Portfolio Development Guidelines
Description of Portfolio Sections for the Certified Healthcare Simulation Educator-Advanced (CHSE-A) Portfolio

This document has been prepared to guide the CHSE-A applicant in creating an appropriate portfolio to apply for the certification. This describes in more depth the elements that are required, as well as the details required for each element.

To submit your application, you must remit payment at www.ssih.org/Certification/CHSE-A/Application and email the “Portfolio Submission” form to coordinator@simcertification.com. This form is located www.ssih.org/Certification/CHSE-A/Application.

STRUCTURE OF ONLINE PORTFOLIO
The structure of the webpages where the portfolio is located should be easily navigable in order to make the Sections listed below easily found. It is strongly recommended that the home page of your portfolio consist of only the key information to identify you and your current positions and roles, and then links to the Sections. Each of the Sections would contain the required information, or links to other pages as needed for ease of information access and readability/view-ability. See below for an expected schematic. The Home page would have links to the Sections. These Sections show information and link to other pages as needed for clarity etc.
INDIVIDUAL ONLINE PORTFOLIO SECTIONS

SECTION 1: PROFESSIONAL INFORMATION
Your portfolio must include the following professional information. This can be as part of your CV that is posted as part of the portfolio, or can be expressed in the portfolio directly.

1. Experience as an Educator (years/months)
2. Experience as a Healthcare Simulation Educator (years/months)
3. Simulation Modality Experience
   - Simulation Type | % of Time
     - Task Trainers
     - Mannequin-Based
     - Standardized patients

SECTION 2: REFLECTIVE STATEMENTS

SECTION 3: EDUCATIONAL ACTIVITY

SECTION 4: MEDIA SUBMISSION

SECTION 5: ADDITIONAL ITEMS (OPTIONAL)
☐ Computer-based
☐ Virtual Reality
☐ Other (describe below)

4. Education
   a. Include Institution, Degree/Certification/Recognition, Year, Area of Concentration

5. Continuing Education and Professional Development. Include all educational coursework (simulation relevant) within the last 3 years minimum (5 years preferred) that you have completed as a learner.
   a. Include course name/conference/meeting, the date of completion, and the institution or location where completed.

6. Simulation-based educational coursework within the last 3 years minimum (5 years preferred) for which you have been a faculty member/instructor.

7. Leadership roles within the last 3 years minimum (5 years preferred) relevant to simulation or education.

8. Significant awards or achievements in teaching, learning, scholarship, and/or leadership.

9. Other healthcare simulation related activities within the past 3 years minimum (5 years preferred) such as publications, abstracts, presentations, committee work, and research.

Mentor Reference: This section should also include a reference from one of the applicant’s mentors. The mentor should be able to speak to the applicant’s professionalism and values, as well as their growth and expertise. It is preferable to have the mentor be someone who is familiar with the applicant’s healthcare simulation work, but it is recognized that many CHSE-A applicants will not have a healthcare simulation specific mentor (as they themselves are the mentor for many others).

SECTION 2: REFLECTIVE STATEMENTS

Your portfolio submittal requires that the information requested below is addressed in some manner. By submitting this application you are affirming that your portfolio includes relevant information that responds to the below and the CHSE-A Standards upon which a portfolio submission is to be based.

The reflective statements are designed to capture your thoughts as you reflect on each of the domains of the Standards. The importance of this statement is that it gives the reviewer insight into your ability to self-monitor your professional performance and continues to develop your expertise based on internal motivation. It should not be a mere description of activities. The statement should clearly discuss:

- Your ability to self reflect and identify areas for needed growth
- Insights into lessons you learned
- How your self reflection and lessons learned translated into improving your intellectual development and performance
- How this process positively affected your simulation program and learners
The reflective statement should paint a picture of how your personal standards and professional practice have developed along the trajectory to advanced simulation educator practice. For example, have you tried different debriefing styles, methods, or locations for debriefing that changed your approach after completing continuing education, reading the literature or consulting with a mentor or experienced simulation educator? If so, describe what prompted the change, lessons learned, how it advanced you as an educator, and how it has positively affected your simulation program and learners.

