



SSH Academy Application Handbook

This tool has been prepared for the Society for Simulation in Healthcare Academy FSSH® applicant. The purpose of this document is to help the applicant understand the expected level of performance for a Fellow in the Academy.

The examples given are for the purpose of describing the types of activities, level of performance, and ***impact*** of one's contributions that are evaluated for Academy-level consideration.

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Section 1: About the FSSH

Purpose of this Handbook

This handbook is to be used as a resource for individuals who are applying to become a Fellow in the Society for Simulation in Healthcare (FSSH). It has useful information, items that help the individual prepare their application, and background information that describes the SSH Academy program. The information contained in the Handbook expands on the information posted on the webpages at <https://www.ssih.org/ssh-academy>.

This handbook is solely intended for use by individuals in order to prepare to become a FSSH or to learn about FSSH. It may not be duplicated, replicated, or used for any other purpose without the express written consent of the Society for Simulation in Healthcare (SSH).

Disclaimer

This handbook gives general guidance only and should not be regarded as a complete and authoritative statement on the process of becoming a Fellow in the SSH Academy for Healthcare Simulation Professionals. Eligibility requirements, standards, fees, and guidelines are subject to change. SSH will keep the most up-to-date version of this document posted at <https://www.ssih.org/nominate>. Prior to participating in any available service through SSH, please check to ensure that you are viewing the most up-to-date information available.

The SSH Academy: Recognizing Leaders in Healthcare Simulation

The SSH Academy recognizes individuals whose sustained contributions have had an *impact* on the field of healthcare simulation.

Practitioners, researchers, administrators, clinicians, operations specialists, and educators who have built a strong foundation in the discipline of simulation are invited to apply to the Academy as a Fellow. Fellows

- Contribute to the growth of SSH and to the discipline of healthcare simulation.
- Contribute their time and talent to advance the mission and goals of SSH and the Academy.
- Are highly recognized by peers in the simulation community.
- Serve as role models, mentors and ambassadors in healthcare simulation.
- Participate on internal and external invitational thinks tanks, advisory task forces and committees.

Vision

The vision of the Society for Simulation in Healthcare Academy is a world in which simulation is integral to ensuring high-quality, safe healthcare.

Mission

The mission of the Society for Simulation in Healthcare Academy is to recognize and convene a diverse community of SSH thought leaders who harness their collective wisdom and expertise to advocate for excellence in simulation through nurturing leaders; cultivating the global simulation community; promoting innovation in education, research, and safety in healthcare.

The Academy Background

The Society for Simulation in Healthcare Fellows Academy (SSH Academy) was established in 2016 to recognize and convene a diverse community of simulation leaders who have demonstrated significant and sustained contributions to the Society for Simulation in Healthcare and to the field of healthcare simulation. Its creation stems from a vision to advance the integration of simulation into healthcare systems worldwide, emphasizing its role in enhancing safety and quality.

The purpose of the Academy is multifaceted, focusing on:

- Acknowledging individuals who exhibit exceptional expertise, innovation, and leadership in simulation-based education, research, and clinical practice.
- Fostering a collaborative environment where thought leaders can exchange ideas, strategies, and best practices to further the field.
- Promoting excellence in simulation by advocating for its use in healthcare education, patient safety, and system improvement.
- Nurturing simulation leaders to influence healthcare practices worldwide, ensuring simulation remains a cornerstone for high-quality, safe patient care.

Since its founding in 2016, the SSH Academy has worked to cultivate innovation, mentor future leaders, and create a global network dedicated to advancing the science and practice of healthcare simulation.

Certification as a CHSOS, CHSOS-A, CHSE, CHSE-A, and ASCEND is NOT a requirement for admission into the Academy.

The achievement of the advanced certification and participation in ASCEND as a mentee DOES NOT guarantee acceptance as a Fellow. Acceptance in another fellow program DOES NOT guarantee acceptance.

The years of membership and leadership activity in an affiliated organization are NOT

equivalent to service to SSH.

Financial contributions to the Society are not equivalent to SSH Service.

The FSSH Credential

Fellows of the SSH Academy (FSSH) are a group of leaders and renowned simulationists who have made outstanding and sustained contributions to the Society for Simulation in Healthcare and the field of healthcare simulation. Benefits of becoming a FSSH:

- Recognition for your contributions to SSH and to healthcare simulation.
- Contribute to the future path and project directions of SSH.
- Influence or advance the art, science, and practice of healthcare simulation as part of the SSH Academy.

Fellows are expected to be active in the SSH Academy and to advance the mission and vision of SSH and the SSH Academy through high-level initiatives.

Statement of Confidentiality

Only reviewers and those involved in the FSSH designation process will review or have access to the materials submitted by the FSSH applicant. All submissions will be kept strictly confidential and will be used solely to review the submitted material for determination of meeting the FSSH 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.

Statement of Non-Discrimination

SSH does not discriminate against any person based on an individual's characteristics such as, but not limited to, race, religion, national origin, sex, sexual orientation, gender identity, age, genetics information, disability, or status as a protected veteran.

