	CREATION DATE November 2011	DATE REVISED May 14, 2017
	POLICY AREA / CATEGORY STANDING RULES	DATE APPROVED / EFFECTIVE DATE May 14, 2017
STANDING RULE TITLE 3: ORGANIZATION	VERSION	DATE REVIEWED March 12, 2024

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.
- **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 Subcommittee Policy and the Overview of Roles-Requirements-Duties document.
- **Certification Working Groups:** Working Groups shall be created by the Council as needed to perform specific, time-delimited work. They shall dissolve once the work is completed and submitted to the Council.
- **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
- Subcommittees Policy

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- Overview of Roles-Requirements-Duties Document

ASSOCIATED NCCA STANDARD(S):

- 2, 2B

POSTED PUBLICLY: YES