While there is no specified format for these statements, you might consider writing an exemplar of a situation in which your recognized the need for growth, describe what triggered your self reflection related to this situation, describe how you pursued knowledge related to the issue, and describe how your learning resulted in improved educational offerings for learners.

If any of the required information below is not included in your portfolio submission your application will not be processed for consideration.

1. **Professional Values and Capabilities**
Write a reflective statement that demonstrates your self-reflection on Professional Values and Capabilities below (500 word maximum):

   • Awareness of and adherence to applicable laws and accepted ethical standards as published for each healthcare profession.
   • Treatment of all learners and colleagues honestly and fairly and maintain a professional manner in educational and interpersonal activities.
   • Appropriate level of self-awareness and professional behavior.
   • Summarize content you deliver reflecting best practices in simulation.
   • Commitment to excellence in simulation education.
   • Commitment to the overall educational objectives of the curriculum or simulation appropriate awareness and use of fiscal resources.
   • Advocacy for simulation education.
   • Leadership capabilities.
   • Team-working capabilities.

2. **Scholarship and Spirit of Inquiry**
Write a reflective statements that demonstrates your activities regarding your Scholarship and Spirit of Inquiry below (500 word maximum):

   • Commitment to individual continuing professional education and development.
   • Appropriate knowledge of simulation-based education.
   • Ability to critically self-reflect.
   • Critical interpretation of evidence and new practices relevant to simulation education.
   • Integration of new insights into simulation-based theory and practice.
   • Involvement in advancing educational practices for simulation.
3. Designing & Developing Learning Activities
Write a reflective statement that demonstrates your activities regarding Designing and Developing Learning Activities below (500 word maximum):

- Ability to perform a needs assessment.
- Ability to translate the needs assessment into appropriate educational goals and objectives.
- Use of theoretical and education models in the construction of a simulation educational activity.
- Choice of appropriate simulation modality to meet the stated learning objectives.
- Awareness of cultural, gender, and experiential diversity.
- Integration of simulation based educational activities into existing curriculum and/or healthcare practice.
- Understanding of the theoretical basis for the assessment and evaluation of learners.

4. Implementing and Evaluating Simulation-based Educational Activities
Write a reflective statement that demonstrates your abilities in Implementing and Evaluating Simulation-based Educational Activities below (500 word maximum):

- Understanding of the educational activity, including content, methodologies, learning goals, objectives, and outcomes.
- Ability to adapt the educational activity to the needs of the learner.
- Assisting learners in meeting and/or exceeding educational goals and objectives.
- Demonstrate a learner-centered educational approach.
- Maintaining of a safe learning environment.
- Engaging the learner in the educational activity.
- Maintaining the focus on learning goals, objectives, and outcomes.
- Assisting the learner in self-reflection.
- Ability to conduct reflective learning experiences that support learning goals, objectives, and outcomes.
- Analysis and modification of the educational activity in response to quality assurance processes including learner, faculty, and summative assessments.
- Analysis and modification of the program curriculum in response to quality assurance processes including learner, faculty, and summative assessments.

SECTION 3: EDUCATIONAL ACTIVITY
The online portfolio must include a healthcare simulation activity that you have designed in whole, or in large part. The description of the activity must be comprehensive and include:

- The needs assessment
- Syllabus (which includes goals, objectives, plan etc.)
- Assessment and/or debriefing tool as appropriate
- Evaluation tools (of learner, of instructors, etc.)

