



Society for Simulation in Healthcare  
**ACCREDITATION**

**Core  
Accreditation Standards**

2021 Standards Revisions

## CORE STANDARDS AND CRITERIA

Core Standards are the fundamental structural and operational standards that all accredited Programs must meet. The seven sections of Core Standards are:

(1) Mission & Governance, (2) Program Management, (3) Resource Management, (4) Human Resources, (5) Program Improvement, (6) Ethics, and (7) Expanding the Field.

### 1. MISSION AND GOVERNANCE

- a. The Simulation Program has a clear and publicly stated mission and/or vision statement that specifically addresses the intent and functions of the Program.
  - i. Document: Provide the mission and/or vision statement(s) for both the Program and the overarching organization (if one exists).
  - ii. Describe in what manner the Program's mission and vision are publicly displayed.
- b. The Simulation Program has a clearly identified and appropriate governance structure.
  - i. Describe and provide supporting documentation for the Program's organization and structure, including how it is linked to the overarching organization if one exists. *Please provide all applicable organizational charts.*
- c. The Simulation Program has a clearly identified and appropriate governance structure.
  - i. Describe the governance structure including people or committees that provide oversight and/or advisory functions to the Program.
  - ii. Describe the process by which the governance structure provides oversight and reviews/approves the activities of the Program.
- d. The Simulation Program has a written strategic plan designed to accomplish the mission and/or vision of the Program.
  - i. Describe the process for strategic planning.
  - ii. Document: Provide a written strategic plan, including the Program's goals for the next three to five years and how they will be achieved.
  - iii. Describe the operational trends that you anticipate will impact the Program for the next three to five years.

### 2. PROGRAM MANAGEMENT

- a. The Simulation Program has adequate financial resources to support its mission and/or vision.
  - i. Describe the Program's budget process for operating and capital expenses and identify the individual(s) responsible for fiscal affairs.
  - ii. Describe the Program's current financial status.
  - iii. Describe the Program's financial sustainability over time.
- b. The Simulation Program provides day-to-day oversight of simulation activities.
  - i. Describe the process for the day-to-day oversight and/or coordination of various simulation activities within the Program.
  - ii. Describe and provide supporting documents for the methods used to ensure the staff is kept up to date on simulation activities and Program operations.

- c. The Simulation Program has written policies and procedures to assure the Program provides quality services and meets its obligations and commitments.
  - i. Document: Provide simulation-specific policies and procedures utilized by the Program. These should include, at minimum, the policies and procedures listed below:
    - 1. Confidentiality Procedures
    - 2. Physical and Psychological Safety
    - 3. Separation of Simulation and Actual Patient Care Materials
    - 4. Storage and Maintenance of Equipment and Supplies.
    - 5. Video Recording
    - 6. Data Retention
    - 7. Prioritization of Simulation Resources.
- d. The Simulation Program has the ability to prioritize resources as needed.
  - i. Describe up to three (3) examples that demonstrate how simulation resources are prioritized.

### 3. RESOURCE MANAGEMENT

- a. The Simulation Program has the ability to obtain, maintain, and support simulation equipment and relevant technologies to support the mission and/or vision of the Program.
  - i. Describe the various simulation modalities used in the Program
  - ii. Document: Provide a list of simulation equipment and resources.
  - iii. Describe the process to continually assess simulation modalities and how they are evaluated for the current and future needs of the Program.
- b. The Simulation Program has adequate physical space for simulation activities to support the mission and/or vision of the Program.
  - i. Describe the facilities utilized by the Program for simulation activity.
  - ii. Document: Provide the floor plan/blueprints and/or photographs of facilities utilized by the Program.
- c. The Simulation Program provides an adequate number and variety of simulation activities to support the mission/vision of the Program.
  - i. Document: Provide a list of simulation activities for the Program over the past 24 months.
  - ii. Document the total number of learner contact hours for the past 24 months.

### 4. HUMAN RESOURCES

- a. The Simulation Program is directed by a qualified individual with appropriate authority and time.
  - i. Document: Provide the job description and any other supporting documents for the Program Director.
  - ii. Document: Provide an accreditation biosketch for the Program Director.
  - iii. Describe how the Program Director has the authority for the operations of the Program.
  - iv. Describe and provide supporting documentation that demonstrates that the Director is assigned sufficient time in this role to support the mission and/or vision of the Program.
- b. The Simulation Program has adequate staff to support the mission/vision of the Program.
  - i. Document: Provide job descriptions for all Program Staff.
  - ii. Document: Provide accreditation biosketches for all Program Staff.
  - iii. Describe how Program Staff is sufficient to support the mission/vision of the Program.
- c. The Simulation Program has a process in place to orient, support, and evaluate Simulation Program staff.
  - i. Describe and provide supporting documentation as to how Program Staff is oriented to their roles.
  - ii. Describe and provide supporting documentation as to how ongoing professional development opportunities are provided and/or supported for Program staff.
  - iii. Describe and provide supporting documentation for the ongoing evaluation and feedback process for Program Staff.

### 5. PROGRAM IMPROVEMENT

- a. The Simulation Program continually improves the operations of the Program through the use of a quality management system.
  - i. Describe and provide supporting documentation for the quality management system utilized by the Program.
  - ii. Describe and provide supporting documentation for Three (3) improvements made based on the quality management system over the past 24 months.
- b. The Simulation Program has processes in place to identify and address concerns and complaints.
  - i. Describe the process to address concerns and complaints.
  - ii. Describe any concerns and complaints received in the past 24 months and their resolutions.

## 6. INTEGRITY

- a. The Simulation Program is committed to ethical standards.
  - i. Describe the ethical standards utilized by the Program.
  - ii. Describe how the Program operationalizes these ethical standards.

## 7. EXPANDING THE FIELD

- a. The Simulation Program has activities that extend beyond the Program, contributing to the body of knowledge in the simulation community.
  - i. Document that at least one (1) individual involved with the Program is a member of a healthcare simulation society or association.
  - ii. Document: Provide a list of activities (no more than 10) that support or contribute to knowledge within or about simulation.