Attestation

Conferring the FSSH credential upon a member goes beyond education, experience, and assessing ones' capabilities. Among the standards that underlie the Academy, integrity and character makeup are considered significant factors in granting the FSSH designation.

In submitting the application for FSSH, the member shall execute the following statement:

The information I have provided is accurate, true, and correct to the best of my knowledge. I agree to inform the Society for Simulation in Healthcare (SSH) of all changes to the information included in this application while I am an applicant and for as long as I am bestowed this professional credential by SSH. I understand that SSH reserves the right to verify any and all information in this application, and I agree to cooperate with any requests for additional information.

I have read, understand, and agree to be bound by all policies, procedures, and rules promulgated by SSH. I understand and agree that my failure to abide by SSH's policies, procedures, or rules shall constitute grounds for rejection of my application or denial or revocation of my FSSH designation.

I attest that I have read the SSH Fellows Handbook and understand its contents, and I attest that I agree to abide by its policies and procedures.

Hold Harmless and Waiver

The Academy Process, while an objective one in many respects, by design contains subjective elements that could lead to a contested decision on the part of an applicant. Since the entire Fellow's process is largely dependent upon the good faith voluntary efforts of SSH Academy Board of Governance members and trained reviewers, it stands to reason that SSH staff, its agents and additionally members of SSH contributing in varying ways to the Academy process be held harmless for the actions and decisions that are made in connection with granting or denying FSSH credentials.

By executing the FSSH application, applicant hereby waives and releases, and shall indemnify and hold harmless, SSH, its officers, directors, members, employees, volunteers and agents from and against all claims, losses, costs, and expenses (including attorney fees) that arise directly or indirectly out of any action in connection with this application, any review of portfolio conducted by SSH which applicant submits, and, if applicable, the failure of SSH to grant FSSH designation to applicant. This release does not purport to and does not release SSH for any actions arising out of willful, wanton, or intentional misconduct.

Benefits of Having a FSSH Mentor

Having a mentor during the Fellows application process offers significant advantages for aspiring Academy members. A mentor, who is already a Fellow of the Academy, can provide

invaluable guidance by reviewing professional documentation and helping applicants effectively showcase their achievements. The mentorship relationship, though focused specifically on the application process, enables candidates to receive expert feedback on their biosketch, narrative responses, and reference selections. Mentors bring their experience and understanding of the Academy's requirements to help assess an applicant's readiness and ensure their contributions to healthcare simulation are properly highlighted. This structured support system, which maintains strict confidentiality, helps applicants navigate the application process with greater confidence while maximizing their chances of success through expert guidance and constructive feedback.

This document is for both those seeking mentorship for the Fellows application process and for mentors to better understand the responsibilities and assist their mentees. Applicants are encouraged to seek mentorship from a current Fellow of the Academy. An applicant may reach out to a mentor on their own or contact SSH staff to match them with a mentor. To get matched, please see the details, deadlines, and contact information on the Academy nomination website.

The intent is to support applicants in becoming an FSSH by reviewing their professional history and documentation and providing insight into how to best represent themselves in their application packet. This mentorship opportunity is not intended to be a full mentoring program with an ongoing relationship. The mentor will not influence the review panel and must recuse themselves from being part of the applicant's review. The use of a mentor does not ensure acceptance in the SSH Academy.

Both mentors and mentees are encouraged to review the application worksheet linked on the nomination webpage.

Mentee Responsibilities

1. Provide their mentor with their biosketch, an application draft, and any relevant materials to help their mentor understand how they meet the criteria to become a Fellow.
2. Seek clarification on any items in the application that do not make sense to them.

