INTERNATIONAL BOARD FOR CERTIFICATION SERVICES AND MANAGEMENT

IBFCSM

since 1976

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CERTIFICATION HANDBOOK INFORMATION

(VERSION 5)
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PLEASE REVIEW THIS ENTIRE HANDBOOK TO BECOME FAMILIAR WITH IBFCSM CERTIFICATION PROCESSES.

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INTRODUCTION

IBFCSM established in 1976, operates as an independent 501(c)(6) nonprofit certification organization adhering to certification requirements published in *ISO/IEC Standard 17024:12, Conformity Assessment—General Requirements for Bodies Operating Certification of Persons*. IBFCSM holds no affiliations with any membership group, association, or lobbying interest. Our mission is simply "*Upgrading Professions*" through personal certifications. IBFCSM operates certification processes in a fair and impartial manner. The Board never mandates specific education or training to qualify for certification. The Board makes all certification decisions and never delegates that responsibility to any entity. The Board prohibits conflicts of interest in all certification processes. Commercial, financial, or other pressures never compromise integrity. Our certifications never hold reciprocity with any other credentials. Internal audit procedures verify continued compliance with ISO/IEC Standard 17024:12.

CERTIFICATION TERMS

Appeal: Request by applicant, candidate, or certificant to reconsider a decision

Applicant: Person applying for admission to the certification process

Assessment: Evaluation that person fulfilled certification scheme requirements

Candidate: Applicant met prerequisites for admission to certification process

Certificate: Document indicating a person met certification requirements

Certification Requirements: Meeting objectives to attain/maintain certification

Certification Scheme: Described competence related to scope of certification

Competence: Ability to apply knowledge and skills to achieve intended results

Examination: Assessment process to measure competence defined in scheme

Fairness: Equal opportunity for access or success to certification opportunities

Impartiality: Objectivity ensuring conflicts never impact certification activities

Personnel: Persons responsible for carrying out activities for certification body

Proctor: Authorized to administer an exam, but does not evaluate competence

Reliability: Exam score consistency across multiple administrations or forms

Validity: Assessment processes measure defined by a certification scheme

CERTIFICATIONS

- Certified Hazard Control Manager (CHCM)
- Certified Healthcare Safety Professional (CHSP)
- Certified Product Safety Manager (CPSM)
- Certified Healthcare Emergency Professional (CHEP)
- Certified Emergency and Disaster Professional (CEDP)
- Certified Hazard Control Manager-Security (CHCM-SEC)
- Certified Patient Safety Officer (CPSO)
- Certified Healthcare Safety-Environmental Services (CHS-EVS)
- Certified Healthcare Safety-Nursing (CHSN)
- Certified Healthcare Safety-Longterm Care (CHS-LTC)
- Certified Healthcare Fire Safety Professional (CHFSP)

ELIGIBILITY

Applicants must document eight (8) years of relevant experience or document a minimum of two (2) years of relevant experience and college education combined to equal eight (8) years. Applicants must complete the online application process and consent to all mandatory certification agreements and adherence to the IBFCSM Code of Conduct. Applicants must provide contact information for two persons recommending their certification. Candidates must achieve a passing score on a closed book certification exam to demonstrate their scope competency.

FEES

Application Fee: $130.00 (Nonrefundable)
Examination Fee: $250.00
Examination Retest Fee: $145.00
Annual Renewal: $135.00

USING PERSONAL INFORMATION

IBFCSM only uses information collected during a certification process to make decisions. IBFCSM never shares any collected information with unauthorized entities. The Board confines all decisions on certification to matters specifically related to published schemes. IBFCSM makes certification information readily available to all applicants, candidates, and certificants in this Certification Handbook and on its website at: www.ibfcsm.com. Board personnel must disclose any activities or relationships that could compromise integrity or judgment independence. Staff members must report any conflicts or perceived conflicts of interest to senior leadership. Management determines if a conflict of interest exists and provides guidance on resolution. IBFCSM never grants certification until a candidate meets all requirements. The Board provides each certified person with an electronically generated Digital Certificate through the Certemy Platform. IBFCSM owns all Digital Certificates and any copy or facsimile images. Certificates contain a statement that IBFCSM can suspend or revoke a certificate for cause. The Board uses the online Certemy platform to manage and retain records for all applications, initial certifications, and recertification actions. The Board maintains such records for a minimum of the five-year certification cycle. IBFCSM uses enforceable agreements to safeguard confidential information obtained during the certification process. IBFCSM never discloses personal information obtained during a certification process to any unauthorized party without written consent of the individual. When required by law, the Board informs the person concerned of information released. The Board maintains security of all personal information. Certemy can provide the certification status of all credential holders in real time. The Certemy platform provides an audit trail for certification processes including granting, annual renewing, reinstating, recertifying, suspending, and revoking certification. Electronic recordkeeping documents every step of a process. Certificants must notify IBFCSM immediately about any matters affecting ability to continue fulfilling certification requirements.

CONFIDENTIALITY

IBFCSM uses enforceable agreements to safeguard confidentiality of information obtained or created during certification activities. IBFCSM never discloses information obtained from sources other than applicants, candidates, or certificants without written consent. When required by law to release confidential information, IBFCSM contacts persons of concern to notify them of the information provided. The Board uses signed agreements to ensure that confidential information obtained during certification processes remain confidential. These agreements address contractors, volunteers, and Board personnel. Confidentiality extends to all certification activities at all structural levels to include Board panels, external entities, or individuals acting on behalf of the Board. IBFCSM never discloses information obtained from sources other than applicants, candidates, or certificants to unauthorized parties without the written consent of the individual except as required by law. IBFCSM informs individuals about the release of confidential information. IBFCSM limits release of information to name, certification scope and number, and active or expired status. IBFCSM never releases to outside entities individual mail or email addresses, phone numbers, or any other information collected during certification processes to outside parties. The Board takes measures to safeguard individual privacy and securely maintain all information obtained during all certification processes. Board personnel, volunteers, and contractors never disclose confidential information to any third party without prior written consent. Employees, volunteers, and contractors sign agreements to protect confidentiality, impartiality, conflicts of interest, nepotism, and ethical conduct. The Board does not provide other entities access to any confidential information collected during the certification process. The Board requires contractors to protect the confidentiality of all information obtained during completion of any work. Contractors sign agreements to protect confidentiality of all certification-related information. Employee violations of confidentiality agreements can serve as grounds for termination. IBFCSM can remove volunteers or contractors for violating confidentiality.

RELEASING & DISCLOSING INFORMATION

Should the Board receive a legal request to disclose any information, IBFCSM notifies individuals to inform them of the information provided. IBFCSM only releases the following information: name, mailing address, phone number, email address, and certification scope/number. IBFCSM maintains signed confidentiality agreements from all personnel including volunteers and contractors. Agreement signatures document their understanding of responsibility to maintain confidentiality of information obtained during the information collection process.

EXAMPLES OF CONFIDENTIAL & PROTECTED INFORMATION

- Ideas for the research and development of certification programs

- Information obtained in investigations of complaints or ethics cases

- Computer records and related software

- Information and records/documents related to certification processes

- Exam related technologies, information, and components

- Exam item content and all aspects of exam development/administration

- Personal information obtained from certificants, applicants, and contractors

- Email or mailing listings used in the conduct of Board operations

- Personal information about employees, volunteers, and certificants

- Costs, expenses, and other financial records or data

IMPARTIALITY, CONFLICTS OF INTEREST, & NEPOTISM

IBFCSM never permits commercial, financial, and other pressures to impact certification processes or compromise impartiality. Board personnel act impartially toward applicants, candidates, and certificants. Persons involved in certification related activities sign agreements pledging to act impartially and to avoid conflicts of interest. IBFCSM complies with applicable laws regarding nondiscrimination, affirmative action, and antiharassment. The Board ensures equal opportunity and never discriminates in the areas of age, disability, race, national origin, ethnicity, political affiliation, religion, sex, gender, veteran status, parental status, or marital status in both employment and certification activities. Volunteers and contractors sign agreements that they will avoid any conflicts of interest. IBFCSM makes a public statement of commitment to impartiality in this Handbook posted at: www.ibfcsm.com. IBFCSM develops fair and equitable application and exam processes that focus on published schemes, certification scope descriptions, and job tasks analyses. IBFCSM offers certification opportunities for any person meeting eligibility criteria. Our certificants come from various backgrounds and organizations with no single interest dominating. The Board conducts annual reviews to eliminate any potential threats to impartiality. Senior leaders annually review the Conflict-of-Interest Policy with staff and documents the action. The Board prohibits nepotism in all certification processes. The Board prohibits certification of current employees and contractors. The Executive Director may permit submission of certification applications for family members of Board personnel, directors, volunteers, and contractors. However, submission requires oversight by Executive Director or Operations Director to ensure the certification process remains conflict free, fair, and impartial.

ORGANIZATIONAL STRUCTURE

IBFCSM employs a competent staff to manage all certification functions. Staff members possess relevant experience in areas of responsibilities. Personnel understand the certification process and demonstrate dedication to excellence. The Executive Director and/or Operations Director supervise all employees. The Board assumes responsibility for the performance of contractor and volunteers that support the certification mission. TesTrac provides electronic online exam delivery and coordinates remote in-person proctoring for online exams. Contractors, vendors, and volunteers do not make any certification related decisions. IBFCSM utilizes 1,800 square feet of Class B office space equipped to conduct all certification activities in a prompt professional manner. IBFCSM safeguards impartiality by ensuring a balanced involvement of all interested parties. The Board never permits corporate representation on panels or boards. Management involvement and operational independence safeguards diversity to ensure no interest predominates. Senior leaders resolve all threats to impartiality. Threats can also relate to governance, management, conflicts of interest, human bias, misplaced trust, and personal intimidation. The Board delegates approval authority for policies and procedures to Executive Director or Operations Director. The Executive Director and/or Operations Director oversees all certification processes, supervises staff, and makes all certification decisions. The Board's organizational structure provides oversight of all certification processes including:

- Implementing policies/procedures
- Finances of certification body
- Resources for certification activities
- Development/maintenance of certification schemes
- Assessment activities
- Certification decisions for granting, recertifying, suspending/revoking
- Contract arrangements
- Examination oversight (Executive Director)

CERTIFICATION RELATED TO EDUCATION & TRAINING

The Board maintains a "firewall" between training/education and examinations. IBFCSM never requires specific education/training as an element of any certification scheme. IBFCSM never states or implies that certification would be simpler, easier, or less expensive if candidates utilize specific education and training resources or services. IBFCSM never states or implies that attending specific education, training sessions, or obtaining specific books/study resources increases individual exam pass rates. The Board uses strict security procedures to prevent compromise of exam content during all test sessions. Individuals involved in training activities never access or view exam items or materials. Individuals with direct access to exam materials cannot provide exam preparation training or assistance to any candidate. The Executive Director manages all exam functions including testing materials, item banks, exam development, scoring, and psychometric analysis. IBFCSM never sponsors, accredits, requires attendance at, or endorses any exam prep resources, or training courses. Training entities and individual educators retain responsibility for their operations including curriculum materials, teaching methods, session locations, and costs related to education and training provided. IBFCSM never evaluates the quality of instruction or content of any training or educational presentations or materials provided by outside entities. The Board uses strict security measures to ensure proctors can never access any exam content. Trainers or instructors for any individual or group session cannot serve as an exam proctor. IBFCSM never endorses any person, company, product, resource, or service as a means of exam preparation. Candidates decide how to prepare for their exam. IBFCSM offers voluntary self-directed study materials that present broad concepts and principles for each scope of certification. Purchasing books and study materials or attending a review workshop does not guarantee a passing score on a certification exam. As a convenience to candidates, the Board does list at: www.ibfcsm.com dates and locations of training review sessions when provided with the information. Listing of educational resources or training sessions does not reflect IBFCSM

endorsement.

