

Call for 2024 Certification Leadership Form

Revised July 2023



DEAR HSPA MEMBER:

A benefit of belonging to a professional membership organization is the opportunity to have a positive impact on the organization by serving in a leadership role. We are currently seeking individuals to serve on the Certification Council or the Certification Council Nominating Committee. If you are interested in sharing your leadership skills, please email the following materials to ssorensen@myhspa.org by **August 14, 2023**:

1. Current Resumé
2. Completed Leadership Application (provided below)

2024 OPEN LEADERSHIP POSITIONS

Elected Positions				Appointed Positions			
Available Position	Position Name	Position Requirements	Term Length	Available Position	Position Name	Position Requirements	Term Length
1	HSPA Certificant Representative	See Page 3	3 years	3	Nominating Committee Member	See Pages 3–4	1 year
1	HSPA Public Member	See Page 3	2 years				

PROCESS: ELECTED POSITIONS

For elected positions, the Nominating Committee will prepare a ballot of eligible representatives for the Certification Council to review. Applicants will be notified if they've been elected in November, and will begin their term January 1, 2024. An orientation will be held for elected Council members at the 2024 HSPA Conference in Las Vegas, Nevada (a virtual option will be available for those unable to travel).

PROCESS: APPOINTED POSITIONS

HSPA will review all applications received. Applicants for the Nominating Committee should expect to be notified by August 30, 2023. Please plan for the possibility of a meeting on Wednesday, September 20, 2023 to review applicants for the Certification Council.

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THIS APPLICATION IS FOR THE POSITION OF (please select ONE):

Elected Positions

- HSPA Certification Council Certificant Representative (3-year term)
- HSPA Certification Council Public Member (2-year term)

Appointed Positions

- HSPA Certification Council Nominating Committee Member (1-year term)

Individual Information

Printed Name: _____

Current Position Title: _____

Organization: _____

Address: _____

City, State/Province, Zip/Postal Code: _____

Phone Number: _____

Email Address: _____

Please attach a resumé along with responses to the following questions:

1. GENERAL QUESTIONS FOR ALL CANDIDATES

- a. What are your reasons for wishing to volunteer in the role for which you are applying?
- b. What volunteer activities have you been involved in with HSPA and/or the certification community at large?
- c. Do you have a potential conflict of interest in either your current professional or another volunteer role that could affect your capacity to serve in any of the positions for which you are applying? If so, please disclose.
- d. What challenges or opportunities do you believe HSPA's Certification Council is currently facing? What challenges or opportunities do you anticipate the Certification Council confronting in the future?

Applicants are not required to have experience in every area to be considered.

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ELECTED POSITIONS

CERTIFICATION COUNCIL

Function

The Certification Council is responsible for the essential decisions related to the development, administration, and ongoing maintenance of the certification programs.

Duties and Responsibilities

- Establishing the policies and procedures for granting certification, including compliance with eligibility requirements.
- Establishing the policies and procedures for maintaining certification, including re-certification requirements.
- Defining, expanding and/or reducing the scope of the certification programs.
- Establishing policies and procedures for suspending or withdrawing certification, including the oversight of all disciplinary investigations and actions related to certificants.
- Developing, maintaining, administering, and scoring the examinations in a manner consistent with generally accepted psychometric principles to ensure that all examinations are reasonably valid and reliable.
- Establishing and enforcing a Code of Conduct for individuals holding the credentials.
- Proposing a budget for the operation of the certification program.
- Providing oversight to all certification program committees and establishing and overseeing committees as needed.
- Establishing and implementing policies and procedures for, and overseeing the ongoing operational processes of, the certification programs.

CERTIFICANT REPRESENTATIVE QUALIFICATIONS:

- All will hold the CRCST credential in good standing, at least 1 each must hold the CIS, CER, and CHL certification
- Previous experience as an examination development committee member, or Subject Matter Expert, is preferred but not required
- A minimum of 3-5 years of central service experience is preferred, but not required

PUBLIC MEMBER QUALIFICATIONS:

- Representative who has been a surgical patient and/or who has experience with patient advocacy
- Knowledge of certification programs is not required, but previous board experience is preferred
- Should not:
 - ~ be a member of HSPA
 - ~ have similar credentials to those granted by the certification program
 - ~ be a current or previous member of the sterile processing profession, occupation, role, or specialty area encompassed by the certification program
 - ~ be a supervisor, manager, direct co-worker, or an employee or subordinate of individuals in the profession encompassed by the certification program
 - ~ be an employee of an individual certified by the certification program or of an employer of individuals in the profession encompassed by the certification program
 - ~ be a person who currently receives, or within the last five years has received, income from the profession encompassed by the certification program

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APPOINTED POSITION

NOMINATING COMMITTEE MEMBER:

Function

The Nominating Committee is responsible for the election of individuals who will serve on the Certification Council. Duties and Responsibilities:

- Recruit and encourage nominations of qualified individuals for vacant, voting Certification Council positions.
- Review nominations with the assistance of the Certification Director to determine if the nominated individuals possess the qualifications required for the vacant positions.
- Prepare a slate of recommended qualified candidates and send the ballot to the Certification Council for vote.

Qualifications:

- All will hold the CRCST credential in good standing.
- Previous experience as a Certification Council member, examination development committee member, or Subject Matter Expert, is preferred but not required.
- Cannot be a current member of the HSPA Board of Directors or Certification Council.
- A minimum of 3-5 years of sterile processing experience is preferred, but not required.

By signing below, applicants agree to the terms above, including but not limited to:

- Providing HSPA staff with a professional headshot by December 1, 2023.
- Acknowledging and understanding the time commitment, term length, and responsibilities required to fulfill the applied-for position.

Name of Applicant (Print) _____

Signature of Applicant _____

Date _____

Please email all required materials to ssorensen@myhspa.org by August 14, 2023.