Mentor Responsibilities

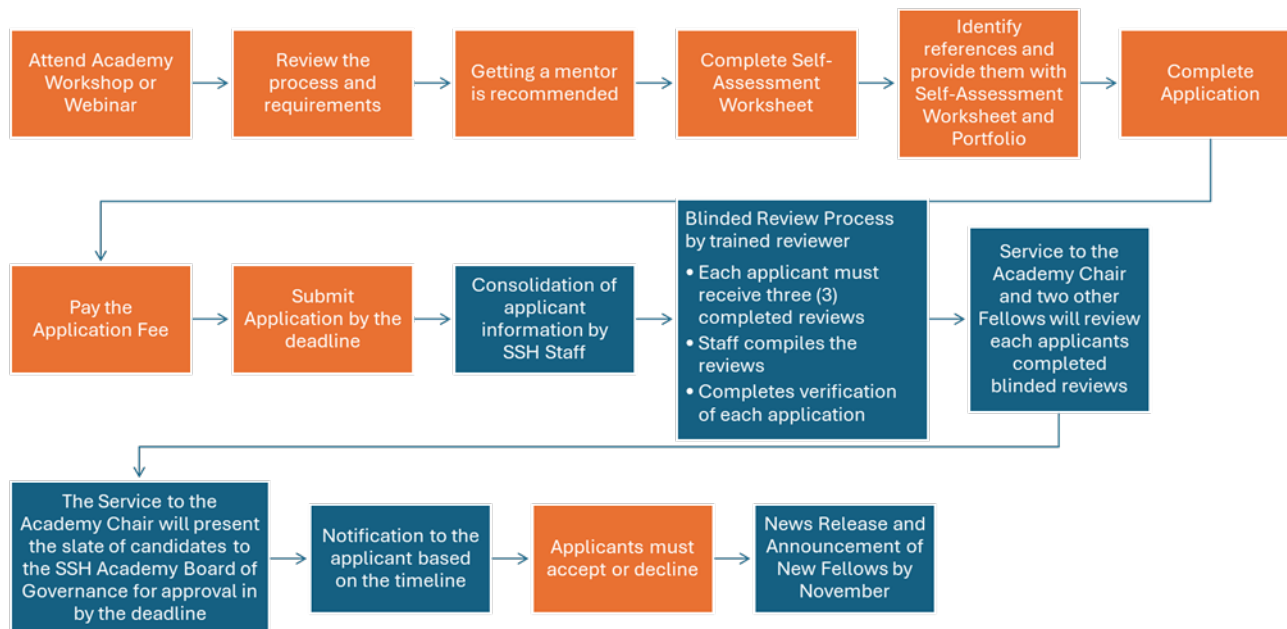
1. Attend an SSH Academy Mentoring session for orientation to learn about the policies and procedures for the SSH Academy application process. All session dates will be posted on the SSH Academy webpage.
2. Review the mentee's documents for the appropriate selection of references
3. Review of written statements to be submitted (narrative responses)
4. Review of biosketch (format, content, demonstration of sustained SSH and healthcare simulation activities AND impact to both)

5. Provide a qualitative assessment of whether the applicant is “ready” and demonstrates sustained and substantial contributions that would likely support success.
6. Provide feedback to the applicant based on the assessment findings and next steps.
7. Maintain confidentiality of the mentee’s information and do not share feedback or content of any elements of the applicant’s materials without their consent.

The use of a mentor in the FSSH Academy application process does not guarantee acceptance into the Academy. The purpose of having a mentor is to provide you with advice on the process and to improve the quality of the application.

Section 2: FSSH Application Review Rubric

Application Process Timeline



Eligibility, Requirements & Self-Assessment Form

This worksheet is designed to assist you in determining your readiness to apply for the Society for Simulation in Healthcare (SSH) Academy and to guide you in profiling the career achievements and accomplishments that document your qualifications for the SSH Academy. Use of this worksheet is voluntary, but we strongly encourage you to complete it and discuss the information with the individual who will be completing the online recommendation form prior to deciding to apply for admission. The SSH Academy highly recommends applicants seek a mentor when considering an application. The mentor can provide an overview of the process and evaluation of your qualifications according to the criteria. The use of a mentor does not ensure acceptance into the SSH Academy.

This worksheet is designed to be used in conjunction with the mentor worksheet and reference worksheet also included on the website. It is important to note that not everyone will excel in every area of this worksheet. The gestalt of the application is weighted on your contributions to SSH and the simulation community with SSH being given more weight than overall contributions.

The criteria to become a Fellow include:

1. Membership in SSH for a minimum of 7 years with progressive leadership roles (years of service does not have to be consecutive).
2. Substantial and sustained contributions to SSH (see below).
3. Substantial and sustained contributions to the field of simulation (see below).

Reflective Questions

The following questions are intended to help you evaluate your readiness for application to the Academy. While your responses for each item do not need to be expansive, evidence for a majority of these items should be present and clearly described. The questions in this section are not specifically in the online application; they have been provided to help the applicant understand the level of demonstrated performance desired in Fellows of the SSH Academy.

1. ***Substantial Contributions to SSH:*** Provide evidence of increasing leadership in SSH by providing a chronological list that details your participation as a member, and your progression to taking on a leadership role on committees, task groups, sections, SIGs, IMSH or regional meetings, etc. How did you shape the agenda or influence outcomes?
2. ***Substantial Contributions to the Field of Simulation:*** Describe the area(s) of expertise for which you are recognized by your peers and provide the evidence of your outstanding contributions to the field of simulation at the national or international level by documenting with evidence of such things as:
 - Consistent outstanding contributions over time.
 - Contributions with significant, measurable impact and outcomes.
 - Dissemination and the adoption of your substantial contributions to healthcare simulation.
 - Substantive honors, awards, and recognition by prestigious academies and organizations.
 - Extent of adoption of your research findings and/or innovations by others that have been used to guide changes in education, research, administration, policy, or practice.

*****Provide specific data that supports your contributions by detailing the impact of said contributions. For example, number of citations of your published articles, number of learners who completed an innovative activity, or the number of followers, listeners, or viewers on your respective social media channels.*****

3. Summarize the current and projected long-term outcomes of your influence and describe the ways you intend to expand and evolve your areas of influence.
4. Describe substantive contributions you expect to make to healthcare simulation and/or the Society and their significance.
5. Explain why you wish to become a member of the SSH Academy and list at least two ways by which you will commit to the work of the Academy. Describe how they are linked to the Mission, Vision, Goals and Purposes of both SSH and the SSH Academy.