PUBLIC CERTIFICATION INFORMATION

The Board makes public at: www.ibfcsm.com current information about scopes, eligibility criteria, application information, certification schemes, and applicable fees. IBFCSM ensures accuracy of all public information and never intentionally misleads. The Board never discloses any confidential information without written consent. When required by law to release information, IBFCSM informs individuals about information released. The Board makes public information about certification scopes, eligibility, applications, schemes, and fees available without request at: www.ibfcsm.com. The Board accepts complaints about certification processes and procedures. Individuals filing a complaint must follow the process described in this handbook. Applicants, candidates, and certificants may appeal negative certification decisions using the appeal process described in this handbook. Certificants must promptly notify the Board about being unable to fulfill all certification requirements. IBFCSM maintains a public online directory of certificants at: www.ibfcsm.com. You can search by name or by certification scope and number. The directory displays status as current or expired. Releasing status of an applicant's progress during the credentialing process requires written permission by that person. IBFCSM never reveals the status of any unsuccessful candidate. The Board conducts periodic reviews of all public information to address and correct any deficiencies. Information available without request includes the following:

- Application process
- Certificant responsibilities and use of certificates/titles
- Eligibility criteria and current certification fees
- Overview of certification process
- Suspension and revocation of certification
- Examination process, accommodation, and test blueprints
- Ethics code and other certification agreements
- Recertification process
- Voluntary education and training

- Public certificant directory

EXAM SECURITY MANAGEMENT

IBFCSM requires candidates take their certification exam online with a live remote proctor ensuring exam session security. Exam candidates must acknowledge and sign an exam content nondisclosure agreement when completing their online application. Remote proctors verify candidate identity prior to beginning an exam session. The Board uses exam scoring software that can also provide statistical evidence of potential cheating. During the application and examination processes individuals must provide the same government issued ID card. The Board ensures security of exams, item pools, and answer keys using password protections for electronically stored materials and online technical security measures. Board policy prohibits candidates from referring to any outside resources including written, verbal, or electronic devices during an exam session. The Board protects all exams under Copyright Law. Exam administration security violations can result in termination of an exam session or cancelling of scores. IBFCSM maintains a security system between exams and education/training. The Board prohibits any group, company, trainer, or association from soliciting specific information from any candidate taking an exam. The Board prohibits candidates from completing course surveys or feedback forms that ask about exam related content. The TesTrac online exam platform securely maintains candidate exam registration information and all online test forms. TesTrac ensures security for all live online proctored exams through strict security protocols, frequent data backups, security system protection, and the data encryption transmission. IBFCSM protects all exam content through use of passwords and/or pins that restrict access to authorized personnel only. Internet and social media platforms can pose threats to exam item security. Board personnel conduct periodic searches of the internet and social media for evidence of exam security breaches. IBFCSM security efforts focus on location of materials in electronic and paper formats; exam process development; examination administration; exam results reporting; and threats arising from repeated use of exam items.

ONLINE EXAM SECURITY

IBFCSM requires individual exam candidates to take their certification examination online. TesTrac securely delivers online exams with a remote in-person proctor viewing the entire exam session. Exam proctoring considerations include lighting, working space, seating, noise, personal safety, and test security. IBFCSM takes corrective actions to address all security breaches after collecting and verifying evidence. The Board takes immediate steps to remedy causes and notifies all persons impacted. Candidates not passing their exam, may retest at any time after receiving their exam results. IBFCSM never releases names of any failing candidates. Retest candidates must pay a reduced retest fee to reschedule their exam. A candidate may retest twice during any 12-month period. Candidates cannot leave the room during the exam session and proctors will ensue the exam area has no other running computers. Candidates cannot wear headphones or ear buds during the exam period. Requirements prohibit music or sounds from any devices. Exam session policies address issues such as test interruptions, technical problems, and approved extended time limits for accommodation.

PAPER & PENCIL EXAM SECURITY

IBFCSM can consider approving paper and pencil sessions for large group testing. The Board approves each request on a case-by-case basis. Approved sessions require an authorized proctor present and strict adherence to exam security procedures. Contact jim@ibfcsm.org for additional information.

CERTIFICATION SCHEMES

Schemes address scope issues such as job task analysis, exam blueprints, prerequisites, application processes, certification agreements, code of conduct adherence, exam assessments, recertification procedures, and applicable fees. IBFCSM develops and reviews schemes by conducting surveys, referencing reliable resources, and engaging subject matter experts. IBFCSM continually reviews schemes and conducts a Job Task Analysis for each scope category every 5 to 7 years. IBFCSM owns all certification schemes and uses relevant job practice and experience, educational achievement, and reliable exams to determine competency. IBFCSM publishes JTA Technical Reports to reflect assessment mechanisms related to exam content for each scope. JTA Technical Reports address decision assessments including application acceptance; certification award based on exam results; recertification verifies continued competence; and suspending/revoking certification for not maintaining standards. The Board develops and publishes exam blueprints by using JTA Technical Report information. The Board posts Exam Blueprints at: www.ibfcsm.com. A JTA seeks to identify, define, and describe professional practice, job knowledge, ethics, and job or task competency. JTA information comes from a variety of sources such as personal surveys, subject matter experts, books, online searches, professional journals, advisory panels, governmental agencies, previous exam analyses, regulatory statutes, voluntary standards, and technological changes. The Board uses agreement coefficients to validate findings. IBFCSM develops exam blueprints for each scope to reflects item percentages of main domains defined in a JTA Technical Report. The report identifies job tasks required for successful performance, required levels of competence, eligibility criteria, task frequency and importance, organizational consequences, and other identified competencies that ensure exams provide a reliable assessment.

ONLINE APPLICATIONS

The Certemy online management platform receives, tracks, and documents all application submission at: www.ibfcsm.com. Applicants must meet IBFCSM eligibility criteria and complete the entire application. Please contact: mary@ibfcsm.com or 205-623-8322 for assistance when completing the initial application. IBFCSM never restricts certification opportunities by requiring group memberships, using unrealistic eligibility criteria, charging exorbitant fees, or mandating specific education or training. All eligible persons should apply for certification. Applicants must upload a government issued picture identification card/document containing complete name and date of birth. Applicants must consent to all certification requirements and agreements. Certemy generates feedback/informational messages as needed during the online application process. Applicants provide legal online signatures to verify information accuracy. IBFCSM contacts applicants with incomplete applications by phone and email. The Board makes application decisions based solely on information provided. Disapproved applicants may appeal using the IBFCSM Appeals process documented in this handbook. Approved applicants must take their certification exam within 12 months from Certemy registration date. Approved applicants take their online exam with a remote in-person proctor overseeing the entire session. If you previously completed your application and need assistance with updating information/scheduling exams please contact kristi@ibfcsm.org or 205-664-8412. Key application information includes:

- Applicant personal and contact information
- Government issued identification card/document
- Employment information, job title, and key responsibilities
- Education and training accomplishments
- Applicant references and criminal conviction information
- Application consent agreements
- Examination confidentiality agreement
- Application affirmation and online signature
- Payment of application and exam fees

EXAM ACCOMMODATION

Applicants with an ADA defined disability or medical condition should indicate their need for exam accommodations when completing their online application. IBFCSM can only provide reasonable accommodations for documented needs. Score reporting contains no indication that a candidate took an exam with accommodations. Reasonable accommodations can include the following: extended testing time; additional rest/bathroom breaks; reader of exam items; recorder/writer of exam answers; sign language interpreter for spoken directions only; selectable background or foreground colors; and alternate test formats such as larger font sizes. IBFCSM may require professional documentation to support accommodation requests. Professionals providing documentation to support an accommodation request must provide the following minimum information:

- Name/title/signature/date
- Organization/professional practice
- Phone and email
- Mailing address
- Practice license number (if applicable)
- Description, documentation, or evidence to support request

CERTIFICATION ASSESSMENTS

IBFCSM makes assessments consistently, fairly, and impartially. Applicants must request any ADA exam accommodation during their application process. IBFCSM can use information provided by other entities to verify applicant eligibility. IBFCSM provides oversight of all information provided by other entities. Certification decisions consider application information and examination results. IBFCSM develops exams to meet JTA Technical Report specifications. Continued certification consists of the following: (1) maintaining current personal and contact information, (2) adhering to the code of conduct and other certification agreements, (3) renewing annually by submitting appropriate maintenance fee, and (4) completing the five-year recertification process. Failure to comply with scheme requirements can result in certification suspension or revocation. IBFCSM makes any scheme change announcements on its website at: www.ibfcsm.com. IBFCSM uses the exam pass and fail results to assess competence. The Board uses equated exams forms and consistent exam administration processes to ensure fairness and equitability for all candidates. Candidates not passing an exam can request a diagnostic report that outlines areas needing additional study prior to retesting. IBFCSM scores exams electronically and emails candidates of their pass or fail result. The Board uses total points achieved on an exam and converts the results to Standard Scaled Scores to maintain reporting consistency. The Board uses the "validity definition" developed by the American Educational Research Association (AERA) in its 2014 Standards. Validity refers to degree of evidence that supports score interpretations for proposed uses. The validation process involves gathering relevant evidence to provide a sound and scientific basis for score interpretations. IBFCSM exams meet KR-20 reliability requirements of .81 or higher as required by ISO/IEC Standard 17024:12.

REMOTE PROCTORED ONLINE EXAMS

Candidates must register and schedule exams with TesTrac through the IBFCSM access portal. IBFCSM provides an Exam Voucher Number for candidates to schedule and pay for their exam. Contact kristi@ibfcsm.org or call 205-664-8412 for voucher information. TesTrac provides online remote proctored exams on a 24/7/365 basis. Desired times and dates depend on slot availability. Candidates should schedule exam as early as possible to ensure a desired date. Remote proctors ensure exam security and can personally capture improper behavior during a session using screenshots, audio recording, and video images. Candidates must present a government issue photo ID that contains first, middle, and last names in English and date of birth. The identification presented must match the ID used during your previous registration. Candidates must close computer applications including browsers, chat capabilities, desktop sharing, and mail or client applications before starting the exam. Rules prohibit other persons in the testing area during the exam session. Exam venues must provide proper lighting that does not interfere with web camera security. Candidates must clear their exam work area of all items. Candidates must rotate the webcam around the room to reveal walls and the work area. Candidates cannot start exams until prompted by the proctor. Candidates may go back to answer any missed or skipped test items during the session. The timer should appear on your screen during the exam period. Adhere to all proctor instructions for ending the exam session. IBFCSM attempts to email pass/fail results within 72 hours. Minimum technology requirements include the following: (1) Windows®10,®8.1,®8 and Internet Explorer 10 or greater; (2) Dual-Core 2.4GHz CPU or faster; (3) 2GB of RAM; (4). Broadband internet connection of 4 Mbps; (5) minimum of 15-inch (16-bit) monitor with a minimum 1024x768 resolution, and (6) single rotating 360 °web camera.

ONLINE EXAM SCHEDULING

Register and schedule your exam using your specific voucher number. Never reveal the number to anyone. If an unauthorized person obtains and uses your voucher number, you remain responsible for paying that exam fee to IBFCSM. The Board emails specific instructions and appropriate links to candidates about setting up an account and scheduling an exam. When establishing an account, use the same link but click LOG IN and enter the Voucher Number and select the proper examination. If you previously registered with TesTrac and have a username and password, you do not need to register again! You must log in for exam scheduling and online delivery. Use the link provided and follow online prompts to schedule the exam. Use the same link to make changes to the exam, upload your ID, answer security questions, and then receive your exam. You must download an application that runs security checks and delivers the exam. The online proctor will request to see a "search" of your personal workspace. Voucher numbers remain valid for one year and is valid for a single exam. Applicants taking more than single exam will need to obtain a separate Voucher Number for each certification test. Candidates take all exams with books closed and with 2.5-hour time limit. Proctors monitor all movements during exam and notes actions. Proctors possess the authority to terminate an exam if necessary. Recommend taking exams using a reliable home computer or laptop not attached to an internal network or a slow public Wi-Fi. Proctors take control of your workspace during the exam. When using a company computer please coordinate with your IT department for any security protocols. On exam day, log in 20 minutes prior to the scheduled exam start time. Do not log in earlier than 20 minutes! Doing so can result in an exam not releasing properly for a candidate to begin. If you lose your connection during the exam, the proctor can help you log back in and pick up where the interruption occurred. There is no need to reschedule an exam. Exam results are not immediate, IBFCSM views each completed exam before releasing results via email to the candidate. Scheduling your exam soon after receiving the voucher number provides you greater scheduling flexibility. Direct any

concerns or questions to: kristi@ibfcsm.org.

ONLINE EXAM TECHNICAL SECURITY

IBFCSM ensures application interfaces and programming meet design, deployment, and performance requirements of OWASP Web Applications and SEI CMM Standards. TesTrac access authorizations includes defining roles, providing access levels, controlling access purposes, determining length of access, and requiring written consent from the Board's dedicated contact person. TesTrac data security features adhere to industry standards for the secure handling, transmitting, and storing of confidential data in all formats. IBFCSM and TesTrac only share data for lawful and appropriate purposes that supports secure online exam delivery and remote proctoring. IBFCSM and TesTrac personnel understand obligations to handle information responsibly to prevent data breaches. IBFCSM and TesTrac conduct ongoing data security education and training. IBFCSM and TesTrac coordinate all required processes necessary to prevent breaches or near miss incidents that could compromise data security. IBFCSM and TesTrac stay vigilant to identify and respond to any cyber-attacks. TesTrac reports data breaches or near miss incidents to IBFCSM within 12 hours of detection. TesTrac protects exam platform security using a contingency approach. TesTrac never permits use of unsupported operating systems, software, or internet browsers. TesTrac protects all systems from cyber threats utilizing a proven security framework. TesTrac procedures restrict installation of unauthorized software on user end-point devices such as workstations, laptops, or other mobile devices. TesTrac ensures security of cryptographic keys in the servicing cryptosystem. Exam security focuses on (1) life cycle management from key generation to revocation or replacement, (2) public key infrastructure, (3) cryptographic protocol design and algorithms, (4) access controls for secure key generation, and (5) exchange or storage of keys used for encrypted data. TesTrac uses proven processes to address all data transmissions including interfaces and electronic messaging. All processes adhere to legal, statutory, and regulatory compliance obligations. TesTrac uses data appropriate encryption to ensure key security. TesTrac technology

prevents execution of malware at endpoints such as workstations, laptops, mobile devices, and IT infrastructure systems.

