Healthcare Simulation Programs
Accreditation Application Instructional Guide

Thank you for your interest in the Society for Simulation in Healthcare’s (SSH) Simulation Accreditation Program. We appreciate that you recognize the value of accreditation by SSH, an organization recognized around the world for its expertise in simulation in healthcare. Your commitment to meeting established standards of excellence in one or more of the areas of assessment, research, teaching/education, and system integration demonstrates your dedication to improving the quality of patient care and the overall education of health professionals through simulation.

- The following documents are available on the SSH Accreditation website
  - SSH Accreditation Informational Guide
  - SSH Accreditation Application Instructional Guide (this document)
  - SSH Accreditation Standards
  - SSH Accreditation Self-Study
  - Initial SSH Accreditation Application Form link

Instructions
General guidelines:
- In any written portion of the application 12-point font must be used.
- Margins must be a minimum of 1-inch.
- The application must be submitted in English.
- If a supporting document or section is referenced in either the Application Form or written response, please indicate the specific location of that document (e.g. Appendix A)

1. Determine which type of application your Program desires:
   1) Full initial accreditation
   2) Provisional initial accreditation
3) Mid-Cycle additional area accreditation  
4) Reaccreditation of full accreditation status

2. Read the SSH Accreditation Informational Guide for the appropriate application status desired as listed in item 1.

3. Decide in which area(s) you will be seeking accreditation (Assessment, Research, Teaching/Education, and Systems Integration; Provisional accreditation only accepts applications for Teaching/Education).

4. Determine if your program can meet the criteria for the Core standards (all programs must meet these) and for the areas desired as selected in item 3. The SSH Accreditation Self-Study Guide has been created as a tool to help your program capture what documentation is present to meet each standard and the elements.

5. Complete the initial Application Form which is located at http://www.formdesk.com/societyforsimulationinhealthca/Accreditation . Open the form on your computer, electronically fill out the form, and submit the form when completed (by the application deadline).

6. Obtain Letter of Commitment from your Institution. This shall be submitted with your accreditation packet.

7. Prepare all required documents and supporting evidence for the accreditation packet. Each standard and all the elements must have supporting documentation as needed. See suggested evidence to answer questions for the types of documentation, outcomes, or other items that can help your understanding of how to meet the standards and elements.

8. Once all documentation has been completed, they should be converted into pdf files. The documents shall have organized folders, as appropriate (Core, Assessment, Research, Teaching, Systems Integration) or create a searchable pdf, with all required evidence, bookmarked as stated below.

9. Label each electronic folder and include all documentation to address each Standard for SSH Accreditation (utilize the current Accreditation Standards posted on the SSH Accreditation website). If you choose to use the searchable pdf format, please make sure to bookmark each section appropriately, as stated below.

Accreditation Packet Materials

- Institutional Letter of Commitment – please provide a letter of commitment with your full accreditation packet. This letter is typically less than 1-page and acknowledges support from the administration of your institution.

***All standards within the areas you are applying for must be addressed in your application. Remember, all programs must meet the standards addressed in CORE to be eligible to achieve SSH Accreditation. Each sub-folder below should contain documentation that addresses the individual standards. Properly label documents according to the following examples:
• To properly label documentation of the program's mission and vision under Section 1 of the Core Standards use the format - CORE.1.b.i

• In General, documentation should be labeled
  ▪ First with the overall area (Core, Assessment, Research, Teaching, or Systems Integration)
  ▪ Second with the Section Heading Number (this is located in the light blue box on the standards document)
  ▪ Next with the specific standard letter (a, b, c, d, etc.)
  ▪ Finally, with the specific documentation roman numeral you are addressing (i, ii, iii, iv, etc.)

***It is important that you utilize the current SSH Accreditation Standards posted on the website to complete the application. All documentation should be labeled so the reviewer can understand which area and standard you are addressing.

Important Information Regarding Your Application

 ✓ Thoroughly review the current Accreditation Standards and address each standard under CORE and the area of accreditation for which you are applying.

 ✓ Provide a written list of abbreviations used in your application or in any of the supporting evidence. Examples of abbreviations to be included are those specific to your institution or program.

 ✓ Contact Kristyn Gadlage, Accreditation and Certification Coordinator, with any questions as you prepare your application. She may be reached via email at accreditation@ssih.org.

 ✓ The application form and the accreditation packet are both due by the submission deadline of the desired application cycle (these occur on May 15 or December 15 each year).

 ✓ To submit your accreditation packet, please email us at accreditation@ssih.org to request a Dropbox folder be set up. Alternatively, if you are unable to use Dropbox, SSH Staff will assist in arranging other means to receive your accreditation packet.

 ✓ The $100 application fee is due at the time the application form is submitted. The Accreditation fee is due prior to the date of the site review (in-person or virtual). Site review expenses shall be invoiced on completion of the in-person site review.