Online Application Questions

The following are the questions that are asked in the online application. The form is typically activated a week before the date submissions are open. Feel free to enter your answers here and then cut and paste them into the online application when you are ready. Please be cognizant of the character limits when copy/pasting. These prompts provide examples to help you draft your responses. These examples will not be provided in the application itself.

You will be asked to attest that you have read the policies, procedures, and requirements of the SSH Academy.

1. Indicate your SSH service: a list is provided, and you will be asked to check all that apply. The list includes Elected SSH Board Officer (President, Secretary, Treasurer), Elected SSH at-Large Board Director, Appointed SSH at-Large Board Director, Committee/Council Chair or Vice Chair, Committee/Council Member, IMSH Meeting Co-Chair, IMSH Content Team Lead, Regional Meeting (e.g. SimOps, APMSH) Co-Chair, Regional Meeting Content Team Lead, Editorial Board, Journal Reviewer, Section/SIG/AG Chair, Working Groups/Task Force Chair, Working Groups/Task Force Member, SSH Certifications, Other Roles, None.

If you have selected "None" for this list, you may want to consider seeking mentorship to help frame your body of work for inclusion in this application.

2. Use this box to provide details about each of the items checked above. Be sure to include positions, length of time in roles, and brief descriptions of roles/responsibilities.

The following is an example of how the requested information should be documented.

The position/time/roles are for demonstration purposes and not an exact representation of an actual applicant's service.

Position: SSH Certifications – CHSOS Subcommittee Member

Time: Elected for first term in January 2019, currently serving second term.

Roles/responsibilities: Complete application reviews, serve as subject matter expert in exam development activities, attend annual meetings.

3. Use this box to describe your specific contributions in each role and the impact of those contributions.

The following is an example of how the requested information should be documented.

The position/time/roles are for demonstration purposes and not an exact representation of an actual applicant's service. The below is a continuation of the example provided to question 2. Please note how question 3 is asking for your specific contributions unique to the roles/responsibilities.

Position: SSH Certifications – CHSOS Subcommittee Member

Contributions: While serving on this committee, I led a group of volunteers tasked with reviewing and approving updated eligibility criteria to submit to the Council for approval. This work occurred over six months and the group met for an hour via webinar monthly. I also participated in the 2022 exam review and approval workshop, where I was responsible for reviewing the content of the new exam form and providing detailed feedback to the exam developer. In 2023, I volunteered to write new test questions and submitted five new test questions to the item bank.

Impact: The updated eligibility criteria was approved by the Council and implemented in 2023. The content of the new exam form was approved and implemented in 2023. Three of my five test items were used for the exam, while the other two were kept in the bank for future use.

4. Share a personal statement on your reasons for becoming a Fellow and how you can give back to SSH and the simulation community (1500 characters max).
5. Describe how you will contribute to the vision and mission of the SSH Academy (1500 characters max).
6. In the section that asks for information on how your sustained contributions have had an impact on the field of simulation, provide a brief narrative. **BE SPECIFIC ABOUT YOUR ROLE AND USE "I" STATEMENTS.** While reviewers understand the value of teamwork, especially in healthcare simulation teams, remember that **you** are applying to become a Fellow, not highlighting your team. Focus on the areas where you have made

contributions and enter N/A in sections that do not apply. A “N/A” response will not disqualify you from achieving Fellowship. Below, definitions are given for each category to help clarify what is being asked. These definitions are not provided in the application.

Focusing Your SSH Academy Application

1. Describe your overall simulation contributions. Do not enter individual items/citations already listed in biosketch).

Consider the progression of your career in simulation. What have you designed, created, and disseminated during your simulation career? What are the highlights of your career and the impact your work has had on others? What contribution to the Society for Simulation in Healthcare would you like to emphasize? ***What is the narrative of your healthcare simulation career?***

2. Based on your success and impacts in SSH and the simulation community, address the following elements, focusing on demonstrated outcomes.

Promoting and establishing simulation educational activities

Involves creating, implementing, and advocating for simulation-based learning programs. This includes developing curricula, fostering interdisciplinary collaboration, integrating simulation into institutional practices, and advancing the adoption of simulation as a critical tool for skill development, competency assessment, and patient safety. Successful efforts in this area contribute to a culture of continuous learning and innovation, improving the quality of healthcare delivery and outcomes. ***What is the attendance, reviews, and adoption into practice?***

Simulation advocacy activities

Involves efforts to promote the value, adoption, and integration of simulation-based methodologies within healthcare education, research, legislation, and practice. These activities include engaging stakeholders, influencing policy, securing funding, and raising awareness of simulation's impact on improving patient safety, healthcare quality, and workforce competency. Effective advocacy fosters collaboration, drives systemic change, and strengthens the role of simulation in advancing global healthcare outcomes. The advocacy does include your institutional impact and how you advocate outside your institution. ***What is the impact and adoption of your advocacy efforts?***

a. Development of recognized theory and/or practice.