EXAM DEVELOPMENT AND MANAGEMENT

Exam management focuses on comparing results from differing forms in the areas of content, difficulty, and reliability. Exam science assures exam items conform to blueprint domain percentages published in Job Task Analysis Technical Report. The Board calculates points earned and reports results using Standard Scaled Scores. Exam Form 1 has passing score of 68 points and Exam Form 2 has a passing score of 72 points indicating a less difficult exam. Equating ensures reporting passing scores on a consistent scale by considering difficulty. Exam candidates must achieve a minimum Standard Scaled Score of 480 to pass. The Board never uses percentage of questions answered correctly since some items can be valued at more than single point. For example, an exam with 125 questions may contain 145 points. Failing candidates can request a diagnostic exam analysis to identify areas needing further study before retesting. Failing candidates may retest at any time after receiving failure notification. The Board never releases names of any failing candidates. Failing candidates pay a reduced retest fee when rescheduling an exam. A candidate may retest only twice during a 12-month period. The Board uses analytical software to generate psychometric statistics from a minimum of one hundred exam administrations. IBFCSM uses KR-20 statistics to ensure exam reliability exceeds 0.81 or higher. Internal consistency reliability Point-biserial values indicate how well the exam items correlate with each other. KR-20 analysis calculates coefficients by comparing items answered correctly by the top 27% and the bottom 27% of all scorers. P-Scores simply express a proportion of an exam item answered correctly. The higher value, the easier the test item and lower the value, the harder the test item. Point-Biserial Correlation Values operate on a continuous scale to compare how an exam item performs with high and low scorers. High scorers should get an item correct and low scores should select an incorrect option. A high point-biserial indicates that the exam item discriminated very well among high and low

scorers. Point-Biserial Values range from -1.00 to 1.00. Values of 0.15 or higher means an item performed well for most certification exam. *Reference: Dr. Jennifer Balogh: A Practical Guide to Creating Quality Exams.*

CERTIFICATION DECISIONS

IBFCSM reviews the application to confirm that applicant complies with the certification scheme. IBFCSM only uses information gathered during the certification process to make certification decisions. IBFCSM never outsources any certification decisions to other entities. Competent and authorized personnel make certification decisions to ensure applicants, candidates, and certificants meet scheme requirements. Exam results provide the basis for the pass or fail decision. IBFCSM scoring software generates statistical reports to provide an audit trail verifying results. IBFCSM never grants certification, recertification, or reinstatement unless a person meets scheme requirements. IBFCSM never issues tentative certifications or recertifications. The Certemy platform generates Digital Certificates with unique identifiers to validate a personal certification. IBFCSM owns all digital certificates including any printed or facsimile images. Use of a unique identifier and certificate digitalization helps prevent fraud and counterfeiting. Completed applications and exam results provide the audit trail for certification decisions. The Certemy platform can update Digital Certificates upon completion of annual renewal or the recertification process. Digital Certificates contain a statement that IBFCSM owns the certificate and possesses authority to suspend or revoke certification for failure to maintain standards. The Board periodically conducts online searches to ensure that individuals no longer certified do not present themselves as certified. Digital certificate elements include:

- Certificant Name
- Certification Issue & Expiration Dates
- Certification Scheme & Scope References
- Name of Certification Body
- Unique Identification Marks

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CERTIFICATION SUSPENSION & REVOCATION

IBFCSM can suspend or revoke certification for documented reasons without a formal investigation. Signed agreements ensure certificants understand prohibitions of promoting certification during suspension periods or upon revocation. IBFCSM provides reasonable periods for individuals to remedy suspension causes. Failure to resolve suspension reasons in established time results in revocation. Individuals may request reinstatement by providing evidence they meet requirements that caused suspension. Revocation occurs for failing to maintain standards or engaging in improper conduct. A person may drop a certification for personal reasons by emailing: kristi@ibfcsm.org. Provide full name, certification type, certificate number, and desired date of termination. Requests for reinstatement must occur within 24 months of termination date. Individuals with revoked or voluntary terminations must remove all references to their certification from social media platforms, websites, resumes, and business cards, etc. Board policy prohibits the use of certification marks, certificates, and titles by individuals no longer certified. IBFCSM periodically conducts online searches to ensure terminated individuals do not continue presenting themselves as actively certified. Circumstances can impact a person's ability to maintain their certification. The Board can decide, on a case-by-case basis, to place the individual in voluntary suspension until situation resolution. Individuals requesting suspension, voluntary termination, or entering retired status may request reinstatement provided the period never exceeded 24 months duration. Send requests to: kristi@ibfcsm.org to provide supporting documentation. If approved, individuals must submit fees due and take actions required by the Board. Revocation causes may include:

- Failure to maintain certification standards
- Failure to comply with suspension mandates
- Second infraction of publicly impugning the Board
- Second infraction of unprofessional conduct
- Making false claims regarding professional competency
- Intentionally falsifying information, data, or records

- Requested by certificant for personal reasons

COMMON SUSPENSION PERIODS

- Failing to maintain standards (3 months/unless remedied earlier)
- Publicly impugning Board reputation (6 months)
- Neglect performing duties in professional manner (6 months)
- Making false or misleading statements about certification (6 months)
- Unprofessional or unethical conduct (6 months)
- Neglect in properly performing professional duties (12 months)
- Voluntary suspension status for personal unseen circumstances (6 months)

RETIRED STATUS

Certificants retiring from active status may request by email at: kristi@ibfcsm.org to enter Retired Status. Certificants desiring Retired Status must document 6 years of continuous certification and completion of one Recertification. Retired certificants pay a reduced Annual Fee. They can list their certification(s) on all platforms, resumes, business cards, etc. but must include (Ret.) or (Retired) after each designation. Retired individuals cannot engage in scope professional practice for compensation when using designation of CHSP Retired. Contact the Board for information about moving from Retired Status back to Active status. Certification reinstatement must occur within 24 months of entering Retired Status.

RECERTIFICATION

Certificants must recertify every five (5) years by completing the Certemy Recertification Application. The Board's recertification process considers any scheme changes, new standards, scope changes, emerging hazards, and recent technologies. Certificants must document a minimum of 5,000 hours of Professional Job Practice and fifty clock hours of Professional Achievements for the five-year cycle. IBFCSM does not assess a recertification fee but does require the payment of the Annual Maintenance Fee when recertifying. The recertification candidate's online signature attests accuracy of all Certemy entries and adherence to certification agreements. Documented professional development activities must relate to job practice, competency, and knowledge requirements published in scope exam blueprint. Recertification candidates may opt to take the current certification exam in lieu of documenting professional development achievements. Exam recertification candidates must pay current exam fee. Failing the exam results in suspension of certification until achieving a passing score. The Board works with certificants experiencing unusual circumstances that hinders their recertification. Contact the Board to discuss any situation impacting recertification. Applicants should maintain all supporting documentation for five years after submission of the online recertification application. Suggest uploading documentation to certificant digital wallet in the Certemy Platform. Supporting documentation includes official job description for professional job practice and verification of employment for the five-year period. Professional development activity documentation must contain certificant name, content topics, date of accomplishment, and duration in clock hours. Proof of achievement can include official certificates or any documents with verification proof such as a signature, or online/digital affirmation. The Board considers professionals working as scope related consultants, educators, researchers, and standard developers, as areas of professional practice. Certificants can provide recertification documentation in formats such as jpg, photo, pdf, etc. Certificants may use their Certemy digital wallet to document job practice and

professional development achievements.

Certificants should ensure that their organizational job title, responsibilities, and job description accurately reflect their professional job practice duties. Professional development activities must promote professional growth, enhance knowledge, improve skills, and contribute to upgrading the profession. Activities must pertain to content areas listed on the current exam blueprint. Professional development activities can come from a variety of sources, methods, and processes. Applicants must convert and report professional development achievement using clock hours. Professional development activities includes but not limited to the following:

- Membership in scope related organizations
- Advanced degrees related scope of professional practice
- Publishing books and professional articles
- Professional conference presentations
- Volunteer member of scope related boards, committees, or panels
- Attending professional development conferences
- Completing scope related training or education
- Taking college courses related to the scope
- Providing scope related organizational services
- Earning additional certifications related to scope
- Serving in leadership in a professional organization/association
- Teaching college credit or non-credit courses
- Organizational training and scope related education

The Board approves recertification when an applicant meets published requirements, and no other valid reason exists to deny. Recertification constitutes attestation to truthfulness of submitted documents and information. IBFCSM can audit any recertification submission to validate integrity of the process if evidence exists to question validity of any information. If unable to complete the recertification process due to a personal or family documented hardship please email details to: jim@ibfcsm.org.

MARKS, TITLES, & CERTIFICATES USAGE

IBFCSM restricts the use of certificates, logos, and marks to professional personal use. The Board prohibits corporate promotion use by any certificant. IBFCSM prohibits revising, changing, or altering appearance or content of certificates, marks, and logos. Certificants must display certificates and marks in same format as produced by the Board. Authorized users must never display marks in a way that disrespects the Board. Usage must never mislead or promote unauthorized information. Use of certificates, logos, and marks must never imply improper relationships between IBFCSM and other entities. The Board prohibits any use implying that IBFCSM endorses, approves, or sponsors businesses, products, or services. The Certemy platform generates Digital Certificates to validate individual certification. Certificants in an expired status must not promote active certification. Individuals provide online signatures during Application or Recertification processes to never misuse certificates, marks, and titles. Certificants agree to abide by Board restrictions regarding misuse. IBFCSM owns the rights and usage of all certification marks, titles, and certificates. Applicants must sign a usage agreement promising to adhere to all certificates and marks usage requirements. The Board takes corrective measures to prohibit misuse of its certification marks, titles, and logos. IBFCSM provides a certificate along with the conditions for use including rights for usage and representation. Reasons for the agreement includes:

- Complying with relevant provisions of certification schemes
- Making claims to certification only for the certification issued
- Never use a mark or title that brings IBFCSM into disrepute
- Never make misleading statements regarding certification
- Discontinuing use during suspension/permanent revocation

APPEALS POLICY

The Board addresses appeals in a constructive, impartial, and timely manner. IBFCSM prohibits decisions by any person involved in an original decision. The Board never retaliates against any appellant. The Board uses email to receive, document, and communicate with an appellant during the process. IBFCSM makes appeal information publicly available without request in the PDF Certification Handbook at: www.ibfcsm.com. Appeal decisions consider appellant evidence; IBFCSM policies and procedures; ISO/IEC 17024:12 certification standards, previous appeal decisions; and human errors. Examples of decisions against certification can include: (1) rejecting an application; (2) denying certification or recertification; (3) suspending or revoking certification; and (4) failure to maintain certification standards. Appellants must submit appeals via email to: info@ibfcsm.org within 30 days of receiving notification about a negative certification decision. The Board acknowledges receipt of the emailed appeal within seven (7) business days by return email. Appellant submissions must include: (1) name and contact information including an alternate email address; (2) certification type and number if applicable; (3) primary phone and mail address; (4) complaint information including facts; (5) any supporting documentation; and (6) a statement describing remedy desired. Provide additional evidence as an email attachment. The email appeal process documents all information and creates an audit trail. Appellants must provide evidence to support reversing a previous decision. IBFCSM provides emailed progress reports as necessary during the appeal process. The Board sends a formal decision notice at end of the appeal process normally within 30 days of receiving both the appeal email and all supporting evidence or information. IBFCSM maintains a confidential record of all appeals, actions taken, decisions made, and related information. If approved, the Board takes corrective actions to remedy any incorrect decision. Candidates cannot appeal a failing exam score but may appeal exam administration irregularities that they believed hindered their exam process. The appeal process provides the Board with opportunities for improvement.

COMPLAINT POLICY

The Board uses an email process to receive, document, and communicate with individuals filing a complaint. The email process enables the Board to address complaints constructively, impartially, and expeditiously. Upon receipt IBFCSM determines if complaint relates to certification activities or to a person. IBFCSM acknowledges complaint receipt as soon as possible. The Board confidentially gathers, documents, and verifies all complainant submitted information. Any person subject of a complaint can never participate in its resolution. IBFCSM makes complaint process publicly available without request in the Certification Handbook PDF at: www.ibfcsm.com. The Board never retaliates against any complainant. Senior leadership oversees resolution by considering similar complaints, current policies and procedures, certification standards, and the need for improvement. Email provides an audit trail for documenting actions from initial reporting to final resolution. IBFCSM addresses all complaints without any discrimination or any conflicts of interest. The Board considers complaints and suggestions as improvement opportunties. IBFCSM accepts complaints from applicants, candidates, certificants, stakeholders, and contractors. Corrective actions can vary based on each situation but can include: training, agreement reviews, policy changes, or process modifications. IBFCSM considers all complaint records, documents, and personal statements as confidential. Complaint submission must include the following information: (1) name and contact information, (2) certification type/number if applicable, (3) primary phone number, primary email, and alternate email, (4) complaint information including facts and any supporting documentation, and (5) summary of remedy or recommended action. Provide any other documented evidence, suggestions, or recommendations as separate attachments to an email submission. IBFCSM considers the email process as an audit trail to document complaint receipt, Board actions taken, and final resolution.

