

CSSM Recertification Program Reflection Form – Initial Certification

1. Please refer to the score report you received upon passing the CSSM certification examination. What do you perceive as your strengths and areas for improvement based on these test results?
2. Were you surprised by any of the results and your performance on the subject areas of the exam?
3. Based on your certification examination results please answer this question - What can I learn or what skills can I develop to address my professional development needs in these areas?
4. Detail how the learning you describe or the skills you plan to develop will enhance your practice.

Take a moment to complete the Learning Goals Table below. Upon completing the table, return to the questions below.

1. Describe how the Learning Goals you have listed in the table below will assist in accomplishing your recertification requirements. How will these activities facilitate earning the points needed to accomplish recertification?
2. What steps do you need to take to complete these activities? In example, if you wish to increase your skills in financial management you might volunteer to serve on the Surgical Services Capital Equipment Purchasing Committee. That service may require volunteering to serve and then appointment to that committee. Please describe the steps you must accomplish to meet each goal.
3. What is your timeline for completing each of these activities?

Example: The Surgical Services Capital Equipment Purchasing Committee only appoints new members in March (I am completing this plan in June) and I will seek to join the committee in March 2021. Upon joining the committee, the commitment would be March 2021 – March 2022.



1. What did you learn from completing this these reflective questions?
2. How long did it take you to complete this activity?

The CSSM recertification process is designed to allow the individual certificant considerable autonomy in devising an individualized learning plan. The goals of the program are to:

1. Encourage Self-Reflection: Certificants will assess their nursing practice by completing a self- reflection exercise and receive feedback on their practice. Through self-reflection, they will develop skills in self-directed learning, increase their motivation to learn and improve the quality of care they provide.
2. Enrich Practice: Certificants have the opportunity to learn something new that they can use in their practice.
3. Address Learning Needs: Nurses holding the CSSM certification will demonstrate a commitment to lifelong learning by taking action on what they discover about their practice (i.e. through self- reflection and goal setting).

Based on your results in the 7 areas covered in the CSSM certification examination document in the chart below a minimum of three learning goals for the accrual period for your recertification. This plan should cover the remainder of the year in which you passed the CSSM certification examination and the two years following. The CSSM certification is good for 3 years. In the fourth year you will submit the proof of your learning activities and apply for recertification. A total of 200 points from learning activities will need to be earned during the accrual period.

|  |  |  |
| --- | --- | --- |
| **Learning Goal** | | **Strategy/Methods to Reach This Goal** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |

Note: Learning Goals should be written in the SMART format. Goals should be Specific, Measurable, Attainable, Relevant and Timely.



An example of one learning goal.

|  |  |  |
| --- | --- | --- |
| **Learning Goal** | | **Strategy/Methods to Reach This Goal** |
| **1** | To increase my knowledge levels of financial management and acquire skill in financial analysis methods. | I will serve on the Surgical Services Capital Equipment Purchasing Committee in the years 2021 and 2022. This service will engage me directly in the documentation required to substantiate capital equipment purchases supporting surgical services. I will interact with experienced committee members and learn from their work. My service will allow me to practice financial analysis methods. Committee service earns points to fulfill my CSSM recertification requirements. |



# Annual Report – CSSM Recertification Program: Year 1

*(First recertification cycle, end of Accrual Year 1)*

1. When did you earn your credential?
2. How did you prepare for the examination? Did you find the preparation materials to be useful?
3. Do you feel that studying for the examination improved your perioperative leadership or management practice? Why or why not?
4. What goal(s) from your Professional Development Plan have you begun working towards achieving?
5. How many points did you earn this year?

*\*Remember: To recertify, you must earn a total of 200 points during your 3-year accrual period.*

1. Have you completed professional activities for points that will help you achieve your goal(s)?

*\*Remember: All professional activities for points completed since January 1 in the year you earned CSSM are eligible towards your recertification.*

1. What goal(s) from your Professional Development Plan will you work on next year?



# Annual Report Form – CSSM Recertification Program: Year 2

*(For all years after the year you earned certification)*

1. What goal(s) from your Professional Development Plan have you worked to achieve since January 1?
2. Have you completed professional activities for points that will help you achieve your goal(s)?
3. How many points did you earn this year?

*\*Remember: To recertify, you must earn a total of 200 points during your 3-year accrual period.*

1. How have you improved your perioperative leadership or management practice since January 1?
2. What goal(s) from your Professional Development Plan will you set out to achieve next year?



CSSM Recertification Program

Reflection Form – Second and Subsequent Recertification Cycles

1. Please refer to the last 3 years of your nursing; the period covered by your last recertification period for the CSSM credential. Based on the learning activities you performed during that period what do you perceive to be your strength in nursing leadership and management? What are now your areas for improvement based on your last 3 years of practice?
2. How has your balance of strengths and areas for improvement changed over the last 3 years?
3. What learning opportunities do you have or what skills can you develop to address the professional development identified in Question 1?
4. Detail how the learning you describe or the skills you plan to develop will enhance your practice.

