SUMMARY & PURPOSE:
This Standing Rule shall name and describe the key organizational features of the Council and related entities and individuals.

DEFINITIONS:
None needed

STANDING RULE:
The Council is a partially independent entity with the Society for Simulation in Healthcare, a 501(c)(3) membership-based association. The Organizational Chart includes the following:

- **Society for Simulation in Healthcare (SSH) Board of Directors:** comprised of elected and appointed volunteers, the SSH Board of Directors shares the responsibility for many certification related functions with the Council as outlined in the SSH Bylaws.
- **SSH Credentialing Commission:** comprised of volunteers, the Commission is charged with oversight and coordination of all SSH credentialing activities including, but not limited to, certification. The Commission does not have any decision-making authority related to certification activities, but does act as a resource for the Council for decision-making activities.
- **Certification Council:** comprised of volunteers, the Council has primary and often sole responsibility for certification activities and shall guide certification activities accordingly.
- **Certification Subcommittees:** Subcommittees shall be created and maintained as needed by the Council. The distinguishing feature of a subcommittee is that it shall perform duties that are expected to be continuous. These Subcommittees shall be named and their specific purposes and responsibilities enumerated in the Policies and Procedures.
- **SSH Staff:** hired by SSH, these individuals are responsible for implementing Certification operations and planning, including administrative functions, and in accordance with their job descriptions.
- **External Partners:** contracted by SSH, these organizations serve specific duties and functions that support certification and cannot be performed by others as identified.
- **SSH Committees:** comprised of volunteers, there are many committees (or similar) within SSH that perform duties and functions that have mutually beneficial outcomes for those committees and the Council.
- **Appeals Panel:** an ad-hoc group that is appointed and convened as needed for primary review of appeals.
- **Equivalency Panel:** a group with membership from each of the subcommittees, chaired by the Council Vice-Chair, meets as needed to review requests for eligibility equivalency requests.

SCOPE/APPLICABILITY:
This Standing Rule shall be applicable to all Council functions.

PROCEDURES TO ENSURE COMPLIANCE:
SSH Staff shall ensure that all duties and functions are assigned and performed as appropriate given the description of each listed above.

SUPPORTING/REFERENCE DOCUMENTATION:
- SSH Bylaws Article VIII, Section 9; Article IX, Sections 1 and 2 (2017 version)
- Certification Council Organization Chart

RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:
- Standing Rule 2: Purpose
ASSOCIATED NCCA STANDARD(S):
  • 2, 2B

POSTED PUBLICLY: YES