EXAMINATION BLUEPRINTS

CERTIFIED HEALTHCARE SAFETY PROFESSIONAL (CHSP) EXAM BLUEPRINT

IBFCSM exams contain 100-150 multiple choice items. Exam results permit the assessment to determine a candidate's minimum competency for certification. The blueprint reflects specifications published in the JTA Technical Report. Percentages reflect proportion of test items in each domain. Candidates use recall, recognition, comprehension, and application to answer items related to professional practice.

DOMAIN 1—MANAGEMENT & LEADERSHIP (36%)

1.1 Identify concepts of effective organizational communication
1.2 Identify action that would help improve safe job or task performance
1.3 Identify elements of safety management processes
1.4 Identify key characteristics of well-written safety plans
1.5 Identify obstacles to achieving patient safety
1.6 Identify hindrances to healthcare communication
1.7 Given a scenario, identify relationships among hospital functions
1.8 Given a scenario, identify behaviors that impact patient safety
1.9 Given a scenario, identify mechanisms that help identify causal factors
1.10 Identify management actions contributing most to accident prevention
1.11 Identify actions contributing to hospital safety success
1.12 Given a scenario, identify supervisory actions that support safety
1.13 Given a scenario, identify need for safety improvement analysis
1.14 Given a scenario, identify actions to improve safety performance
1.15 Identify causes and interventions related to staff risks and hazards
1.16 Identify concepts related to designing safety education and training courses
1.17 Given a scenario, identify safety approach needed to reduce accidents
1.18 Identify elements of proactive safety management
1.19 Given a scenario, identify safety concepts of high reliability organizations
1.20 Given a scenario, identify appropriate safety response
1.21 Given a scenario, identify accident causal factors
1.22 Given a scenario, identify proper use of safety checklists
1.23 Identify correct information regarding the use of system safety methods
1.24 Given a scenario, identify the concept related to safety management decisions

DOMAIN 2—HAZARD CONTROL PRACTICE (28%)

2.1 Identify machine, equipment, job task safety controls
2.2 Given a scenario, identify hazard, risks, or control measures
2.3 Identify human exposure risks to hazardous exposures
2.4 Given a scenario, identify controls for the identified hazards
2.5 Identify weather or other disaster risks, warnings, or responses
2.6 Identify controls or protocols for assessing risks and controlling hazards
2.7 Identify the correct fire or life safety requirement for healthcare occupancies
2.8 Given a scenario identify the best prevention action for a facility hazard
2.9 Identify the correct hazard control intervention that would protect people
2.10 Identify actions required for hazardous materials handling, spills, or storage
2.11 Given a scenario, assess infection risks to patients and healthcare workers
2.12 Given a scenario, identify hazard control solutions for the identified risk
2.13 Given a scenario, identify the best safety practice for exposure to radiation
2.14 Given a scenario, identify PPE scheme needed protect workers

2.15 Identify factors that contribute to accident or injury prevention
2.16 Identify human exposures to medical equipment and devices
2.17 Given a scenario, identify hazards and safety risks that could affect human health
2,18 Given a scenario, identify infection risks or controls needed
2.19 Given a scenario, identify hospital department risks, hazards, or controls
2.20 Given a scenario, identify the correct respirator needed to ensure safety
2.21 Given a scenario, identify the correct fire extinguisher or suppression system
2.22 Identify the key components of hazardous drug safety, use, or disposal
2,23 Given a scenario, identify the greatest ergonomic hazard
2.24 Given a scenario, identify patient safety risks
2.25 Given a scenario, identify occupational hazard risks

DOMAIN 3—COMPLIANCE, ACCREDITATION, & VOLUNTARY STANDARDS (36%)
3.1 Identify correct compliance and voluntary standard chemical exposure levels
3.2 Identify the greatest injury risk to healthcare workers
3.3 Identify OSHA defined healthcare hazards
3.4 Identify organizations that developed patient safety interventions
3.5 Identify organizations that develop or require hazardous material labels
3.6 Identify building egress requirements published by various organizations
3.7 Identify the mission of governments agencies that do not hold enforcement authority
3.8 Identify the government authority of departments and agencies
3.9 Identify key OSHA requirements, standards, and guidelines
3.10 Identify key compliance requirements for major OSHA standards
3.11 Given a scenario identify statistics published by government agencies
3.12 Identify key publications, standards, and guidelines published by voluntary organizations
3.13 Identify key government and accreditation requirements for emergency management
3.14 Given a scenario identify the government or consensus standards that addressed hazards
3.15 Given a scenario identify the NFPA publication, standard, or code that applies
3.16Identify non-regulatory government agencies that provide safety resources to hospitals
3.17Identify accreditation standards (JC, DNV, HFAP, CMS)
3.18Identify appliable Code of Federal Regulations (CFR 10, 21, 29, 40, 42, 44, 49)
3.19Identify Federal Agency Responsibilities (CDC, DHS, DHHS, EPA, FDA, DHHS, NIOSH, NRC, etc.)
3.20Identify Voluntary Organizations Responsibilities (ANSI, ASTM, ASHRAE, ASME, CGA, FGI, NFPA, etc.)

SAMPLE CHSP QUESTIONS
1. What best describes the benefit of implementing a patient lifting program?
a. Improved patient quality of care*
b. Reduced worker compensation costs
c. Greater patient satisfaction

2. What publication exclusively addresses healthcare facility topics?
a. NFPA 13
b. NFPA 72
c. NFPA 99*

3. What control would be first when protecting workers from airborne contaminants?
a. Isolating the hazard far from most workers
b. Providing proper local and general ventilation*
c. Requiring use of supplied air respirators immediately

4. What control would be <u>least</u> effective in preventing potential food-borne illnesses?
a. Requiring food preparation workers to wash hands frequently
b. Maintaining hot foods on the serving line at 140°F or higher
c. Providing clean cloth towels to wipe food prep surfaces frequently*

STUDY REFERENCES

Healthcare Hazard Control and Safety Management, 3rd Edition, CRC Press, Boca Raton, FL, 2014, , ISBN: 978-1-4822-0655-5, www.ibfcsm.com

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Introduction to Hazard Control Management, CRC Press, Boca Raton, FL, 2014, IBSN: 978-1-4665-5158-9

OSHA Hospital and Healthcare References, online at: www.osha.gov
- o Controlling Health Hazards to Hospital Workers: A Reference Guide for New Solutions
- o Hospital & Nursing Home E-Tools: Hazard and Solutions by Location, Function/Department
- o OSAH Tool Kit for Hospital Staff on Safe Patient Handling
- o OSHA Education & Training for Worker Safety in Hospitals
- o OSHA Safety/Health Management Systems: A Road Map for Hospitals, (PDF) 2013

- To Do No Harm, Jossey-Bass/Wiley & Sons, San Francisco, CA, 2005, J.M. Morath & J.E. Turnbull, ISBN: 0-7879-6770-X

- NFPA 99-2012, Health Care Facilities Code Handbook, NFPA, Quincy, MA, 2011, MA, R.E. Bielen & J.K. Lathrop, ISBN: 978-161665141-1

- NFPA 101-2012, Life Safety Code Handbook, NFPA, Quincy, MA 2011, ISBN: 978-006461807

CERTIFIED HEALTHCARE EMERGENCY PROFESSIONAL (CHEP) EXAM BLUEPRINT

IBFCSM exams contain 100-150 multiple choice items. Exam results permit the assessment to determine a candidate's minimum competency for certification. The blueprint reflects specifications published in the JTA Technical Report. Percentages reflect proportion of test items in each domain. Candidates use recall, recognition, comprehension, and application to answer items related to professional practice.

DOMAIN 1–HEALTHCARE EMERGENCY MANAGEMENT PRINCIPLES (39%)

1.1 Identify appropriate accreditation standards
1.2 Given a scenario identify all-hazards preparedness requirements
1.3 Identify ASPR capabilities and responsibilities
1.4 Identify bioterrorism preparedness issues
1.5 Identify building egress requirements
1.6 Given a scenario identify CMS requirements
1.7 Given a scenario identify coalitions issues and responsibilities
1.8 Identify various emergency management command structures
1.9 Identify concerns, challenges, and resources for communications
1.10 Identify community emergencies and disaster challenges
1.11 Given a scenario identify community involvement issues and objectives
1.12 Identify topics addressed in disaster legislation
1.13 Identify requirements for drills and exercises
1.14 Identify areas addressed in ESF#6, #8, #9, #13
1.15 Given a scenario identify issues and requirements of evacuation planning
1.16 Identify exercise programs and agency responsibilities
1.17 Identify FEMA capabilities and responsibilities
1.18 Identify requirements and issues of health care sector preparedness
1.19 Given a scenario identify hospital response challenges and responsibilities
1.20 Identify elements and characteristics of the hospital HVA and EOP documents
1.21 Identify ICS principles and system methods
1.22 Identify the elements related to incident action planning
1.23 Identify incident command responsibilities
1.24 Identify the importance of information management
1.25 Identify key management functions and concepts
1.26 Given a scenario identify key elements of incident management
1.27 Identify multi-agency coordination efforts
1.28 Identify NIMS and healthcare responsibilities
1.29 Identify organizational fundamentals, cultures, and structures
1.30 Identify actions related to pandemics and other surge events
1.31 Identify planning priorities and emergency policy directives
1.32 Given a scenario identify key recovery related issues and challenges
1.33 Identify resource management concepts and principles
1.34 Identify critical issues of emergency management stakeholders
1.35 Identify strategic planning priorities

DOMAIN 2—DISASTER PREPAREDNESS (35% ITEMS)

2.1 Identify the principles related to activity reporting
2.2 Identify biohazards and chemical terrorism risks
2.3 Identify capabilities planning concepts
2.4 Given a scenario identify chemical exposures and threats
2.5 Given a scenario identify key community involvement issues
2.6 Identify comprehensive preparedness guidance documents and concepts
2.7 Identify risks and responses to cyber security threats
2.8 Identify disaster educational resources and medical capabilities
2.9 Given a scenario identify disaster notification and security requirements
2.10 Identify domestic preparedness goals, objectives, and functions
2.11 Given a scenario identify emergency communications and operations
2.12 Given a scenario identify exercises, simulations, and drills
2.13 Identify Federal operational plans and FEMA planning methods
2.14 Identify key fire safety preparedness objectives and methods
2.15 Identify disaster related hazard and risk assessment issues
2.16 Identify healthcare and other public health challenges
2.17 Identify incident action principles
2.18 Identify industrial hazards
2.19 Identify information collection and analysis methods
2.20 Identify integration of information requirements
2.21 Given a scenario identify lessons learned
2.22 Identify mitigation and national disaster response objectives
2.23 Identify threats from natural, weather, and other disasters
2.24 Identify key elements of NIMS operations
2.25 Identify nuclear and radiological hazards
2.26 Given a scenario identify issues related to prevention, protection, recovery, and response
2.27 Identify risk assessment, sector capabilities need to support function annexes
2.28 Identify technology emergencies and threats

DOMAIN 3—SAFETY & COMPLIANCE (26%)

3.1 Identify accreditation requirements and standards
3.2 Identify voluntary standards that address emergency management
3.3 Identify emergency standards
3.4 Identify Federal agency safety and emergency related responsibilities
3.5 Identify Federal safety and disaster legislation
3.6 Given a scenario identity fire and safety standards
3.7 Given a scenario identify hazardous materials standards
3.8 Given a scenario identify applicable OSHA standards that apply
3.9 Given a scenario identified applicable NFPA codes and standards
3.10 Identify CDC and NIOSH roles and responsibilities during emergencies
3.11 Identify voluntary and consensus standards
3.12 Identify requirements published in CFR Titles 10, 21, 29, 40, 42, 44, 49
3.13 Identify federal agency responsibilities (DHS, DHHS, DHS, DOT, EPA, FDA, FEMA, NRC)
3.14 Identify voluntary standards entities (ANSI, ASTM, ASHRAE, ASME, CGA, FGI, NFPA, NIOSH)

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SAMPLE QUESTIONS

1. What concept relates to number of persons an incident supervisor can manage effectively?
a. Delegation of authority
b. Span of control*
c. Unity of command

2. What Command Staff position monitors conditions and develops measures for protecting the health of all assigned personnel?
a. Public Information Officer
b. Liaison Officer
c. Safety Officer*

3. What location keeps equipment awaiting tactical assignment?
a. Disaster compound
b. Helicopter support base
c. Staging area *

4. What is the best span of control ratio during emergencies?
a. One supervisor to four reporting elements
b. One supervisor to five reporting elements*
c. One supervisor to six reporting elements

STUDY REFERENCES

- Healthcare Hazard Control and Safety Management, 3rd Edition, CRC Press, Boca Raton, FL, 2014, J.T. Tweedy, ISBN: 978-1-4822-0655-5, www.ibfcsm.com

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- Introduction to Hazard Control Management, CRC Press, Boca Raton, FL, 2014, J.T. Tweedy, IBSN: 978-1-4665-5158-9, www.ibfcsm.com

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- NFPA 99-2012, Health Care Facilities Code Handbook, NFPA, Quincy, MA, 2011, MA, R.E. Bielen & J.K. Lathrop, ISBN: 978-161665141-1

- NFPA 101-2012, Life Safety Code Handbook, NFPA, Quincy, MA 2011, ISBN: 978-006461807

- CDC, DHHS, DHS, CMS, EPA, FDA, OSHA & NIOSH Websites

CERTIFIED HAZARD CONTROL MANAGER
(CHCM) EXAM BLUEPRINT

IBFCSM exams contain 100-150 multiple choice items. Exam results permit the assessment to determine a candidate's minimum competency for certification. The blueprint reflects specifications published in the JTA Technical Report. Percentages reflect proportion of test items in each domain. Candidates use recall, recognition, comprehension, and application to answer items related to professional practice.