The CSSM recertification process is designed to allow the individual certificant considerable autonomy in devising an individualized learning plan. The goals of the program are to:

* Encourage Self-Reflection: Certificants will assess their nursing practice by completing a self- reflection exercise and receive feedback on their practice. Through self-reflection, they will develop skills in self-directed learning, increase their motivation to learn and improve the quality of care they provide.
* Enrich Practice: Certificants have the opportunity to learn something new that they can use in their practice.
* Address Learning Needs: Nurses holding the CSSM certification will demonstrate a commitment to lifelong learning by taking action on what they discover about their practice (i.e. through self- reflection and goal setting).

Just as you did in your first recertification cycle, document in the chart below a minimum of three learning goals for the accrual period for your next recertification period. This plan should cover the remainder of this year and the next 2 years and will serve as the basis for your annual reports. In the fourth year you will submit the proof of your learning activities and apply for recertification. A total of 200 points from learning activities must be earned during the accrual period.



|  |  |  |
| --- | --- | --- |
| **Learning Goal** | | **Strategy/Methods to Reach This Goal** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
|  | Example:  *To increase my knowledge levels of financial management and acquire skill in financial analysis methods.* | *I will serve on the Surgical Services Capital Equipment Purchasing Committee in the years 2021 and 2022. This service will engage me directly in the documentation required to substantiate capital equipment purchases supporting surgical services. I will interact with experienced committee members and learn from their work. My service will allow me to practice financial analysis methods. Committee service earns points to fulfill my CSSM recertification requirements.* |

Note: Learning Goals should be written in the SMART format. Goals should be Specific, Measurable, Attainable, Relevant and Timely.

1. Describe how the Learning Goals you have listed in the table above will assist in accomplishing your recertification requirements. How will these activities facilitate earning the points needed to accomplish recertification?
2. What steps do you need to take to complete these activities?

|  |  |
| --- | --- |
| **Goal** | **Steps Needed to Complete the Goal** |
| Goal 1 |  |
| Goal 2 |  |
| Goal 3 |  |
| Example: *To increase my knowledge levels of financial management and acquire skill in financial*  *analysis methods.* | 1. Serve on the Surgical Services Capital Equipment Purchasing Committee    * Volunteer to serve    * Receive appointment    * Attend meetings and calls during my term |



1. What is your timeline for completing each of these activities?

|  |  |
| --- | --- |
| **Goal** | **Timeline to Complete the Goal** |
| Goal 1 |  |
| Goal 2 |  |
| Goal 3 |  |
| Example: *To increase my knowledge levels of financial management and acquire skill in financial analysis methods.* | 1. Serve on the Surgical Services Capital Equipment Purchasing Committee    * Volunteer to serve (February 2021)    * Receive appointment (March 2021)    * Attend meetings and calls during my term (March 2021 – March 2022) |

1. What did you learn from completing this these reflective questions?
2. How long did it take you to complete this activity?



**DATE:** June 14, 2020

**TO:** CCI Certification Council

**FROM:** Jim Stobinski, CEO & Samantha Zinkand, Program Coordinator

**RE:** New CSSM Recertification Mechanism Timeline

Upon the Council’s approval of the proposed CSSM recertification mechanism, the new mechanism would commence in 2021. We propose a phased approach to implementation as outlined below:

# 2021 Recertification Pool (1)

* Certificants must submit the Professional Development Plan (PDP) in lieu the Self- Assessment, to guide the next recertification cycle.
* Certificants must submit the minimum number of points required for recertification as identified by the score report in the beginning of the accrual period.

# 2022 Recertification Pool (2)

* Certificants must submit the Professional Development Plan (PDP) in 2021 with the plan addressing the remainder of their accrual period.
* Certificants must submit an Annual Report Form by December 31, 2021
* Certificants must submit the minimum number of points required for recertification as identified by the score report or self-assessment in the beginning of the accrual period.

# 2023 Recertification Pool (3)

* Certificants must complete the Professional Development Plan (PDP) in 2021 with the plan addressing the remainder of their accrual period.
* Certificants must submit an Annual Report by December 31, 2021
* Certificants must submit an Annual Report by December 31, 2022
* Certificants must submit the minimum number of points required for recertification as identified by the score report or self-assessment in the beginning of the accrual period.

These requirements are also presented in table format immediately below.



|  |  |  |  |
| --- | --- | --- | --- |
| **Accrual Period** | **Recertification Method** | **Recertification Year** | **Number of Certificants in**  **Recertification Pool** |
| 2017 – 2019 | Self-Assessment | 2020 | 81 |
| 2018 – 2020 | PDP | 2021(1) | 137 |
| 2019 – 2021 | PDP | 2022(2) | 83 |
| 2020 - 2022 | PDP | 2023(3) | Yet to be determined |
| 2021 - 2023 | PDP | 2024 | Yet to be determined |

The recertification group of 2024 will be the first group required to submit a PDP, completed Annual Report forms from each year of the accrual period and 200 Professional Development Points earned within the accrual period.