This should be original work that you have either developed yourself, or contributed to significantly. This activity must be the same as the one used for the media submission
(Element 4 in the portfolio). The applicant should submit sufficient information as to demonstrate substantially how the activity was designed. Note that the use of a tool developed by others as part of the activity is allowed (e.g. a formatted debrief), but the applicant should make clear how the tool was adapted and utilized for the activity. Please ensure that the following questions are addressed as part of the submission:

1. A brief description of the educational activity and the context in which the activity occurs and the targeted learners
2. Statement addressing the educational goal of the activity that is being submitted:
3. Summation of the learning objectives of the activity that is being submitted:
4. Describe the instructional strategy that is used in the activity that is being submitted:
5. Describe the assessment of learners that is utilized in the activity that is being submitted:
6. Describe how the submitted activity assesses the simulation curriculum (goals and objectives):
7. Describe your improvement plan (QA activities) related to the learning activity overall and to the media submission of your performance as well:

SECTION 4: MEDIA SUBMISSION

Submission of Digital Video Recording (or Proxy)

The applicant for CHSE-A must include, as part of the portfolio, a media submission of the activity described in Section 3. The purpose of this submission is to have visual or similar evidence of the performance of the simulation educator in an actual learner-centered simulation setting. Further, it should demonstrate performance of various aspects of the Standards to support the written evidence that has been submitted by the applicant.

For all media submissions, the substance of the submission should be of a learner-centered nature and quality that would demonstrate the applicant’s competency in various aspects of the Standards (see examples below).

If the submission is a video (which is believed what will be most common), it is expected that this would be used to record the simulation activity/learning session and the debriefing or similar activity. The video or media submission should be a live video of the applicant teaching in real time. A simulation and debriefing/feedback activity is believed to be an appropriate activity for demonstrating the various aspects of the Standards by the educator.

However, not all simulation activities include debriefing as part of the activity, so it is expected that there are many other options (other simulation activities) that can be submitted in lieu of a video that will demonstrate the simulation instructional expertise of the applicant.
PLEASE CONTACT coordinator@simcertification.com for any questions on what items would be considered acceptable to meet the standards expected for this portion of the application.

All Submissions

All submissions will include the following:

• Describe what is occurring in the submission that supports the answers in #s 1-7 in Section 3 previously and demonstrates the applicant’s meeting the Standards:

Video Criteria:

• The total length of video submitted shall be no longer than fifteen to twenty minutes. This may be one continuous video, or a selection of pieces from an activity to highlight certain events to support the written documentation (e.g. adapting to learner's needs).
• The video(s) must be of sufficient quality that it can be reasonably viewed. It does not need to be the highest definition or largest file that can be made, just of a quality that can be reasonably seen on a computer screen. The quality of the video will not count for or against the decision to certify. If there are any questions about this, please contact the SSH office at coordinator@simcertification.com.
• The applicant certifies that appropriate releases have been secured for those individuals shown in the video.

Other Media Criteria:

Other submissions are documents and/or other supporting evidence submitted in lieu of a video. Examples of activities that might suffice for a this type of activity include (but are not restricted to):

• Screen shots or capture of a screen based simulation developed by the applicant to include a full copy of the program to review and any usage data if applicable. A curriculum for procedure based simulation using task trainers including checklists, equipment needed, instructor's guide, etc…
• If the educational experience submitted is a procedural or technical competency, the learning activity shall be video recorded as well so that reviewers are able to assess the “coaching” and feedback to learners.
• Other work products that are activities that fulfill the intent of this aspect of the application

NOTE: All media submissions, video or otherwise, should clearly be the original work of the applicant and not merely an adaption of another work. The submission and supporting materials should clearly demonstrate that the work is created by, and is the original material of the applicant.

SECTION 5: ADDITIONAL ITEMS (OPTIONAL)
While this is not a required section, it is included in case the applicant wants to include additional evidence that demonstrates how the Standards are met. For instance, this
might include video of presentations at conferences, links to papers written, blogs, and other information that demonstrates the applicant’s involvement and leadership in healthcare simulation.

**Statement of Confidentiality:**
Only reviewers and those involved in the CHSE-A designation process will review or have access to the materials submitted by the CHSE-A applicant. All submissions will be kept strictly confidential and will be used solely for the purposes of review of the submitted material for determination of meeting the CHSE-A criteria only. The submission will not be used for any other purpose nor will it be disseminated in any way without the express written permission of the applicant.