DOMAIN 1—SAFETY MANAGEMENT (35%)

1.1 Identify accident prevention concepts and principles
1.2 Identify accident prevention models
1.3 Given a scenario identify accident causal factor
1.4 Identify principles related to analyzing complex systems
1.5 Identify communication & coordination concepts
1.6 Identify emergency management concepts
1.7 Given a scenario identify employee safety issues and challenges
1.8 Given a scenario identify human factors issues impacting safety
1.9 Identify importance of personal safety involvement
1.10 Identify the principles of information security
1.11 Identify reason organization should invest in safety
1.12 Given a scenario identify operational safety issues
1.13 Given a scenario identify key organizational safety management issues
1.14 Identify the components and elements of organizational change
1.15 Identify organization culture & climate issues
1.16 Identify organizational structure elements impact safety
1.17 Identify important reasons to support performance improvement
1.18 Identify critical safety policies & procedures
1.19 Given a scenario identify the key elements of proactive safety
1.20 Identify the importance of product safety evaluations
1.21 Identify the roles that risk management plays safety
1.22 Identify the importance of making good safety decisions
1.23 Identify the roles that safety design plays in preventing losses
1.24 Identify key safety duties of management, supervisors, and employees
1.25 Given a scenario identify key elements of effective safety education
1.26 Given a scenario identify safety priorities
1.27 Given a scenario identify issues impacting safety inspections
1.28 Identify elements related to safety leadership
1.29 Identify basic safety priorities for all organizations
1.30 Identify and compare differences between policies & directives
1.31 Identify reasons to embrace safety costs & benefits
1.32 Identify reasons to use system safety methodologies

DOMAIN 2 –HAZARD CONTROL (41%)

2.1 Given a scenario identify or classify accident causal factors
2.2 Identify basic elements included in most accident analysis processes
2.3 Identify accident generation theories
2.4 Identify accident prevention principles and priorities
2.5 Given a scenario identify controls for chemical hazards
2.6 Identify key management concepts related the hazard control
2.7 Identify elements related to increase crime risks

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2.8 Identify the steps in critical process safety
2.9 Identify elements related to safety design
2.10 Identify concepts related to security management
2.11 Given a scenario, identify facility safety hazards and risks
2.12 Identify fire risks and appropriate controls
2.13 Identify key hazard control functions
2.14 Identify critical hazard control responsibilities
2.15 Identify key components of hazard evaluations
2.16 Identify human factors safety issues
2.17 Given a scenario identify hazards & unsafe actions
2.18 Given a scenario what can improve safe job performance
2.19 Identify indoor contaminants
2.20 Identify key elements of intelligence security
2.21 Given a scenario identify the elements of a job safety analysis
2.22 Identify occupational safety hazard controls
2.23 Identify steps of an operational hazard analysis
2.24 Identify reasons that operational security impacts safety
2.25 Identify the definition of private security
2.26 Identify foundational elements of product safety management
2.27 Identify reasons for emphasizes organizational asset protection
2.28 Identify methods for reducing workplace hazardous exposures
2.29 Identify difference between safety effectiveness and safety program efficiency
2.30 Identify purposes for various safety warnings, signs, & tags
2.31 Given a scenario identify the key security concepts & principles
2.32 Given a scenario identify the key elements of good transportation safety

Domain 3—Compliance & Standards (24%)
3.1 Identify the provision of building & fire codes
3.2 Identify codes & standards related to hazard control
3.3 Identify federal safety compliance standards
3.4 Given a scenario identify standards related to controlling known hazards
3.5 Identify key disaster management principles
3.6 Identify emergency response and preparedness issues
3.7 Identify methods used to evaluate hazard severity
3.8 Identify federal compliance requirements
3.9 Given a scenario identify fire & chemical safety issues or controls
3.10 Identify fire safety control, codes & standards
3.11 Identify hazard evaluation standards
3.12 Identify hazard communication requirements
3.13 Identify hazard substance standards
3.14 Identify hazardous material risks and control
3.15 Identify hazardous waste requirements
3.16 Identify ionizing & non-ionizing radiation hazards
3.17 Identify compliance with major OSHA standards
3.18 Identify requirements for reporting/documenting injuries & illnesses
3.19 Identify common occupational safety hazards
3.20 Identify common occupational health hazards
3.21 Given a scenario identify personal protective equipment needed
3.22 Identify safe storage practices for hazardous materials

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3.23 Identify important voluntary safety standards

SAMPLE QUESTIONS

1. What would contribute <u>most</u> to a hazard control manager's success?
a. Development of working relationships with line supervisors and staff managers*
b. Providing immediate solutions to all safety related problems when requested
c. Correcting hazards without help from other members of the organization

2. What <u>best</u> describes the role of an effective hazard control manager?
a. Inspector
b. Analyzer
c. Advisor*

3. What is <u>not </u>a major component of hazard control management?
a. Engineering
b. Compliance*
c. Human Factors

4. What statement reflects a true statement about accidents?
a. We can classify an accident as a random event
b. Accidents can sometime happen due to single cause
c. Management problems can contribute accidents*

STUDY REFERENCES

- CHCM Self Directed Study Guide, TLCS, Available as PDF at: www.ibfcsm.com

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CERTIFIED HAZARD CONTROL MANAGER SECURITY (CHCM-SEC) EXAM BLUEPRINT

IBFCSM exams contain 100-150 multiple choice items. Exam results permit the assessment to determine a candidate's minimum competency for certification. The blueprint reflects specifications published in the JTA Technical Report. Percentages reflect proportion of test items in each domain. Candidates use recall, recognition, comprehension, and application to answer items related to professional practice.

DOMAIN 1—SAFETY MANAGEMENT (35%)

1.1 Identify accident prevention concepts and principles
1.2 Identify accident prevention models
1.3 Given a scenario identify accident causal factor
1.4 Identify principles related to analyzing complex systems
1.5 Identify communication & coordination concepts
1.6 Identify emergency management concepts
1.7 Given a scenario identify employee safety issues and challenges
1.8 Given a scenario identify human factors issues impacting safety
1.9 Identify importance of personal safety involvement
1.10 Identify the principles of information security
1.11 Identify reason organization should invest in safety
1.12 Given a scenario identify operational safety issues
1.13 Given a scenario identify key organizational safety management issues
1.14 Identify the components and elements of organizational change
1.15 Identify organization culture & climate issues
1.16 Identify organizational structure elements impact safety
1.17 Identify important reasons to support performance improvement
1.18 Identify critical safety policies & procedures
1.19 Given a scenario identify the key elements of proactive safety
1.20 Identify the importance of product safety evaluations
1.21 Identify the roles that risk management plays in safety
1.22 Identify the importance of making good safety decisions
1.23 Identify the roles that safety design plays in preventing losses
1.24 Identify key safety duties of management, supervisors, and employees
1.25 Given a scenario identify key elements of effective safety education
1.26 Given a scenario identify safety priorities
1.27 Given a scenario identify issues impacting safety inspections
1.28 Identify elements related to safety leadership
1.29 Identify basic safety priorities for all organizations
1.30 Identify and compare differences between policies & directives
1.31 Identify reasons to embrace safety costs & benefits
1.32 Identify reasons to use system safety methodologies

DOMAIN 2 –HAZARD CONTROL (41%)

2.1 Given a scenario identify or classify accident causal factors
2.2 Identify basic elements included in most accident analysis processes
2.3 Identify accident generation theories
2.4 Identify accident prevention principles and priorities
2.5 Given a scenario identify controls for chemical hazards
2.6 Identify key concepts related to hazard control

2.7 Identify elements related to increase crime risks
2.8 Identify the steps in critical process safety
2.9 Identify elements related to safety design
2.10 Identify concepts related to executive security
2.11 Given a scenario, identify facility safety hazards and risks
2.12 Identify fire risks and appropriate controls
2.13 Identify key hazard control functions
2.14 Identify critical hazard control responsibilities
2.15 Identify key components of hazard evaluations
2.16 Identify human factors safety issues
2.17 Given a scenario identify hazards & unsafe actions
2.18 Given a scenario what can improve safe job performance
2.19 Identify indoor contaminants
2.20 Identify key elements of intelligence security
2.21 Given a scenario identify the elements of a job safety analysis
2.22 Identify occupational safety hazard controls
2.23 Identify steps of an operational hazard analysis
2.24 Identify reasons that operational security impacts safety
2.25 Identify the definition of private security
2.26 Identify foundational elements of product safety management
2.27 Identify reasons for emphasizes organizational asset protection
2.28 Identify methods for reducing workplace hazardous exposures
2.29 Identify difference between safety effectiveness and safety program efficiency
2.30 Identify purposes for various safety warnings, signs, & tags
2.31 Given a scenario identify the key security concepts & principles
2.32 Given a scenario identify the key elements of good transportation safety

DOMAIN 3—COMPLIANCE & STANDARDS (24%)
3.1 Identify the provision of building & fire codes
3.2 Identify codes & standards related to hazard control
3.3 Identify federal safety compliance standards
3.4 Given a scenario identify standards related to controlling known hazards
3.5 Identify key disaster management principles
3.6 Identify emergency response and preparedness issues
3.7 Identify methods used to evaluate hazard severity
3.8 Identify federal compliance requirements
3.9 Given a scenario identify fire & chemical safety issues or controls
3.10 Identify fire safety control, codes & standards
3.11 Identify hazard evaluation standards
3.12 Identify hazard identification & communication requirements
3.13 Identify hazard substance standards
3.14 Identify hazardous material risks and control
3.15 Identify hazardous waste requirements
3.16 Identify ionizing & non-ionizing radiation hazards
3.17 Identify compliance with major OSHA standards
3.18 Identify requirements for reporting/documenting injuries & illnesses
3.19 Identify common occupational safety hazards
3.20 Identify common occupational health hazards
3.21 Given a scenario identify personal protective equipment needed

3.22 Identify safe storage practices for hazardous materials
3.23 Identify important voluntary safety standards

SAMPLE QUESTIONS

1. What would contribute <u>most</u> to a hazard control manager's success?
a. Development of working relationships with line supervisors and staff managers*
b. Providing immediate solutions to all safety related problems when requested
c. Correcting hazards without help from other members of the organization

2. What response <u>best</u> describes the role of an effective hazard control manager?
a. Inspector
b. Analyzer
c. Advisor*

3. What response reflects major component of hazard control management?
a. Engineering
b. Compliance*
c. Human Factors

4. What response reflects an accurate statement about accidents?
a. We can classify accidents as random events
b. Single cause accidents happen frequently
c. Management problems contribute accidents*

STUDY REFERENCES

- CHCM Self Directed Study Guide, TLCS, Available in PDF at: www.ibfcsm.com

- Introduction to Hazard Control Management, CRC Press, Boca Raton, FL, 2014, J.T. Tweedy, IBSN: 978-1-4665-5158-9, www.ibfcsm.com

- Healthcare Hazard Control and Safety Management, 2nd or 3rd Edition, CRC Press, Boca Raton, FL, 2014, J.T. Tweedy, ISBN: 978-1-4822-0655-5,

- NFPA 101-2012, Life Safety Code Handbook, NFPA, Quincy, MA 2011, ISBN: 978-006461807

CERTIFIED EMERGENCY DISASTER PROFESSIONAL (CEDP) EXAM BLUEPRINT

IBFCSM exams contain 100-150 multiple choice items. Exam results permit the assessment to determine a candidate's minimum competency for certification. The blueprint reflects specifications published in the JTA Technical Report. Percentages reflect proportion of test items in each domain. Candidates use recall, recognition, comprehension, and application to answer items related to professional practice.

