Committee for Accreditation of

Healthcare Simulation Programs

Fellowship

Standards and Measurement Criteria

2021 Standards Revision

1. **PROGRAM INFRASTRUCTURE**
   a. *The Simulation Program has an intentional and credible commitment to simulation specific fellowship activities.*
      i. Describe how the fellowship activities link to the simulation program's mission and/or vision.
      ii. Provide an example of how you align the Fellowship Program activities to the fellowship and simulation program mission and/or vision.
   b. *The Fellowship Program has an established record of organizational support.*
      i. Provide the organizational chart that demonstrates the Fellowship Program's organization and structure including lines of authority within the program and within the organization.
      ii. Describe how the governance structure including people or committees that provide oversight and/or advisory functions to the Fellowship Program.
      iii. Describe how the lines of authority of the Fellowship Program link to the Simulation Program.
   c. *The Fellowship Program is financially stable.*
      i. Describe the funding process for the Fellowship Program.
   d. *The Fellowship Program has simulation fellowship specific policies and procedures.*
      i. Provide Fellowship Program specific policies. These should include at a minimum, the policies/procedures listed below:
         1. Fellowship Program recruitment
         2. Fellowship Program outcome/expectations

2. **PROGRAM RESOURCES**
   a. *The Simulation Program has a designated individual responsible for providing oversight of the Fellowship Program.*
      i. Provide job description and/or other descriptive documents for the individual.
      ii. Provide the biosketch for the individual
      iii. Describe how the individual is qualified for oversight of the Fellowship Program.
      iv. Describe how the individual has dedicated time to meet the need of the program.
   b. The Fellowship Program has adequate faculty/educators/subject matter experts to support its mission/vision.

     i.   Describe the duties of the faculty/educators/subject matter experts roles and responsibilities

     ii. Provide accreditation biosketches for all faculty/educators subject matter experts.

     iii. Provide a brief narrative that describes how each is qualified for their position, including any applicable certifications, experience and expertise.

     iv. Describe how the Fellowship Program has access to faculty/educators/subject matter experts to support the mission/vision of the Fellowship Program

     v. Describe how the faculty/educators/subject matter experts are oriented to their roles

     vi. Describe the ongoing evaluation and feedback process for Program faculty.

c. *The Fellowship Program has adequate staff to support its mission/vision*

     i.   Describe the duties of the Program staff roles and responsibilities

     ii. Provide accreditation biosketches for all staff

     iii. Describe how each staff is qualified to participate

     iv. Describe how program staff are oriented to their roles

     v. Describe the ongoing evaluation and feedback process for program staff

d. The Fellowship Program provides access to a mentor(s) to support the fellow

     i.   Describe how the Fellowship Program has access to sufficient mentors to support the fellow

     ii. Describe how mentors support the fellows

     iii. Provide a list of the most active mentors (maximum of 10). Onsite reviewers will choose three (3) mentors to review.

     iv. Provide accreditation biosketches for your most active Fellowship Program mentors (maximum of 5)

     v. Describe how each mentor is qualified as a content expert for their role, including any applicable certifications, experience and expertise

     vi. Describe how Fellowship Program mentors are oriented to their roles

     vii. The simulation program has a process to assure ongoing development and competence of its mentors, at least annually

     viii.   Document the ongoing evaluation and feedback process for program mentors

3. EDUCATIONAL ACTIVITIES

a. *The Fellowship Program is committed to providing high-quality learning activities according to simulation best practices*

     i.   Provide the Fellowship Program curriculum.

     ii. Describe how the program links its simulation fellowship curriculum to the program's mission and vision.

     iii. Describe the process used to identify learning objectives/outcomes for the Fellowship program

     iv. Describe how the educational activities of the Fellowship Program are designed.

     v. Provide documentation of simulation fellowship customized/individualized activities in any of the following areas: e.g., Education, Technology, Administration, Research (maximum of 3)

b. *There is a documented process for orienting new fellows.*

     i.   Describe the orientation process for new fellows

c. *There is a documented process for assessing individual fellows*

     i.   Describe the process for assessing individual fellows

4. **SCHOLARSHIP**
   a. *The Fellowship Program has a mechanism in place for the fellows to participate in scholarly activities that align with the mission and vision of the program.*
      i. Describe the process for fellows to participate in activities that demonstrate scholarship
      ii. Describe how the scholarship activities are evaluated in a systematic and routine manner
      iii. Provide a list of up to 5 scholarly/capstone projects completed by the fellows
5. **PROGRAM EVALUATION AND IMPROVEMENT**
   a. *The Simulation Fellowship Program has mechanisms in place for process improvement.*
      i. Document or describe the quality management and/or continuous improvement process
      ii. Provide examples of changes implemented based on the fellowship activity review process
      iii. Describe the process to address concerns and complaints