



# **Certification & Recertification Candidate Handbook**

Presented by:



## **Candidate Handbook**

### **Purpose of the Candidate Handbook**

The CRNFA Candidate Handbook provides essential information on policies and procedures pertaining to certification and recertification of the CRNFA credential. It is your responsibility to familiarize yourself with the contents of this handbook. If you have questions, please feel free to contact CCI at [info@cc-institute.org](mailto:info@cc-institute.org) or 888-257-2667 8-4 MT.

All information is subject to change without notice, including test content, exam fees and policies.



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# Introduction to Certification

## **What is Certification?**

Certification, as defined by the American Board of Specialty Nursing Certification (ABSNC), is the formal recognition of the specialized knowledge, skills, and experience demonstrated by the achievement of standards identified by a nursing specialty to promote optimal health outcomes. Retrieved February 14, 2018 from <http://www.nursingcertification.org/about/>.

## **What are the Purposes of Certification?**

- Demonstrates commitment to accountability to the general public for safe nursing practice
- Enhances quality patient care
- Identifies registered nurse first assistants (RNFAs) who have demonstrated professional achievement in an expanded role by providing care for patients during surgical interventions
- Provides employing agencies a means of identifying professional achievement of an individual RNFA
- Provides personal satisfaction for practitioners

## **What are the Objectives of the CRNFA Certification Program?**

- Recognizes the individual professional nurse who is proficient in practice
- Strengthens conscious use of theory in assessing, planning, implementing and evaluating patient care
- Enhances professional growth through continued learning that results in greater depth of knowledge and expanded skills

## **What is the Rationale for Certification?**

CRNFA certification documents the validation of the professional achievement of identified standards of practice by an individual registered nurse working in a first assistant role in the perioperative setting. This voluntary recognition program acknowledges the professional achievement demonstrated by an individual nurse's performance which exceeds that required for competent practice as a registered nurse first assistant in the perioperative setting.

# About the CRNFA Exam

Being successful at passing the CRNFA certification exam requires:

1. Having a thorough and sound foundation of the knowledge and skills required for competent clinical practice (see CRNFA Exam Content Outline below). Knowledge can be obtained through work experiences and independent learning, as well as through formal educational programs. The experiential knowledge component of the exam requires that an individual has a minimum of 2,000 hours of experience as a registered nurse first assistant. Thus, the CRNFA exam is based on what a nurse with 2,000 hours of RNFA practice in the perioperative setting is expected to know. The exam assesses a combination of experiential and cognitive knowledge, as together these form the foundation of competent clinical practice.
2. Understanding of the test-taking process. There is a definite skill in answering multiple-choice questions. Becoming familiar with techniques for responding to the multiple-choice questions will improve your chances of a successful performance on the CRNFA exam.

## **How is the Exam Developed?**

A *Job Analysis* including *Test Specifications*, was developed by CCI and a collection of subject matter experts working under the expert guidance of our testing partner Prometric. The Job Analysis describes the overall

functions and responsibilities, as well as the underlying knowledge and skills that are essential to ensure proficiency as a registered nurse first assistant. Test specifications were developed on the basis of external ratings and constitute a plan upon which the job-related certification exam was constructed for nurses functioning in this role. CCI intends this document to act as a guideline for development of the certification exam. It is recognized that the Job Analysis may not reflect all the specific tasks performed by an individual functioning in this role. For more information on CRNFA test development committees, see Appendix A.

## CRNFA Certification – Earning Your Credential

To earn the CRNFA credential, candidates must meet eligibility requirements and pass the national CRNFA certification exam.

### **Who is Eligible to Apply for the Exam?**

Candidates must meet one of two eligibility paths for the CRNFA certification exam depending on Advanced Practice Registered Nurse (APRN) status. All applicants must have completed a formal RNFA program that meets the AORN standards for RN first assistant education programs to be eligible to sit for the CRNFA exam.

### **If the applicant is an Advanced Practice Registered Nurse (APRN), e.g., CNS, NP, CNM, or CRNA, the eligibility requirements for the CRNFA examination include the following:**

- Master, doctoral, or post-master's certificate in an advanced practice program.
- Certificated as an Advanced Practice Registered Nurse (APRN) by an accredited certification program.
- Completion of an acceptable formal RNFA program which meets the AORN standards for RN first assistant education programs. A copy of the certificate of completion must accompany the application.