The development of a recognized theory and/or practice is a key indicator of an applicant's ability to innovate and advance healthcare simulation. These contributions provide evidence-based frameworks and methodologies that improve education, research, and patient safety by influencing the global simulation community. Highlighting this area demonstrates the applicant's capacity to lead and inspire, aligning with SSH's mission to foster excellence and innovation. *What are the analytics for the theory or practice?*

b. Development of simulation programs within an organization (e.g. new or expanded simulation centers).

Involves designing, implementing, and managing structured simulation-based initiatives to enhance education, training, and quality improvement by creating new or expanding existing simulation centers. Individuals work on strategic planning, resource allocation, and infrastructure development to meet institutional goals. This process includes designing state-of-the-art facilities, acquiring technology and equipment, training staff, and creating educational programs aligned with best practices. These initiatives enhance organizational capacity for simulation-based learning, improve healthcare training outcomes, and establish the institution as a simulation education and innovation leader. *What initiatives have you been responsible for in the activities related to developing a simulation program and the outcomes of that work?*

c. Simulation-specific mentorship.

Mentorship in healthcare simulation involves guiding and supporting individuals or teams in developing their skills, knowledge, and expertise. Effective mentors foster growth through personalized coaching, sharing experiences, providing feedback, and connecting mentees with opportunities for advancement. Mentorship strengthens the simulation community by cultivating leadership, innovation, and professional development and contributes to advancing healthcare education and practice. *How many individuals have you formally and informally served as a mentor? How have these mentees impacted the simulation community as a result of your mentorship?*

d. Development of simulation technology and innovative operations.

Involves creating, enhancing, and implementing tools, devices, and systems that support simulation-based education and training in healthcare. This may include designing innovative simulators, software platforms, and virtual / augmented reality / AI solutions. Highlight technology, tools, or devices you have developed associated with a patent or that have enhanced the overall impact and effectiveness at a local, national, or international level. A patent is not a necessary requirement. Innovative work such as processes or operations that are new and adopted. An example could be a new process that was developed during COVID-19 for cleaning that was adopted by multiple organizations. ***What have you designed, developed, and the impact on practice?***

e. Scholarly efforts/contributions in advancing simulation.

Encompasses activities that contribute to the body of knowledge, best practices, and leadership within the field of healthcare simulation. These efforts include conducting and publishing research, presenting at conferences, developing innovative methodologies, and contributing to professional organizations and standards. The section highlights activities where individuals drive the evolution of simulation-based education, training, and human factors; influence global practices; and foster a culture of excellence and collaboration in healthcare. It is valuable to include h-index, citation rate, adoption rate, etc. ***What are your contributions to the simulation community that advances healthcare simulation?***

f. Cross-disciplinary, multidisciplinary, and interprofessional simulation contributions.

Contributions in this section involve integrating diverse fields, specialties, and professional perspectives to enhance healthcare practices. These efforts foster collaboration among disciplines, such as medicine, nursing, allied health, engineering, and education, to develop, implement, and evaluate innovative training programs and solutions. ***Describe the outcomes of your work across disciplines.***

Privacy of the Application Submission

The Society for Simulation in Healthcare (SSH) protects the privacy and confidentiality of all individuals who submit applications for the Fellow of the Society for Simulation in Healthcare (FSSH) designation. All materials submitted—including personal information, curricula vitae, reference letters, service documentation, and reviewer evaluations—are handled with the utmost discretion and care. SSH implements a blinded review process to remove identifying information from application materials, ensuring that each applicant is evaluated impartially and without bias.

Access to application materials is strictly limited to authorized SSH Staff and designated reviewers, all of whom are required to use the information solely to evaluate applications. Reviewers receive only the anonymized application packages necessary for their assessment and are prohibited from sharing or using the information for any other purpose. Additionally, reviewers, SSH Staff, and members of the Board of Governance may not serve as mentors or provide reference letters for applicants, thereby reducing conflicts of interest and preserving the integrity of the review process.

All records associated with the review and selection process are securely maintained by SSH Staff and kept confidential by organizational governance and compliance standards. These records are used solely for reference and audit purposes and are not made publicly available. By applying, candidates consent to the secure handling of their personal information as described in this statement and the FSSH Application Review Policy.

Guidelines for References

This document has been prepared to assist those asked to provide reference letters for applicants desiring to become a Fellow of the SSH Academy (FSSH). The SSH Academy recognizes individuals whose sustained contributions have had an impact on **BOTH** the Society for Simulation in Healthcare and the field of healthcare simulation.

You will indicate your two references and their contact information in your application. Individuals providing references are not given access to your application or anything that you have uploaded as part of your application.

