

**CHSOS-A™ Application Worksheet**

This worksheet has been created to assist the applicant in compiling the information that will be submitted in the online application or in the Dropbox (or arranged method). *Italicized* text indicates where there is information for the applicant to complete.

**ITEM 1**

*Enter the following information:*

* Name:
* Email:
* Current Title:
* Current Organization:
* Please Give A Brief Description Of Your Organization.  Include If There Are Multiple Sites/Locations, What Collaboration Exist, And What Scope Of Work Exists Regionally, Nationally, And Internationally. (750 Characters Max):
* CHSOS® Expiration Date:
* Month and year starting in an operations role in healthcare simulation:

*Read the* [*Healthcare Simulationist Code of Ethics*](http://www.ssih.org/Code-of-Ethics)*.*

 I verify that I have read the [Healthcare Simulationist Code of Ethics](http://ssih.org/code-of-ethics). Further, I agree to aspire to abide by that code.

*Confirm that you meet all of the CHSOS-A*™ *eligibility criteria*

 I am currently certified as a CHSOS®.

 I participate in healthcare simulation in an operational role.

 I possess a bachelor’s degree (or higher) or have been granted an equivalency.

 I have five (5) or more years of experience in healthcare simulation.

 I have focused simulation operations expertise in healthcare simulation

NOTE: if your CHSOS® expires prior to the CHSOS-A™ notification deadline as posted on the website, you should renew your CHSOS®. CHSOS-A™ assumes your CHSOS® expiration date, no matter what it is. Awarding of CHSOS-A™ is a separate process from the renewal of your certification.

**ITEM 2**

*Reflect on your understanding of what leadership is and describe your leadership activities beyond your own home organization (ie the specific location where you are employed). List and describe these leadership activities in a way that makes it clear for the reviewers.*

1: List and describe your leadership activities beyond your own organization:
(1000 character limit including spaces)

*Reflect on how your work has made an impact in healthcare simulation beyond your own home organization. Describe this impact (ie what you did and how it made an impact) in a way that makes your impact clear for the reviewers.*

2: Describe your impact in healthcare simulation beyond your own organization:
(1000 character limit including spaces)

*Reflect on the following and compose your answers. Utilize the guiding questions listed in the Application Information document to guide your responses.*

*IMPORTANT: cross-reference each of your responses to your submitted exemplar as appropriate*

*Question 1*: Please provide insight into your professional values and capabilities (maximum of 5250 characters including spaces, insert answer below)

*Question 2*: Please provide insight into your scholarship & spirit of inquiry (maximum of 3500 characters including spaces, insert answer below)

*Question 3*: Please Provide Insight into Your Qualifications with Simulation and Technology – Methods and Applications (3500 characters including spaces, insert answer below)

*Question 4*: Please Provide Insight Into Your Involvement with Simulation Center Management and Operations Activities (3500 characters including spaces, insert answer below)

**ITEM 3**

*Select an exemplar simulation activity, technology, or process for which you were a primary simulation operations contributor. This exemplar should demonstrate many of the elements described in the various published standards (e.g. scholarship, operations, technology, etc). Remember that your responses above for the narrative questions should reference this exemplar as appropriate.*

*Collect other items that may provide further insight into the exemplar as appropriate, for example, pictures, videos, documents, or summary sheets.*

*COMPLETE the CHSOS-A Exemplar Cover Sheet which is also submitted as part of your exemplar.*

**ITEM 4**

*Create a simulation-specific CV/Resume for submission. This can be a modification of a current CV/Resume or you can create one. The overall format of the CV/Resume submitted should be clear and concise for the reviewers. If needed, insert notes or other information below to help guide creation of the simulation-specific CV/Resume.*

1. Name, contact info, positions held, titles, and brief description of key roles and responsibilities for each position held.
2. Education completed (institution, location, degrees, dates)
3. Professional Development activities (courses attended, certifications, fellowships, etc.). Include dates and locations.
4. Simulation scholarship contributions:
	1. Presentations at conferences, in webinars or other virtual venues (location, scope, etc.). Include dates, locations, organization, type of presentation, personal role.
	2. Publications in journals or other formats (e.g. peer-reviewed journal, electronic formats, social media, book chapters, blogs, etc). Include dates and how to locate if appropriate, authorship (1st author, 2nd author, etc.)
	3. Participation in research activities in healthcare simulation (grants, co-investigator, other role in a research study, etc.) Include dates, primary investigator name, grant amount if applicable, and your specific role.
	4. Patents or inventions.
	5. Courses taught, lectures given, or other teaching activities.
5. Creative development activities and projects (such as exceptional moulage techniques, wearable technology for SP’s, 3-D printing for simulation program use, technology solutions, mechanical solutions, etc.) May include links to photos and/or videos.
6. Professional simulation activities, including committee work, service to simulation organizations, abstract reviews for conferences, reviews for publications or grants, mentoring, etc.
	1. This should include leadership activities (e.g. positions held, roles, etc.)
7. Awards, recognitions, or other highlights of your simulation activities.

**ITEM 5**

*Reflect on who would be the best choices for your references. When selecting the two (2) individuals, consider who can who can speak to the depth and breadth of your simulation skills, leadership capabilities, and reach beyond the home institution. Try to include individuals who will speak to different aspects of your simulation career.*

*Send the following link to the two individuals you have selected:*

<https://www.formdesk.com/societyforsimulationinhealthca/CHSOS-A_Reference>

*IMPORTANT: Please ensure that your references have completed the form. Both reference forms MUST be completed and submitted by the deadline for your application to be considered complete and ready for review.*

**ITEM 6**

*Submit your application fee. This can be completed by going to the link at the bottom of this webpage:*

<https://www.ssih.org/Credentialing/Certification/CHSOS-A/Apply>

**HOW TO SUBMIT YOUR APPLICATION:**

*Go to* <https://www.formdesk.com/societyforsimulationinhealthca/CHSOS-A_Application>

*Submit your responses to Item 1 and Item 2*

*Email* *director@simcertification.com* *to request a Dropbox link or to arrange an alternative method to submit the exemplar activity in Item 3, and Item 4 (simulation-specific CV/Resume)*