



## **Guidelines for Recertification of CMS Instructors**

**Revised June 2012**

### **Prerequisites**

- Certification as CMS Instructor

### **Desired State**

- Instructors can take responsibility to plan and lead a full day implementation of CRM or teamwork training course, or teach several modules in an 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.
- Instructors will demonstrate a professional commitment to integrating and improving behavioral-based and human factors training in healthcare.

### **Time Requirement**

- The anticipated time required to maintain instructor certification is minimally 3 days per academic year. This is in addition to normal professional growth activities.

### **Criteria**

1. Teach at CMS for a minimum of 3 days per year in a CRM, Teamwork Course or several modules in an Institute for Medical Simulation Course. The instructor will be involved in all aspects of the day: direct and participate in planning, running scenarios, present the course introduction, be lead debriefer for a minimum of 6 scenarios per year, course closeout activities, and the end-of-day debriefing.
2. Candidates who wish to obtain recertification will keep a log of activities according to each of the criteria. The B-Line system and CMS course records can assist in documentation.
3. 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.
4. Recertification Candidates who have completed criteria 1-3 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. Instructor recertification 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, instructor recertification 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 recertification 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.
  - i. The recertification 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 recertification candidate may continue to submit debriefings until the necessary score is achieved.
  - ii. If an instructor is not approved for recertification, they may continue to teach at CMS for a period of nine months during which they can continue to submit debriefings to achieve the necessary score. If not recertified after nine months the instructor may continue to teach at CMS as an associate debriefer. Occasionally, the Executive Director may grant an exception to this general rule.
  - iii. All debriefings for recertification will be rated using the DASH. Those who are rater trained will use the DASH-R; others will use the DASH-SV.
  - iv. Professional development: It is the responsibility of all CMS instructors to undertake a process of improving instructional skills and relevant subject matter knowledge through reading and attending educational activities. Instructors should participate in CMS retreats and serve on CMS committees. A brief report of what was done in the past four years to advance the recertification candidate's knowledge of debriefing, simulation, and clinical subject matter relevant to courses they teach at CMS must be submitted to the Instructor Certification Committee.