The reference form intends to capture data that helps the Review Committee know the applicant, their work, and their contributions. Individuals providing a reference should expand upon and substantiate the significance of the applicant's work and leadership in the field of healthcare simulation and how they have made sustained contributions to healthcare simulation and SSH. This is an opportunity to provide personal insights and not to reiterate exactly what the applicant has provided in their application. Individuals chosen to provide a reference are advised to be

specific about their relationship with the applicant and their capacity to evaluate the applicant's work in the field of simulation.

****Applicants are evaluated based on their entire application package, including the letters of reference. The letters of reference provide insight into others' views of an applicant's contributions, qualifications, achievements, and professional character. Letters of reference not only enhance the depth of the application but also underscore the applicant's potential to thrive as a Fellow and contribute to the SSH Academy. The Review Committee expects well-crafted and genuine letters of reference to present a comprehensive view of the candidate's qualifications and alignment with the Fellows program. ****

Individuals submitting a reference will be asked to respond to two separate questions regarding the applicant's contributions to SSH and separately to the field of healthcare simulation, as substantial contributions to both are expected of Fellows.

Individuals serving as a reference will be asked to respond to the following:

1. Briefly describe your relationship with the applicant and, if applicable, the applicant's role in your organization(s).
2. Provide specific examples and/or insight into the sustained contributions the applicant has made to the Society for Simulation in Healthcare. Provide detailed insights into the impact of these contributions.
3. Provide specific examples and/or insight into the sustained contributions the applicant has made to the healthcare simulation field. Provide detailed insights into the impact of these contributions.
4. Describe how you feel this person would contribute to the vision and mission of the SSH Academy.
5. Is there anything else the Review Committee should know about the applicant?

Structured Blinded Application

SSH Service Folders

As part of the FSSH application process, applicants must submit documentation highlighting their sustained service to the Society for Simulation in Healthcare (SSH). This is captured through the SSH Service Folders, which SSH Staff compiles on behalf of each member. The applicant will also provide this information in the application and within the SSH Membership Verification Form.

The Service Folders summarize the applicant's involvement across various areas of the organization, such as committee participation, leadership roles, event planning, and contributions to SSH initiatives. These folders and the information provided by the applicant in the SSH Membership Verification Form validate an applicant's engagement with the Society and support the review of their impact on the SSH community. Applicants must ensure that their service folders reflect their participation. If applicants would like to preview or verify the contents of their SSH Service Folder, they may request this from SSH Staff before the submission deadline.

How to blind the application

To ensure a fair and impartial review process, all applicants must blind their application materials before submission. Blinding removes identifying information so that reviewers evaluate applications solely on merit, without influence from personal or professional identifiers.

When preparing your application, please follow these blinding guidelines:

1. **Remove Your Name:** Do not include your name in the application form, biosketch, personal statements, or narrative responses EXCEPT FOR WHERE ASKED. SSH staff are able to blind these sections prior to reviews.
2. **Eliminate Identifying Details:** Omit or redact specific references to your institution(s), place of work, geographic location, or any organization that could be used to identify you. For example, instead of “I led simulation efforts at Johns Hopkins,” write “I led simulation efforts at a large academic medical center.”
3. **Avoid Mention of Titles or Roles That Are Easily Identifiable:** If you hold or held a prominent role that may reveal your identity (e.g., “President of the XYZ Simulation Consortium”), consider describing it generically (e.g., “Held a national leadership position in a simulation-focused organization”).
4. **Redact Author Names in Publications or Presentations:** If listing publications or conference presentations, use the format: “Author blinded, et al. (Year). Title of work. Journal/Conference.” Do not include co-author names if they may lead to identification.
5. **Reference Letters:** These do not need to be blinded. SSH Staff will handle these documents separately and ensure they are not shared with reviewers in a way that would compromise applicant anonymity.

SSH Staff and the Service to the Academy Chair will review each application package to confirm that blinding is adequate before assignment for review. Incomplete or improperly blinded applications may be returned for correction or disqualified. Please contact SSH Staff before submission if you have any questions or need assistance with the blinding process.

Verification from SSH Staff

As part of the FSSH application process, applicants are required to complete and submit the SSH Membership Verification Form. This form serves as an official record of your membership duration, committee involvement, and contributions to the Society for Simulation in Healthcare (SSH). Applicants are responsible for completing Sections 1 through 3 of the form. These sections include your basic contact information, verification of your membership history, and a summary of your committee participation, including roles, dates, and fulfillment of responsibilities. Please ensure all entries are accurate and complete, and match information that is available in your SSH Service Folders.

Sections 4 and 5 of the form are completed by authorized SSH Staff after submission. SSH Staff will verify the information you've provided and add any relevant notes or clarifications. This verified form will then be included as part of your blinded application package for review. If you have questions about completing the form or need assistance, please contact SSH Staff prior to the application deadline.