### **If the applicant is not an APRN the eligibility requirements are:**

- Hold a bachelor's degree in any field. A copy of the diploma must accompany the application.
- Currently working full time or part time as an RNFA
- A minimum of 2,000 documented hours of practice as an RNFA. Hours may include preoperative, intraoperative, and postoperative patient care

All RNFAs, to include APRNs, must have completed at least 2,000 hours of practice as an RNFA at the time of application. At least 1,000 of those hours must involve first assisting during the intraoperative period. At least 500 hours of RNFA practice must have been completed within the two years immediately prior to application. Hours of practice in an RNFA internship or practicum may be included. Attendance of classes, programs, or seminars cannot be included.

Documentation that **must** be submitted with the application includes the following:

- Date of procedure
- Type of procedure
- Time of procedure delineating pre-, intra-, and postoperative hours
- Initials of the surgeon assisted

The pre-and postoperative hours do not have to be the cases on which the applicant assisted. Practice hours earned in a volunteer status while working in the RNFA role may be utilized in fulfillment of this requirement.

### **Preoperative hours may include:**

1. Preadmission management and planning
2. History and physical assessment
3. Patient, family, and community education

4. Immediate preoperative assessment
5. Review patient record for necessary documentation related to the surgical procedure
6. Participate in components of Universal Protocol
7. Communication of plan of care and pertinent information with OR staff, including special needs of both patient and surgeon

Intraoperative hours must include serving in the first assistant role. While performing in the intraoperative role the first assistant cannot be concurrently serving in any other perioperative nursing role.

**Postoperative hours may include:**

1. Assist with initial PACU monitoring
2. Write postoperative orders
3. Write or dictate progress notes, discharge summaries, history and physicals
4. Postoperative interventions during daily rounds to include dressing changes, suture or drain removal, other types of catheter and IV removal, other tasks as ordered by the surgeon which are within the RN scope of practice
5. Wound management
6. Assist in monitoring nutritional support, intravenous, and electrolyte therapy
7. Postoperative teaching, discharge instructions to patient and/or family
8. Collaborate with facility and community resources for post-discharge care
9. Physician office visits that include any of the above-mentioned behaviors, follow-up care, or procedures
10. Assist with medications and medication teaching
11. Transport to PACU

*\*The certifying organization does not discriminate among candidates as to age, sex, race, religion, national origin, ethnicity, disability, marital status, sexual orientation, and gender identity.*

**What are the Subject Areas of the Exam?**

The CRNFA exam is comprised of the following subjects. For a complete list of task and knowledge statements for the CRNFA exam, see Appendix B.

<b>Subject Area</b>	<b>Percent of Exam</b>	<b>Number of Test Questions</b>
<b>1. Basic Sciences</b>	13%	19
<b>2. Assessment Techniques</b>	17%	26
<b>3. Intraoperative Technique</b>	50%	75
<b>4. General Knowledge/Skills</b>	10%	15
<b>5. Professional Practice</b>	10%	15
<b>Total</b>	<b>100%</b>	<b>150</b>



## Applying for the CRNFA Exam

### **How Do I Apply for the Exam?**

Applicants may apply for the CRNFA exam by downloading [CRNFA exam application](#). To complete the application, you will need the following information. The process will take approximately 15 minutes.

<ul style="list-style-type: none"> <li>Personal contact information - address, email, and phone numbers home and work</li> </ul>	<ul style="list-style-type: none"> <li>Employer contact information – facility name, address, and phone number</li> </ul>
<ul style="list-style-type: none"> <li>Last four digits of your social security number</li> </ul>	<ul style="list-style-type: none"> <li>Birth year</li> </ul>
<ul style="list-style-type: none"> <li>Diploma for baccalaureate level or higher degree (copies acceptable)</li> </ul>	<ul style="list-style-type: none"> <li>RN information – RN license number and expiration date, state(s) licensed to practice</li> </ul>
<ul style="list-style-type: none"> <li>RNFA Practice Hour Log with a minimum of 2,000 documented hours of practice as an RNFA. Hours may include preoperative, intraoperative, and postoperative patient care</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor contact information (name, address, email, phone number)</li> </ul>
<ul style="list-style-type: none"> <li>Payment</li> </ul>	<ul style="list-style-type: none"> <li>For RNFA program graduates with a program completion date of January 1, 2016 or after, a verification letter from the program is required. Please contact CCI at 888-257-2667 for a sample letter.</li> </ul>
<ul style="list-style-type: none"> <li>Certificate of completion of an acceptable formal RNFA program</li> </ul>	