DOMAIN 1–EMERGENCY MANAGEMENT (39%)

1.1 Identify agency coordination and collaboration actions
1.2 Identify authorities and responsibilities
1.3 Identify communication needs and issues
1.4 Given a scenario identify disaster response and recovery actions
1.5 Given a scenario identify and apply emergency management concepts
1.6 Given a scenario identify emergency response and coalition issues
1.7 Given a scenario identity federal agency planning activities and capabilities
1.8 Identify FEMA defined terms, concepts, and principles
1.9 Identify governmental agency coordination actions
1.10 Identify hazard analysis needs, techniques, and methods
1.11 Identify common healthcare emergency requirements
1.12 Identify human resource management in disaster management
1.13 Identify hazards related to pre and post disaster situations
1.14 Identify incident command system processes and methods
1.15 Identify information and data management processes
1.16 Identify key leadership principles and management concepts
1.17 Given a scenario identify key lessons learned information
1.18 Identify emergency management models
1.19 Identify medical services capabilities and system challenges
1.20 Given a scenario identification mitigation, planning, and recovery issues
1.21 Identify natural and weather-related risks and hazards
1.22 Identify key principles in effective operational planning
1.23 Identify issues related to operational and organizational structures
1.24 Identify challenges and objective of disaster planning effectiveness
1.25 Given a scenario identify key preparedness management issues
1.26 Identify resource acquisition and allocation challenges
1.27 Identify response sector key objectives and priorities
1.28 Identify supply chains challenges
1.29 Given a scenario identify key issues related to sustaining operations
1.30 Identify system methods and processes

DOMAIN 2—DISASTER PREPAREDNESS (35%)

2.1 Identify agency coordination processes, issues, and challenges
2.2 Identify key command and control objectives
2.3 Given a scenario identify cyber security threat actions
2.4 Given a scenario identify disaster response actions
2.5 Identify key drill exercise objectives and purposes,
2.6 Identify emergency support functions
2.7 Given a scenario identify federal agency capabilities and responsibilities
2.8 Identify key FEMA core capabilities

2.9 Given a scenario identify hazardous material issues and controls
2.10 Identify the reasons for maintaining crucial information collection and sharing
2.11 Identify challenges facing information technology during a disaster
2.12 Identify infrastructure security and resilience issues
2.13 Identify reasons that lessons learned information is critical
2.14 Identify management authority models of leadership
2.15 Given a scenario identify appropriate medical services needed
2.16 Given a scenario identify needed mitigation activities
2.17 Identify the importance of national incident planning
2.18 Identify natural disaster and weather risks
2.19 Identify nuclear, chemical, and biological hazards and risks
2.20 Given a scenario identify operational priorities and organizational response
2.21 Identify methods to protecting infrastructures
2.22 Identify public safety issues that relate to resilience efforts
2.23 Identify resource availability priorities and issues
2.24 Given a scenario identify response structures and commands
2.25 Given a scenario identify needed sector capabilities and support
2.26 Identify terror threats
2.27 Identify threat assessment priorities and methods
2.28 Identify the impact or technology or transportation disasters

DOMAIN 3—SAFETY AND ENVIRONMENTAL (26%)
3.1 Identify ANSI standards (PPE, eyewash stations, etc.)
3.2 Identify CDC disaster related information available
3.3 Identify disaster related content found in CFRs (10, 21, 29, 40, 42, 44, 49,)
3.4 Identify DHS oversight, roles, terrorism, drills, exercises, & responsibilities
3.5 Given a scenario identify disaster related hazards
3.6 Identify the purpose of emergency and disaster legislation
3.7 Identify EPA responsibilities and hazardous materials standards
3.8 Identify FDA disaster roles and responsibilities
3.9 Identify federal disaster framework and organization
3.10 Given a scenario identify FEMA roles, responsibilities, objectives, planning documents
3.11 Identify food and water safety issues
3.12 Identify methods of hazard identification and analysis
3.13 Identify hazardous materials exposure standards
3.14 Identify information management, access, and security
3.15 Identify standard requirements for life and fire safety
3.16 Identify key issues related to managing emergency utilities
3.17 Identify NFPA standards and codes that apply to disaster situations
3.18 NIOSH disaster related safety information
3.19 NRC roles, responsibilities, and standards
3.20 Identify occupational safety hazards and potential exposures
3.21 Identify OSHA requirements (HAZCOM, HAZWOPER, First Aid, Hazardous Materials, etc.)
3.22 Identify key pandemic and other medical surge or evacuation situations
3.23 Given a scenario identify needed personnel protective equipment
3.24 Identify physical security requirements in aftermath of disasters
3.25 Identify actions to address post disaster safety hazards

SAMPLE QUESTIONS

1. What concept relates to the supervisory structure of the organization and pertains to the number of individuals or resources one incident supervisor can manage effectively?
a. Delegation of authority
b. Span of control*
c. Form follows function

2. What agency regulates transport of hazardous materials through pipelines?
a. Occupational Safety and Health Administration
b. Department of Commerce
c. Department of Transportation*

3. Homeland Security Presidential Directive 5 required DHS to create which of the following?
a. Federal Response Plan
b. Incident Command System
c. National Incident Management System*

4. What action would most impact on how organizations respond to emergency situations?
a. Conducting/evaluating disaster drills as required by DHS
b. Conducting thorough HVA to ensure proper planning*
c. Appointing an emergency coordinator as a liaison with EMA

STUDY REFERENCES

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- Introduction to Emergency Management, 2nd Ed; Phillips, Neal, Webb, CRC Press, 2016, ISBN: 9781482245066.
- Emergency Management; C. Long; Larsen and Keller; 2017, ISBN: 1635491029
- Emergency & Disaster Professional Voluntary Study Guide, PDF Format, TLCS, 2019, info@ibfcm.org
- Introduction to Hazard Control Management, CRC Press, 2014, IBSN: 978-1-4665-5158-9
- Principles of Emergency Management; M. Fagel, PhD. CRC Press, 2012, E-book 9781439871218
- CEDP Self Directed Study Guide, TLCS, Available in PDF at: ibfcsm.com

CERTIFIED HEALTHCARE FIRE SAFETY PROFESSIONAL (CHFSP) EXAM BLUEPRINT

IBFCSM exams contain 100-150 multiple choice items. Exam results permit the assessment to determine a candidate's minimum competency for certification. The blueprint reflects specifications published in the JTA Technical Report. Percentages reflect proportion of test items in each domain. Candidates use recall, recognition, comprehension, and application to answer items related to professional practice.

DOMAIN 1—FIRE SAFETY PRACTICE (36%)

1.1 Identify life safety deficiencies in aisles, corridors, and ramps
1.2 Identify air handling equipment hazards
1.3 Given a scenario identify hazards of ineffective fire alarms
1.4 Given a scenario identify alternative approaches to life safety
1.5 Identify testing requirements for automatic fire extinguishing systems
1.6 Identify the various classes of fire
1.7 Identify construction hazards that impact life safety issues
1.8 Identify requirements for commercial cooking operations
1.9 Identify corridor fire safety issues
1.10 Identify door locking requirements in patient areas
1.11 Identify hazards of poorly operations exhaust systems
1.12 Given a scenario identify unacceptable passageways
1.13 Given a scenario identify the appropriate extinguishing systems
1.14 Identify fire and smoke door requirements
1.15 Identify the maintenance and testing requirements of fire hoses
1.16 Identify the standard that addresses fire safety cans
1.17 Identify the key purpose of conducting fire safety evaluations
1.18 Given a scenario identify the most flammable gas
1.19 Identify flow testing requirements for standpipes
1.20 Identify foot candle requirements for emergency lighting
1.21 Identify hazard related to heat detectors
1.22 Identify inspection requirements for fire and smoke compartment or walls
1.23 Identify kitchen fire safety hazards
1.24 Identify fore hazard in hospital clinical labs
1.25 Identify healthcare laundry fire safety requirements
1.26 Identify the testing requirements for notification devices
1.27 Identify maintenance or testing requirements for fire extinguishers
1.28 Given a situation identify requirements for checking rated barriers
1.29 Given a scenario identify requirements non-sprinklered area separations
1.30 Given a scenario identify separations requirements for various occupancies
1.31 Identify requirements for smoke barriers and compartments
1.32 Identify risks of inoperative smoke dampers
1.33 Identify proper storing of combustibles
1.34 Identify surgical fire risks
1.35 Identify testing roof surfaces & thermal barriers
1.36 Identify actions to ensure safe welding

DOMAIN 2—FIRE HAZARD CODES & STANDARDS (28%)

2.1 Automatic Sprinkler Systems (NFPA 25)
2.2 Bonding, Grounding, and Electrical Fire Hazards (NFPA 70/70E)
2.3 Bulk Oxygen Systems (NFPA 50)
2.4 Electrical Power Standby Power Systems (NFPA 110, NFPA 111)
2.5 Fire Doors and Fire Windows (NFPA 80)
2.6 Fire Hoses (NFPA 1962)
2.7 Fire Protection for Laboratories Using Chemicals (NFPA 45)
2.8 Fire Safety and Emergency Symbols (NFPA 170)
2.9 Fire Walls and Fire Barrier Walls (NFPA 221)
2.10 Flammable/Combustible Materials (NFPA 30)
2.11 Healthcare Facilities (NFPA 99)
2.12 Inspection, Testing, and Maintenance of Water-Based Protection Systems (NFPA 25)
2.13 Installation of Smoke Door Assemblies (NFPA 105)
2.14 Installation of Sprinkler Systems (NFPA 13)
2.15 Kitchen Hood Extinguishing (NFPA 96)
2.16 Laser Fire Protection (NFPA 115)
2.17 Life Safety and Egress (NFPA 101, 101A)
2.18 Portable Fire Extinguishers (NFPA 10)
2.19 Smoke Control (NFPA 92 & NFPA 92A)
2.20 Ventilating System Dampers and Controls (NFPA 90A)
2.21 Welding, Cutting, and Brazing (NFPA 51B)

DOMAIN 3—SAFETY MANAGEMENT (36%)

3.1 Identify built structure risks
3.2 Identify emergency communications
3.3 Identity basic compressed gas safety
3.4 Identify the definition of fire confinement
3.5 Identify fire and emergency drill frequency and monitoring
3.6 Identify egress and exit requirements
3.7 Identify healthcare electrical safety hazards or requirements
3.8 Identify elevator/escalator safety and fire operational issues
3.9 Identify emergency lighting requirements in all facility areas
3.10 Identify emergency power systems operational testing
3.11 Identify emergency facility emergency procedures
3.12 Identify facility areas that need fire safety hazard evaluations
3.13 Identify fire-related statistics for deaths and injuries
3.14 Identify hazardous storage areas with flammable/combustible materials
3.15 Identify the elements of a hospital incident command system
3.16 Identify fire and electrical occupational hazards
3.17 Identify fire and life safety requirements for outpatient facilities
3.18 Identify OSHA personal protective equipment and respirator requirements
3.19 Identify prioritized emergency response actions
3.20 Identify fire safety inspection requirements
3.21 Identify fire safety requirements of CMS and accreditation organizations

SAMPLE QUESTIONS

1. What response reflects the best method for identifying workplace fire hazards?
a. Conducting comprehensive site analyses and surveys*
b. Reviewing hazard control publications and journals
c. Understanding application of standards and codes

2. What response about carbon monoxide is most accurate?
a. Gas inhibits blood from carrying oxygen to the brain*
b. Indoor pollutant generated from arcs of electric motors
c. Can causes breathing/respiratory problems but seldom fatal

3. What extinguisher effective on computer fires is environmentally dangerous?
a. Carbon dioxide
b. Dry powder
c. Halon*

4. What NFPA publication addresses electrical grounding requirements for patient areas in healthcare facilities?
a. NFPA 70
b. NFPA 99*
c. NFPA 101

STUDY REFERENCES

- Healthcare Hazard Control and Safety Management, 3rd Edition, CRC Press, Boca Raton, FL, 2014, J.T. Tweedy, ISBN: 978-1-4822-0655-5, www.ibfcsm.com

- CHFSP Self Directed Study Guide, TLCS, Available in PDF at: www.ibfcsm.com

- NFPA 99-2012, Health Care Facilities Code Handbook, NFPA, Quincy, MA, 2011, MA, R.E. Bielen & J.K. Lathrop, ISBN: 978-161665141-1

- NFPA 101-2012, Life Safety Code Handbook, NFPA, Quincy, MA 2011, ISBN: 978-006461807

- Joint Commission Accreditation Standards: Environment of Care, Life Safety, and Emergency Management Standards.

- OSHA Egress and Fire Related Standards

CERTIFIED PATIENT SAFETY OFFICER
(CPSO) EXAM BLUEPRINT

IBFCSM exams contain 100-150 multiple choice items. Exam results permit the assessment to determine a candidate's minimum competency for certification. The blueprint reflects specifications published in the JTA Technical Report. Percentages reflect proportion of test items in each domain. Candidates use recall, recognition, comprehension, and application to answer items related to professional practice.