FSSH Application Review Rubric

Contributions to SSH: The Academy applicant should have a record of progressive sustained contributions to SSH. What does sustained mean in terms of the Academy? The term "sustained" refers to consistent, ongoing involvement and impact over an extended period of time. Sustained contributions are characterized by:

- **Long-Term Commitment:** The individual has consistently engaged in SSH activities, projects, or roles within healthcare simulation for at least 7 years, demonstrating progressive leadership roles within SSH.
- **Ongoing Impact:** The contributions are not one-time or sporadic efforts but represent a series of impactful actions, innovations, or leadership roles that have influenced SSH's mission and vision over time.

Example of Sustained Contribution: A professional who has been involved in SSH for over seven years, regularly participating in the work of SSH through committees, task forces, special interest groups, working groups, special projects, and educational programs. The role should have increasing responsibilities and leadership. For example, the member joined a special

interest group or section for a couple of years, followed by joining a sub-committee, leadership on the sub-committee, and then a leadership role on the special interest group or section. Demonstration of the work accomplished and the applicant's role in the development of the work should be documented.

1 - minimal or non-existent	<p>Definition: The individual has made little to no contributions to the SSH. This could mean they have attended some meetings or events but have not actively participated in projects, committees, or initiatives. They may not have engaged in the broader goals of the organization, such as promoting simulation education, research, or safety.</p> <p>Example: An SSH member who only maintains membership status without engaging in any of the society's activities, such as participating in working groups, or contributing to blueprint or knowledge library developments.</p>
2 – Limited Contribution	<p>Definition: The individual has made limited contributions to SSH. They have shown some involvement, perhaps by attending a few events or meetings and participating in minor ways, but their overall impact on the organization and its activities is minimal. They may have engaged in a project or committee, but their role was not demonstrated to be central or consistent.</p>
	<p>Example: An SSH member who occasionally attends committee meetings, may have participated in a small project or provided input in a discussion, but has not taken on significant responsibilities or sustained engagement in SSH activities.</p>
3 - Moderate contribution	<p>Definition: The individual has participated in a moderate number of activities within SSH, showing a consistent but not extensive level of involvement. This might include contributing to a few projects or initiatives, attending and actively participating in SSH committee meetings, or serving on a committee but without holding a leadership role. An individual serving in a single committee or role for a single year would NOT constitute a moderate contribution unless their contribution resulted in the success of a project or the overall committee because of the impact it had.</p>

	Example: An SSH member who has contributed to several working groups. They have taken on responsibilities and sustained engagement in SSH activities that have resulted in impact because of their work.
4 – Significant Contributions	Definition: The individual has made a significant contribution to SSH, indicating a high level of involvement and engagement in the community, though perhaps not as extensive as those at the highest level. They have taken on key roles in projects or committees, possibly holding sole or co- leadership positions, and have contributed meaningfully to the organization’s mission and goals. An individual serving in a single role for a single year as a chair or vice-chair would NOT constitute a significant contribution unless their work resulted in the success of a project or the overall committee because of the impact it had.
	Example: An SSH member who has led an important project or initiative, served as a vice-chair or in another leadership role on a committee, or contributed to multiple important activities within SSH. Their work has had a noticeable impact, though it may not yet reach the level of someone who has made substantial, transformative contributions to the organization.
5 - Substantial contributions	Definition: The individual has made substantial contributions to SSH, demonstrating the highest level of involvement. They have held leadership positions within the organization, such as chairing committees, leading major projects, or playing a pivotal role in advancing SSH’s mission. Their contributions have had a meaningful impact on the society.
	Example: An SSH member who has served as a chair of a committee, been a member of the board, led a major initiative or project that has influenced simulation practices globally, or played a significant role in organizing and shaping the direction of SSH events and activities. This is not a one-time role, but the result of progressive leadership roles over time.

Contributions to Healthcare Simulation: The SSH Academy applicant should have demonstrated sustained contribution to the healthcare simulation community. The term

"sustained" refers to consistent, ongoing involvement and impact over an extended period of time. Sustained contributions are characterized by:

- **Long-Term Commitment:** The individual has consistently engaged in activities, projects, or roles within healthcare simulation for at least 7 years, demonstrating dedication to advancing the field.
- **Continuous Impact:** The contributions are not one-time or sporadic efforts but represent a series of impactful actions, innovations, or leadership roles that have influenced the field over time.
- **Enduring Influence:** The individual's work has lasting effects on the practice, education, or theory of healthcare simulation, continuing to shape the field even as new developments occur.

Sustained Contribution: A professional who has been involved in healthcare simulation for over a decade, regularly publishing research, developing educational programs, leading influential projects, developing new technology, and holding leadership roles in simulation organizations. Their work has consistently contributed to the growth and evolution of simulation practices on both a national and international level.

