

FELLOWSHIP RESEARCH PAPER WRITING GUIDELINES

Prior to being approved to write the Fellowship paper, the HSPA Fellowship Committee must first verify the applicant meets these two initial criteria:

1. Is an active HSPA member for at least five years and hold the Certified Registered Central Service Technician (CRCST) designation.
2. Is responsible for the direction of a healthcare SPD or has an interest by virtue of practice.

The Committee must also review the applicant's curriculum vitae and two letters of recommendations as well as approve the research paper outline. *Note: Those seeking HSPA Fellowship must choose a topic pertinent to the Sterile Processing profession such as processes or practices that have led to targeted, quantifiable improvements within the department or facility. The HSPA Fellowship Committee is most interested in original topics and specific details that will make the content the author's own (they caution strongly against encyclopedia-style papers that give high-level topics but nothing unique or specific to one's own experiences in the department).*

The outline should be as detailed as possible (with high-level topics supported by more focused, supportive content). Although there are no hard-and-fast rules for outlines, please ensure the material presented offers enough detail for the Committee members to determine your direction and how you plan to make the topic unique to you/your facility.

A standard, college-level outline style is preferred:

Determine the central message or the thesis statement of your paper.

Identify the main points or arguments.

Organize your headings. Provide examples and evidence to support the headings.

Main message/topic of paper

Key points under main message/topic (subhead)

Detail

Detail

Key point

Detail

Detail

Key point

Detail

Detail

Only after the Committee has approved the outline should the applicant proceed with writing the research paper. **Please do not submit a completed paper until the Committee has approved the outline and other application materials.** All papers should be extensively researched and, generally, at least 10 pages in length, not including the cover page and table of contents, charts, graphs or other illustrations/images. All content must be original and never previously published.

Research papers should be written in a professional manner, much like a journal article or college thesis, and include references to support statements, data and other content as needed. Applicants are advised to carefully review and edit their submission materials and research paper for typos, redundant or confusing content, and punctuation and grammatical errors. It is recommended to ask another strong writer to read the material and provide constructive feedback before submitting the paper to the Committee. *Papers with glaring typos and grammatical and content errors will be returned to the author and unaccepted for Fellowship consideration.*

Questions? Please contact HSPA's Fellowship Committee liaison, Julie Williamson, at jwilliamson@myhspa.org. More information about the Fellowship Program and its requirements can be found at <https://myhspa.org/membership/hspa-fellowship-program/>.