



GUIDELINES FOR OBTAINING INITIAL CMS INSTRUCTOR CERTIFICATION

Revised June 2012

Prerequisites

- Advanced Professional Qualification, e.g., advanced degree such as DNP, MD, PhD, EdD, Masters with 5 years experience, or special knowledge in relevant field recognized by the Instructor Certification Committee.

Desired State

- Instructors can take responsibility to plan and lead a full day implementation of CRM, teamwork training, or several modules in an Institute for Medical Simulation (IMS) course, including a pre-course briefing, introduction to the course for learners, scenario direction and debriefing, and course debriefing at the end of the day. There will be technical support for setting up, running, and turning over the simulations.

Time Requirement

- The anticipated time required to become a fully qualified instructor is approximately 8.5 to 10 working days. Given a normal working schedule, this can reasonably be completed within one academic year.

Criteria

1. Participate in two CRM, teamwork, or IMS courses. Roles for participation will vary. The Committee advises at least one experience as an active participant/student. The other day should involve observing and/or participating in planning the day, acting, contributing to debriefings, and participating in the end-of-day instructor debriefing.
2. Complete the Institute for Medical Simulation Instructor or Comprehensive Course (or prior to 2004, the Debriefing I Basic Instructor Course).
3. Read the Debriefing Assessment for Simulation in Healthcare (DASH) Raters Handbook.
4. Candidates who wish to obtain certification will keep a log of activities according to each of the criteria. The B-Line system and CMS course records can assist in documentation.
5. Work as associate debriefer x 9 scenario debriefings.
6. Work as lead debriefer x 6 scenario debriefings.
7. Candidates may demonstrate mastery of CRM and teamwork literature either by documenting that they have been a lead presenter in a lecture or workshop on CRM/teamwork/communication OR include a section in one of the submitted debriefings that covers a behavioral objective and the candidate must demonstrate knowledge of CRM/teamwork/communication in that debriefing.



8. Work as course director x 3 days in a CRM Course, Teamwork Course, or several modules in an IMS Course. Includes all aspects of the day: direct and participate in planning, running scenarios, conducting debriefings, course closeout activities, and the end-of-day debriefing.
9. Create a simulation scenario for possible use (can be done collaboratively) or participate in an IMS Build a Course group AND facilitate or consult to 2 scenario development processes. The candidate may elicit appropriate expertise from others to build a scenario.
10. Be familiar with simulation technology.
11. Candidates who have completed criteria 1-10 must choose a debriefing to be reviewed.
 - A. The candidate must provide the video recording of an introduction to be reviewed (DASH Element 1). This introduction must be from the same course from which the debriefing is chosen.
 - B. The reviewers will rate approximately 20 minutes of the debriefing, advancing as needed to view each of the debriefing phases.
 - C. The candidate must arrange through the Instructor Certification Committee for three colleagues to review that debriefing video. At least one colleague must be a certified CMS instructor. The two other reviewers must be instructor certification candidates or certified instructors.
 - D. The candidate must contact the Simulation Education Specialist or designee who will create a link to the current rating tool.
 - E. In order to maximize peer to peer learning, the preferred process is to have the three reviewers rate the debriefing together, in person, and discuss their ratings. It is also acceptable to rate the debriefing separately or remotely, or rate the debriefing if present during the course. The certified instructor-reviewer is responsible for reviewing all ratings and comments, averaging the scores and giving feedback to the candidate in person. IC candidates who prefer to receive feedback privately would not be present. In an effort to maintain a culture of speaking openly and develop skills of direct feedback, IC candidates who are comfortable receiving direct feedback may chose to be present during the rating of their debriefing.
 - F. Again to support peer-to-peer learning and modeling as well as having a large enough pool of raters, all candidates must participate in reviewing at least one other candidate's debriefing either in person with the certified instructor-reviewer or discuss the rating with the certified instructor-reviewer.
12. The IC candidate is required to get a score of 4 or higher on each element of the DASH. If there is a score of less than 4 on any element, an average score of 5 is required for certification. The IC candidate may continue to submit debriefings until the necessary score is achieved. The certified instructor-reviewer who has provided the candidate with feedback will submit the debriefing scores to the Instructor Certification Committee in writing.



13. All debriefings for IC will be rated using the DASH. Those who are rater trained will use the DASH-R; others will use the DASH-SV.
14. Candidates for certification will submit relevant records to the CMS Instructor Certification Committee, a sub-committee of the CMS Education Steering Committee.
15. Instructors who have taught courses at CMS for 10 years or more may apply for initial certification to the Educational Steering Committee and request exemption from any of the above requirements.
16. Certification, if granted by the Education Steering Committee, will be for a period of four years.