DOMAIN 1 —PATIENT SAFETY FUNDAMENTALS (36%)
1.1 Given a scenario identify key adverse event issues
1.2 Identify issues related to change analysis
1.3 Identify issues impacting clinical communication
1.4 Identify the importance of collecting patient information
1.5 Identify common never events
1.6 Identify concepts related to deferring to medical expertise
1.7 Given a scenario identify key issues of an adverse event
1.8 Identify key discipline approaches in non-punitive cultures
1.9 Identify duty of care requirements
1.10 Identify evidenced based medicine
1.11 Given a scenario identify correct management functions
1.12 Identify healthcare organizational priorities
1.13 Identify key milestones in the history of patient safety
1.14 Given a scenario identify human error and steps to improve reliability
1.15 Identify ways to lead other using management principles
1.16 Identify medical staff issues that impact patient safety
1.17 Identify medication safety risks and issues
1.18 Identify organizational climate and structures
1.19 Identify common patient care risks
1.20 Given a scenario identify key patient data and information
1.21 Identify ways to encourage patient participation in care
1.22 Identify key patient safety officer duties
1.23 Identify correct definitions of patient safety terms
1.24 Identity principal issues related to accountability and behaviors
1.25 Given a scenario identify how risk management impacts patient safety
1.26 Given a scenario identify challenges and culture change
1.27 Identify ways senior leaders can promote patient safety
1.28 Identify how teamwork understanding improves safety
1.29 Identify why transparency and trust promotes proactive safety efforts
1.30 Identify reasons for understanding human errors

DOMAIN 2 –PATIENT HAZARDS & RISKS (28%)
2.1 Identify methods for analyzing patient safety incidents
2.2 Identify steps to take to facilitate culture change
2.3 Identify the importance of building trusting cultures
2.4 Identify reliability science
2.5 Given a scenario identify the importance of delegation of authority
2.6 Given a scenario identify ways to evaluate human factors impact on safety
2.7 Identify high reliability methods applicable to healthcare organizations
2.8 Identify reasons to use good improvement processes

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2.9 Given a scenario identify key findings of an investigation
2.10 Identify situations that illustrate a need for change
2.11 Identify issues related to outcome improvement
2.12 Identify effective patient safety initiatives
2.13 Identify the need for proactive performance improvement
2.14 Given a scenario prioritize corrective actions
2.15 Given a scenario identify the need for proactive safety efforts
2.16 Identify the key elements in an effective problem-solving process
2.17 Identify an effective error reporting process
2.18 Identify a conflict that occurs between risk and quality management
2.19 Given a scenario identify the reason for conducting a safety assessment
2.20 Identify how safety cultures can impact reporting processes
2.21 Given a scenario identify an occurrence that meet sentinel event threshold
2.22 Identify why statistics does not always reveal patient safety hazards
2.23 Identify the best definition of strategic initiatives
2.24 Identify why system method can improve patient outcomes
2.25 Identify why teamwork improves patient safety
2.26 Identify the reasons that leaders must better understand failure

DOMAIN 3—PATIENT SAFETY COMPLIANCE (36%)
3.1 Identify accreditations requirements that address patient safety
3.2 Given a scenario identify common adverse events
3.3 Identify why some professionals connect patient safety EOC issues
3.4 Identify reason that communicating safety issues can become difficult
3.5 Identify the role that diagnostic errors play in patient outcomes
3.6 Given a scenario identify why emergency management is patient safety issue
3.7 Identify why facility safety impacts patient care
3.8 Identify the importance of developing a hazardous drug safety plan
3.9 Identify reasons that infection control and prevention is critical for patients
3.10 Identify effective infection prevention methods
3.11 Identify common or key adverse patient events
3.12 Given a scenario identify why it is important to maintaining care levels
3.13 Identify a situation when medical equipment safety impacts patient safety
3.14 Identify safe medication management processes
3.15 Identify common patient safety clinical hazards
3.16 Identify patient evacuation process
3.17 Identify hospital responsibilities for patient fall prevention
3.18 Identify the purpose for patient safety organizations
3.19 Identify patient safety responsibilities for support personnel
3.20 Identify pharmacy hazards that can escalate in a patient adverse event
3.21 Given a scenario identify reasons many safety committees perform ineffectively
3.22 Identify sharp and blunt end issues that threaten patient safety

SAMPLE QUESTIONS

1. Which term does the Institute of Medicine (IOM) use to describe a patient injury resulting from poor medical management rather than underlying disease?
a. Adverse event*
b. Near miss
c. An error

2. Which of the following would be a model for culture change that focuses on factors other than those involved in a patient caregiver event?
a. Swiss-Cheese Model
b. Blunt and Sharp End Process*
c. Hindsight Bias

3. Which of the following would be the primary purpose for identifying and analyzing a medical error that does not produce any patient injury or harm?
a. Report the error to state medical and nursing boards
b. Identify and hold accountable persons responsible
c. Help identify flaws within the system or any sub system*

4. Which of the following actions would contribute the most to reducing risks of organizational acquired infections in a hospitalized patient?
a. Use disposable medical supplies in all times patient or treatment areas
b. Establish a multi-disciplinary infection control committee to evaluate risks
c. Require staff to follow established organizational hand sanitizing protocols*

STUDY REFERENCES

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  To Do No Harm, Jossey-Bass/Wiley & Sons, San Francisco, CA, 2005, J.M. Morath & J.E. Turnbull, ISBN: 0-7879-6770-X

- Principles of Risk Management and Patient Safety, Jones & Bartlett, Sudbury, MA, 2011, B.J. Youngberg, IBSN: 978-0-7637-7405-9

- NFPA 99-2012, Health Care Facilities Code Handbook, NFPA, Quincy, MA, 2011, MA, R.E. Bielen & J.K. Lathrop, ISBN: 978-161665141-1

- NFPA 101-2012, Life Safety Code Handbook, NFPA, Quincy, MA 2011, ISBN: 978-006461807

- Refer to appropriate standards to guide patient safety, compliance, and accreditation actions: (JC, DNV, HFAP, CMS); Federal Agencies (CDC, DHS, DHHS, DHS, DOT, EPA, FDA, FEMA, NRC, & OSHA); Voluntary Organizations (ANSI, ASTM, ASHRAE, FGI, NFPA, NIOSH, UL).

CERTIFIED HEALTHCARE SAFETY NURSE (CHSN)
EXAM BLUEPRINT

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DOMAIN 1 —PATIENT SAFETY (36%)

1.1 Identify and respond to adverse events
1.2 Identify the need for change analysis
1.3 Identify critical elements of clinical communication
1.4 Identify elements of collecting patient information
1.5 Identify common patient never events
1.6 Identify importance of continuous learning
1.7 Identify the need for discipline in non-punitive cultures
1.8 Identify the importance of ethics
1.9 Given a scenario identify steps to facilitate change
1.10 Identify how transparency impacts healthcare organizations
1.11 Identify issues related to harm free care
1.12 Given a scenario identify consequence of human error
1.13 Given a scenario identify elements of improving reliability
1.14 Identify concepts related to leading others
1.15 Identify patient events common in malpractice allegations
1.16 Identify medical staff issues related to safety
1.17 Given a scenario identify medication safety events
1.18 Identify factors that can impact operational safety
1.19 Identify issues relevant to organizational assumptions
1.20 Identify factors impacted by organizational climate
1.21 Given a scenario identify organizational structure issues impacting safety
1.22 Identify patient care risks in various settings
1.23 Identify reasons that patient information collection is vital
1.24 Identify ways patients can participate in their care
1.25 Identify patient safety risks
1.26 Identify the safety importance of personal accountability
1.27 Identify how personnel behaviors impact safety performance
1.28 Given a scenario identify risk management principles
1.29 Identify concepts related to safety cultures
1.30 Given a scenario identify senior leadership safety roles

DOMAIN 2—SAFETY & HAZARD MANAGEMENT (28%)

2.1 Identify accident investigation principles
2.2 Identify the principles of hazard analysis
2.3 Identify principles related to authority and discipline
2.4 Identify behaviors that hinder communication
2.5 Identify continuous improvement concepts and principles
2.6 Identify principles relevant to good decision-making
2.7 Identify disaster and emergency management objectives
2.7 Identify safety education and training requirements

2.8 Identify objectives for maintain a responsive employee health function
2.9 Given a scenario identify facility safety priorities
2.10 Identify elements of maintain a high reliability organization
2.11 Given a scenario identify the human factors impacting safety
2.22 Identify concepts related to leadership and management
2.23 Identify training, education, and orientation needs based on empirical data
2.24 Identify common preventable medical errors
2.25 Identify occupational health risks for nursing personnel
2.26 Identify hindrances to maintaining a good operational culture
2.27 Identify essential elements related to organizational dynamics
2.28 Given a scenario identify key performance improvement objectives
2.29 Identify actions to ensure safety policies reflect realistic priorities
2.30 Identify quality improvement processes that help safety performance
2.31 Identify key risk management principles
2.32 Identify important concepts related to effective safety assessments
2.33 Identify the importance of understanding the costs of adverse events

DOMAIN 3—STANDARDS COMPLIANCE (36%)
3.1 Identify requirements related accreditation standards (JC, DNV, HFAP, CMS)
3.2 Identify antimicrobials & disinfectants compliance requirements
3.3 Identify biological and chemical hazards compliance regulations
3.4 Identify clinical department safety requirements
3.5 Identify agencies and requirements of the Code of Federal Regulations (CFR 10, 21, 29, 40, 42, 44, 49)
3.6 Identify major OSHA compliance standards (Bloodborne, HAZCOM, Electrical Safety, etc.)
3.7 Identify consensus standard requirements (ANSI, ASTM, ASHRAE, FGI, NFPA, NIOSH, etc.)
3.8 Identify emergency management requirements of CMS, ASPR, DHS, FEMA, etc.)
3.9 Identify environmental management regulations
3.10 Identify key elements and requirements for environment of care areas
3.11 Identify compliance and voluntary standards addressing ergonomics
3.12 Identify Federal agency requirements (CDC, EPA, FDA, NRC, & OSHA, etc.
3.13 Identify major life and fire safety requirements
3.14 Identify flammable and combustible risks
3.15 Identify requirements for handling, storing, and disposing hazardous wastes
3.16 Identify key infection control standards, guidelines, and recommendations
3.17 Identify key elements of safety related to ionizing & non-ionizing radiation
3.18 Identify medical equipment safety requirements and hazards
3.19 Identify key elements of handling blood and other pathological wastes
3.20 Identify key standards, guidelines, and recommendations for patient safety

SAMPLE QUESTIONS

1. What describes the benefit of implementing a patient lifting program?
a. Improved patient quality of care*
b. Reduced workers' compensation costs
c. Greater resident satisfaction

2. Which NFPA publication <u>exclusively</u> addresses healthcare facility topics?
a. NFPA 13
b. NFPA 72
c. NFPA 99*

3. What control should safety personnel consider <u>first</u> when protecting workers from airborne contaminants?
a. Isolating the hazard far from most workers
b. Providing proper local and general ventilation*
c. Requiring use of supplied air respirators immediately

4. What process is a rapid change method?
a. Fishbone Causation Analysis
b. Plan-Do-Check-Act*
c. Root Cause Analysis

STUDY REFERENCES

- Healthcare Hazard Control and Safety Management, 3rd Edition, CRC Press, Boca Raton, FL, 2014, J.T. Tweedy, ISBN: 978-1-4822-0655-5,

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- The Essential Guide for Patient Safety Officers, Joint Commission Resources, 2009

- Principles of Risk Management and Patient Safety, Jones & Bartlett, 2011

CERTIFIED HEALTHCARE SAFETY—ENVIRONMENTAL SERVICES (CHS-EVS) EXAM BLUEPRINT

IBFCSM exams contain 100-150 multiple choice items. Exam results permit the assessment to determine a candidate's minimum competency for certification. The blueprint reflects specifications published in the JTA Technical Report. Percentages reflect proportion of test items in each domain. Candidates use recall, recognition, comprehension, and application to answer items related to professional practice.

DOMAIN 1—MANAGEMENT & LEADERSHIP (36%)

1.1 Identify accident investigation principles
1.2 Identify hazard reporting & analysis concepts
1.3 Identify principles of communication effectiveness
1.4 Identify key decision-making concepts
1.5 Identify disaster & emergency management
1.6 Given a scenario identify facility safety priorities
1.7 Identify appropriate use of high reliability concepts
1.8 Identify human factors impacting safety
1.9 Given a scenario identify improvement processes
1.10 Identify leadership principles
1.11 Identify management concepts
1.12 Identify medical & care related errors
1.13 Identify occupational health issues and concerns
1.14 Identify dynamics operational safety culture
1.15 Identify quality improvement processes
1.16 Identify patient safety concepts
1.17 Identify risk management principles
1.18 identify safety assessment processes
1.19 Identify safety priorities
1.20 Identify system safety methods
1.21 Identify training, education, & orientation requirements

DOMAIN 2—HAZARD CONTROL (28%)

2.1 Identify principles of accident investigations
2.2 Identify appropriate antimicrobial solutions to use in various setting
2.3 Identify workplace equipment, tool, and physical hazards
2.4 Identify clinical and departmental hazards
2.5 Given a scenario identify employee personal protection equipment
2.6 Identify tool and equipment hazards
2.7 Given a scenario identify the scope of a facility safety assessment
2.8 Identify exposure risks gases and vapors
2.9 Given a scenario identify departmental hazards
2.10 Identify fundamental elements of hazardous material management
2.11 Given a scenario identify appropriate hazard controls
2.12 Given a scenario identify infection control and prevention risks
2.13 Identify key elements of job safety practice
2.14 Given a scenario identify risks of medical equipment
2.15 Identify methods for reporting hazards & injuries
2.16 Given a scenario identify safety priorities

DOMAIN 3—COMPLIANCE & STANDARDS (36%)

3.1 Identify accreditation standards (JC, CMS, DNV, HFAP, etc.)
3.2 Identify appropriate disinfectant safety regulations
3.3 Given a scenario identify regulatory requirements for biological/chemical hazards
3.4 Identify clinical safety requirements and standards
3.5 Identify standards published in the Code of Federal Regulations (CFR 10, 21, 29, 40, 42, 44, 49)
3.6 Identify major healthcare relevant OSHA standards and compliance requirements
3.7 Identify safety procedures for using and handling of compressed gases requirements
3.8 Identify emergency and environmental management standards and requirements
3.10 Given a scenario identify ergonomics & human factors hazards or risks
3.11 Given a scenario identify facility wide safety regulations & standards
3.12 Identify roles and responsibilities of Federal Agencies (CDC, DHHS, EPA, FDA, NRC, & OSHA, etc.)
3.13 Given a scenario identify life and fire safety standards and requirements
3.14 Identify standards regulating use and handling of flammable /combustible substances
3.15 Given a scenario Identify hazardous materials management regulations
3.16 Given a scenario identify standards or guidelines affecting infection control
3.17 Identify relevant medical equipment regulations and standards
3.18 Identify medical wastes storage and handling requirements
3.19 Given a scenario identify relevant occupational safety and health standards
3.20 Identify voluntary standards (ANSI, ASTM, ASHRAE, ASME, CGA, FGI, NFPA, NIOSH, etc.)

SAMPLE QUESTIONS

1. What would be the best reason to conduct trending analysis?
a. Determining accident costs
b. Determining training needs
c. Identifying problem areas*

2. A supervisor can best help safety efforts by doing which of the following?
a. Purchasing safe equipment and tools
b. Training employees on safe work procedures*
c. Meeting with the hospital safety manager

3. According to Hazard Communication Standard, who has the responsibility for having hazardous material information available to the employees, upon request?
a. The manufacturer
b. The employer*
c. The selling company

STUDY REFERENCES

- Healthcare Hazard Control and Safety Management, 3rd Edition, CRC Press, Boca Raton, FL, 2014, J.T. Tweedy, ISBN: 978-1-4822-0655-5
- Self-Directed Study Guide, TLCS, Available in PDF at: www.ibfcsm.com
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- NFPA 99-2012, Health Care Facilities Code Handbook, NFPA, Quincy, MA, 2011, MA, R.E. Bielen & J.K. Lathrop, ISBN: 978-161665141-1
- NFPA 101-2012, Life Safety Code

CERTIFIED HEALTHCARE SAFETY—LONGTERM CARE (CHS-LTC) EXAM BLUEPRINT

IBFCSM exams contain 100-150 multiple choice items. Exam results permit the assessment to determine a candidate's minimum competency for certification. The blueprint reflects specifications published in the JTA Technical Report. Percentages reflect proportion of test items in each domain. Candidates use recall, recognition, comprehension, and application to answer items related to professional practice.

DOMAIN 1—MANAGEMENT & LEADERSHIP (36%)

1.1 Identify accident investigation principles
1.2 Identify hazard reporting & analysis concepts
1.3 Identify principles of communication effectiveness
1.4 Identify key decision-making concepts
1.5 Identify disaster & emergency management
1.6 Given a scenario Identify facility safety priorities
1.7 Identify appropriate use of high reliability concepts
1.8 Identify human factors impacting safety
1.9 Given a scenario identify improvement processes
1.10 Identify leadership principles
1.11 Identify management concepts
1.12 Identify medical & care related errors
1.13 Identify occupational health issues and concerns
1.14 Identify dynamics operational safety culture
1.15 Identify quality improvement processes
1.16 Identify resident safety concepts
1.17 Identify risk management principles
1.18 Identify safety assessment processes
1.19 Identify safety priorities
1.20 Identify system safety methods
1.21 Identify training, education, & orientation requirements

DOMAIN 2—HAZARD CONTROL (28%)

2.1 Identify principles of accident investigations
2.2 Identify appropriate antimicrobial solutions to use in various setting
2.3 Identify workplace equipment, tool, and physical hazards
2.4 Identify clinical and departmental hazards
2.5 Given a scenario identify employee personal protection equipment
2.6 Identify tool and equipment hazards
2.7 Given a scenario identify the scope of a facility safety assessment
2.8 Identify exposure risks gases and vapors
2.9 Given a scenario identify departmental hazards
2.10 Identify fundamental elements of hazardous material management
2.11 Given a scenario identify appropriate hazard controls
2.12 Given a scenario identify infection control and prevention risks
2.13 Identify key elements of job safety practice
2.14 Given a scenario identify risks of medical equipment
2.15 Identify methods for reporting hazards & injuries
2.16 Given a scenario identify safety priorities

DOMAIN 3—COMPLIANCE & STANDARDS (36%)

3.1 Identify accreditation standards (JC, CMS, DNV, HFAP, etc.)
3.2 Identify appropriate disinfectant safety regulations
3.3 Given a scenario identify regulatory requirements for biological/chemical hazards
3.4 Identify resident safety requirements and standards
3.5 Identify standards published in the Code of Federal Regulations (CFR 10, 21, 29, 40, 42, 44, 49)
3.6 Identify major healthcare relevant OSHA standards and compliance requirements
3.7 Identify safety procedures for using and handling of compressed gases requirements
3.8 Identify emergency and environmental management standards and requirements
3.9 Given a scenario identify ergonomics & human factors hazards or risks
3.19 Given a scenario identify relevant occupational safety and health standards
3.10 Identify voluntary standards (ANSI, ASTM, ASHRAE, ASME, CGA, FGI, NFPA, NIOSH, etc.)
3.11 Given a scenario identify facility wide safety regulations & standards
3.12 Identify roles and responsibilities of Federal Agencies (CDC, DHHS, EPA, FDA, NRC, & OSHA, etc.)
3.13 Given a scenario identify life and fire safety standards and requirements
3.14 Identify standards regulating use and handling of flammable or combustible substances
3.15 Given a scenario identify hazardous materials management regulations
3.16 Given a scenario identify standards or guidelines affecting infection control
3.17 Identify relevant medical equipment regulations and standards
3.18 Identify medical wastes storage and handling requirements

SAMPLE QUESTIONS

1. What best describes the benefit of implementing a lifting program?
a. Improved quality of care*
b. Reduced worker comp costs
c. Greater resident satisfaction

2. Which NFPA publication exclusively addresses healthcare facility topics?
a. NFPA 13
b. NFPA 72
c. NFPA 99*

3. What control would be first when protecting workers from airborne contaminants?
a. Isolating the hazard far from most workers
b. Providing proper local and general ventilation*
c. Requiring use of supplied air respirators immediately

STUDY REFERENCES

- Healthcare Hazard Control and Safety Management, 3rd Edition, CRC Press, Boca Raton, FL, 2014, J.T. Tweedy, ISBN: 978-1-4822-0655-5
- Self-Directed Study Guide, TLCS, Available in PDF at: www.ibfcsm.com
- Introduction to Hazard Control Management, CRC Press, 2014, IBSN: 978-1-4665-5158-9
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- To Do No Harm, Jossey-Bass/Wiley & Sons, San Francisco, CA, 2005, J.M. Morath & J.E. Turnbull, ISBN: 0-7879-6770-X
- NFPA 99-2012, Health Care Facilities Code Handbook, NFPA, Quincy, MA, 2011, MA, R.E. Bielen & J.K. Lathrop, ISBN: 978-161665141-1
- NFPA 101-2012, Life Safety Code

CERTIFIED PRODUCT SAFETY MANAGER (CPSM) EXAM BLUEPRINT

IBFCSM exams contain 100-150 multiple choice items. Exam results permit the assessment to determine a candidate's minimum competency for certification. The blueprint reflects specifications published in the JTA Technical Report. Percentages reflect proportion of test items in each domain. Candidates use recall, recognition, comprehension, and application to answer items related to professional practice.

DOMAIN 1—PRODUCT SAFETY MANAGEMENT (35%)

1.1 Identify principles of accident costing processes
1.2 Identify the concept of strict liability
1.3 Identify consumer product certification
1.4 Identify product liability and litigation consequences
1.5 Identify the principles related to defend and indemnity/liability
1.6 Identify the purpose and nature of disclaimers and warranties
1.7 Identify the key areas of employee product safety training
1.8 Identify the product risks related to flammability
1.9 Given a scenario identify food processing safety risks
1.10 Identify the purpose of hazard and danger warnings
1.11 Identify milestones related to the history of product safety
1.12 Identify the risks associated with ignoring product safety procedures
1.13 Identify the purposes of independent safety reviews
1.14 Given a scenario identify key elements of industrial accident generation
1.15 Given a scenario identify elements related to legal negligence
1.16 Given a scenario identify the importance product safety management functions
1.17 Identify the key elements related to manufacturer liability issues
1.18 Identify types of product adverse events
1.19 Identify the importance of safety audits to product safety
1.20 Identify the purpose of product instructional information
1.21 Given a scenario identifies product recall processes
1.22 Identify the importance of maintain product control records
1.23 Identify the impact of providing product safety literature
1.24 Identify product litigation actions and safety responsibilities
1.25 dentify importance of product safety promotional campaigns
1.26 Identify and define the concept of reasonably safe products
1.27 dentify the purpose of records documentation and retention
1.28 Identify reasons for conducting safety audits and hazard evaluations
1.29 Identify safety interventions and voluntary recall processes
1.30. Identify the use of warranty statements

Domain 2—Product Hazard Controls (41%)

2.1 Identify elements of the product audit and inspection process
2.2 Identify purposes for conducting benefit analysis
2.3 Identify the concept of compliant safety systems
2.4 Identify conditional product related events
2.5 Identify consumer product safety analysis elements
2.6 Identify elements relevant to controlling production hazards
2.7 Identify reasons for conducting cost effectiveness analysis
2.8 Identify elements of ensuring design of safe products

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2.9 Identify reasons for evaluating existing product hazards
2.10 Identify principles of failure assessments
2.11 Given a scenario identify elements of field disassembly or reassembly
2.12 Identify flowcharting benefits
2.13 Identify benefits of hazard analysis
2.14 Given a scenario identify human factors and ergonomic hazards
2.15 Identify reason for assessing manufacturing processes
2.16 Given a scenario identify medical product risks
2.17 Identify elements related to modifications to existing products
2.18 Identify potential user behaviors
2.19 Identify methods for preventing hazardous products reaching consumers
2.20 Identify the importance of product design field reports and hazard analysis
2.21 Identify relevancy of product sampling plans and testing criteria
2.22 Identify elements relevant to production sequence and quality controls
2.23 Given a scenario identify risk and hazard severity issues
2.24 Given a scenario identify safe design objectives and assessments
2.25 Identify specification limits and substantially equivalent definitions
2.26 Identify elements of system safety science and methods

DOMAIN 3—STANDARDS COMPLIANCE (24%)
3.1 Identify Federal regulations relevant to product safety
3.2 Identify consumer product safety compliance requirements
3.3 Identify relevant consumer product safety standards
3.4 Identify CPSC enforcement scope and standards
3.5 Identify defective product reporting standards
3.6 Identify Federal agencies product safety responsibilities
3.7 Identify regulatory report procedures
3.8 Identify safety laws impacting import of foreign goods
3.9 Identify laws related to sale of goods or products
3.10 Identify requirements for manufacturer duty to warn
3.11 Identify key medical equipment and device regulations
3.12 Identify product complaint investigation requirements
3.13 Identify key product safety legislation
3.14 Identify product safety signs
3.15 Identify the use of product safety warnings
3.16 Identify accurate product safety warning labels
3.17 Identify the difference between product warnings and cautions
3.18 Identify product radiation compliance standards
3.19 Identify regulator jurisdictions
3.20 Identify processes for reporting consumer product injuries
3.21 Identify key consensus and voluntary product safety standards

SAMPLE QUESTIONS

1. What statement best describes the reason or reasons for a product legal liability claim?
a. The misuse or poor application of safe products
b. Design, manufacture, distribution, or sale of products*
c. Ownership and distribution of dangerous products

2. What best describes the fundamental philosophy of a system safety process?
a. A system approach requires a complete safety staff including analysts
b. System safety methods emphasize a reactive approach rather than a proactive approach to risk
c. System safety approaches always improve the bottom line*

3. What is a manufacturer=s duty to warn users about a product?
a. Duty exists for products designated as hazardous by a regulatory/consensus organization
b. Duty ends in most situations once a product is sold*
c. Waive duty with a properly developed disclaimer

4. What key issue relates to the general theory of negligence in product safety?
a. Reasonableness of the manufacturer conduct at the time product left its hands*
b. Reasonableness of a product designed for environment of usage
c. Reasonableness of product usage prior to an incurred injury

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