### **How Much Does the Exam Cost?**

For a current list of exam fees and available discounts, please visit [CRNFA fees and deadlines](#).

### **When is the Exam Offered?**

Candidates may take the exam Monday through Saturday, excluding holidays, year-round. Once your application has been approved, you have a three-month window in which you can schedule your test. A candidate's three-month testing window opens the month immediately following approval of the application, as illustrated below. NOTE: Applicants may test only once during any testing window.

<b>Application Approved</b>	<b>Testing Months</b>	<b>Application Approved</b>	<b>Testing Months</b>
<b>January</b>	February, March, April	<b>July</b>	August, September, October
<b>February</b>	March, April, May	<b>August</b>	September, October, November
<b>March</b>	April, May, June	<b>September</b>	October, November, December
<b>April</b>	May, June, July	<b>October</b>	November, December, January
<b>May</b>	June, July, August	<b>November</b>	December, January, February
<b>June</b>	July, August, September	<b>December</b>	January, February, March

### **Does CCI Verify My Application Information?**

Information on applications may be verified. If there is any reason to believe that any applicant might not have met eligibility requirements, or if an outside party informs CCI that an individual has not met certain requirements, the application will be flagged for audit. In addition, 10% of certification applications are randomly selected for audit. The Credentialing Manager will begin the audit by contacting the individual in writing to obtain documentation to substantiate the information in question. Information may be verified by telephone, e-mail message and/or letter. All information gained through verification procedures will be confidential, except in instances where the law demands disclosure of facts. Under no circumstances will the reporting party be disclosed.

Should any information on the application be found false, the applicant will be notified and declared ineligible to continue in the certification process. Verification may include but is not limited to the following information:

- Verification of current employment through contact with employer/employing institution
- Verification of applicant's RN license through NURSY
- Verification of professional nursing history through contact with past employers

*\*It is the responsibility of the applicant to furnish any information missing from the application. An e-mail will be sent to the applicant detailing the results of the audit after the documents have been reviewed*

## **Preparing for the Exam**

### **Disclaimer**

As a certification organization, CCI's role is in developing and administering certification examinations to determine the qualifications of candidates for certification. CCI does not require or endorse any specific study guides, review products, and/or training courses. Candidates may prepare for certification examinations with any educational materials they choose. Purchase of CCI review materials is not a requirement for testing, nor does use of any review materials (CCI or otherwise) imply successful performance on the certification examinations. No study resources are prerequisites for the certification examinations.

### **Reference Materials**

The following are the references for the CRNFA certification examination:

#### **Highly-Recommended Reference:**

- AORN's Guidelines for Perioperative Practice (most current edition)

#### **Perioperative Nursing Textbooks:**

- Rothrock, J.C. (Ed.). (2015). *Alexander's Care of the Patient in Surgery* (15th ed.). St. Louis, MO: Mosby Elsevier.

OR

- Phillips, N. (2017). *Berry and Kohn's Operating Room Technique* (13th ed.). St. Louis, MO: Mosby Elsevier.

#### **Additional Recommended References:**

- Hogan-Quigley, B. (2012). *Bates' Guide to Physical Examination and History Taking*. Philadelphia: Walter/Kluwer Health/Lippincott Williams and Wilkins.
- Ignatavicius, D. D., & Workman, M. L. (2016). *Medical Surgical Nursing: Patient-Centered Collaborative Care* (8<sup>th</sup> ed.). St. Louis, MO: Elsevier Mosby.

- Lewis, S. L., Dirksen, S. R., