results of Appeal
- Within 8 Weeks of Appeal

Duration of Accreditation
- 5 years with annual reporting

#7: Application Process



- Application deadlines are **February 15** and **July 15** each year
- Once on our website, you will be prompted to complete the application readiness survey. Responses will be reviewed & you'll be notified regarding approval status
- Application is submitted through an online application system (Wizehive)
- Application is initially reviewed by SSH staff to ensure it is complete/all documents present as appropriate
  - If gaps are identified, we will work with you to close these

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#8: Site Review

- Teams are comprised of two to three individuals
- Schedule for the site visit will be coordinated with your Program
- Typically takes one day, can go into a second day if the Program applies for four or five areas of accreditation
- All first-time Full Accreditation reviews are conducted in-person, but reaccreditation applicants may be eligible for a virtual review
- Site Review team will want to meet with:
  - Leadership
  - Educators, Assessors, Researchers and others as appropriate
  - Learners, Standardized Participants and others who participate

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#8: Site Review

- What reviewers like to see:
  - Show off the great things your Program does!
  - Videos, simulation in action (as possible)
  - Additional documents not submitted
  - Share your ideas and successes
  - Share your challenges and hurdles (everyone has them)
  - Just be open—there are lots of ways to meet the Standards!
- Reviewers do NOT:
  - Focus on finding all the bad things
  - Use a “white glove” approach

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#9: Re-Accreditation

- If a Program is granted accreditation, it must:
  - Complete an annual report survey
  - Submit an annual accreditation fee ($255)
- To remain accredited, a Program must re-apply for accreditation in the fifth year of accreditation
  - July 15th deadline for submission of materials
  - Depending on number of areas, 2-3 site reviewers will be assigned to the review
  - Eligible applicants will be offered the opportunity to have the site visit conducted virtually

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#10: Provisional Accreditation

- A Program is eligible for SSH Provisional Accreditation when it is able to demonstrate establishment of structure and processes consistent with the SSH Provisional Accreditation Standards in:
  - Core Standards
  - Teaching/Education Standards
  - Human Simulation Standards
- A Program can apply for Provisional in any of the following ways:
  - Core Plus Teaching/Education Standards
  - Core Plus Human Simulation Standards
  - Core Plus Teaching/Education Standards and Human Simulation Standards
- Identical to the Full Accreditation Standards, but no outcomes required

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#10: Provisional Accreditation - Eligibility

- A Program may apply if one of the following applies:
  - The Program has established structure and processes but has not yet performed simulations.
  - The Program is engaged in simulation activity, has established structure and processes but has not yet achieved 2 years in operation
  - The Program has established structure and processes, is currently engaged in simulation activity for more than 2 years, but has not yet demonstrated outcomes within the Simulation Programs.

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#10: Provisional Accreditation

- Key features of Provisional Accreditation
  - Granted for 2 years with an optional renewal for an additional 2-year term
  - Includes an online interview with the site reviewers
  - Requires a recorded tour of the Program's physical space

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#10: Provisional Accreditation – How to Apply

- http://www.ssih.org/Accreditation/Provisional-Accreditation
- Review the SSH Provisional Accreditation Informational Guide, Provisional Accreditation Standards & Companion Documents
- Complete the Application Readiness Survey
- If approved, application is submitted through an online application system (WizeHive – link provided upon approval)
- Application is initially reviewed by SSH staff to ensure it is complete/all documents present as appropriate
  - If gaps are identified, we will work with you to close these

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Cost for Full Accreditation

Accreditation Service	Amount
Application Submission Fee (Core + 1 or 2) Application Submission Fee (Core + 3 or more)	$1,600.00 $2,100.00
Accreditation Fee (Core + 1)	$5,975.00
Accreditation Fee (Core + 2)	$6,250.00
Accreditation Fee (Core + 3)	$2,100.00
Accreditation Fee (Core + 4)	$6,499.00
Accreditation Fee (Core + 5)	$6,975.00
Accreditation Fee (Core + 6)	$7,250.00
Reviewer Travel (Invoice Sent Within Two Weeks Post-Review)	Variable
1Y, 2Y, 3Y, 4Y Renewal Fee	$255.00 per Year

Cost for Provisional Accreditation

Accreditation Service	Amount
Application Submission Fee	$1,100.00
Accreditation Fee Review Fee	$2,100.00

Who to Contact?

- Kristyn Gadlage
  - Director of Accreditation
  - kgadlage@ssih.org
  - Office Phone: 615.414.5120
- Betsy Misenko
  - Accreditation and Certification Coordinator II
  - bmisenko@ssih.org
  - Office Phone: 202.264.9001
- Lizzie Brown
  - Accreditation Coordinator
  - lbrown@ssih.org
  - Office Phone: 513.418.7573

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Questions?

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