1 - Minimal contribution	Definition: The individual has made little to no contributions to the field of healthcare simulation. Their involvement may be limited to basic participation in activities as a member. Activities demonstrate little impact or innovation in the field.
	Example: A healthcare professional who has only engaged in basic simulation training or as a general member of an organization, but whose actions do not demonstrate a contribution to the development, dissemination, or advancement of simulation practices or the field.
2 – Limited Contribution	Definition: The individual has made some minor contributions to healthcare simulation at a local or regional level, with some involvement that may include participation in local or small-scale projects. Their work may have had a minor impact on the field, but this is primarily within their institution or a narrow context and has not extended to broader audiences.
	Example: A professional who has been involved in implementing simulation practices within their local hospital or educational

	institution or community, but without broader influence or significant innovation.
3 - Moderate Contributions	Definition: The individual has made contributions that extend beyond local areas or have had a broad impact on healthcare simulation at a more local level. Contributions extend across larger regions such as the U.S., Europe, or other significant geographical areas. Their work may include influential projects, research, or educational programs that have been recognized and adopted on a wider scale.
	Example: A simulationist or researcher whose work has been widely adopted across healthcare institutions in the U.S. or Europe or regionally that are shaping a community of practice, efforts are contributing to advancements in simulation practices that affect a significant number of professionals and/ or students.
4 - Significant Contribution	Definition: The individual has made significant contributions to healthcare simulation that have influenced practices and theories within the field. Their impact is widespread and well recognized, but perhaps not as universally influential as those who have contributed major theories or had a profound international impact.
	Example: A simulation expert who has developed widely used simulation methodologies or tools that have become standard practice in many regions or countries, contributing to the advancement of simulation in a meaningful way. Or a simulation expert who has been broadly recognized in the field via awards or other recognitions (publications, invited speaking, etc.) at a national or international level.
5 - Exceptional contributions	Definition: The individual has contributed major theories or advancements to the practice of healthcare simulation, with their work having a significant and lasting impact on an international scale which has helped to shape the discipline. They are recognized as a leader and innovator in the field, influencing practices, policies, and educational approaches across the globe.
	Example: A healthcare simulation pioneer who has developed groundbreaking theories or tools that have reshaped how

	simulation is practiced internationally, with their contributions being adopted by healthcare institutions and educators worldwide.
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Section 3: Review Process

Application Review Process

Understanding the Hofstee Score

As part of the FSSH application review process, the **Hofstee Score** is obtained through a standardized method for assessing and determining applicant eligibility for induction into the SSH Academy. This scoring approach ensures fairness and consistency across all applications while allowing reviewer discretion within defined boundaries.

The Hofstee method requires each reviewer to evaluate applicants using two key scores:

1. **Impact on SSH**—Evaluate the applicant's sustained contributions to the Society for Simulation in Healthcare (SSH), including committee participation, leadership roles, and overall service to the organization.
2. **Impact on Healthcare Simulation**—Assesses the applicant's broader influence on the field of healthcare simulation, such as educational innovations, scholarship, leadership, and advancement of the field beyond SSH.

Based on the quality of applications received, each reviewer assigns a low and high score threshold for what they consider the acceptable range for fellowship. These scores are submitted individually, and the final Hofstee range is calculated by SSH Staff and the Service to the Academy Chair using the collective input from all reviewers.

Applicants must receive a composite score within or above the final Hofstee range to be eligible for induction. Beginning in 2027, the Hofstee scoring benchmark will be based on the average of the previous three years' Hofstee data, allowing for a data-driven and historically consistent standard. While applicants do not calculate this score, it is important to understand that your application will be evaluated holistically within this framework. High-quality, well-documented evidence of impact—within SSH and the broader healthcare simulation community—is essential for success.

If you have questions about how your contributions align with the Hofstee evaluation criteria, consider attending the FSSH Applicant Information Session held annually at IMSH or contacting SSH Staff for further clarification.

Notification of Status

Applicants will be notified by email of the outcome of the review of their portfolio. For those who are unsuccessful, feedback will be provided on the areas where the Standards were not met.

Decision Status

The decision sent to the applicant is final. The applicant has the right to appeal the decision if they feel that their application and/or review was handled unfairly (e.g. unfair bias, discrimination, etc.). The applicant may not appeal the decision if the decision status is based on incomplete information or poorly demonstrated FSSH level performance of the Standards. The appeal process is described within the SSH Appeals Policy.

Reapplication if Unsuccessful

If an applicant is notified that they have not demonstrated meeting FSSH criteria, then they may reapply for FSSH status after one (1) year has passed from the original application date. Subsequent applications will require the same application fee as an initial submission.

Appeals Process

The purpose of the appeals process and its policy is to provide a structured and transparent process for handling appeals related to the SSH Fellows application outcomes. This process ensures fairness and consistency while protecting the integrity of the review procedures. For more information on the appeals process, please see SSH Academy Appeal Policy.

Rules of Use of FSSH Credential

Candidates who achieve the Fellow in the Society for Simulation in Healthcare are allowed to use the designation “FSSH” after their names after induction at IMSH. Proper use of the credential is typically conveyed as highest degree earned, license, certification, and fellowship appointments. Candidates will receive a certificate from the Society for Simulation in Healthcare during the Awards Ceremony at IMSH.

SSH reserves the right to recognize publicly any candidate who has successfully achieved the FSSH credential.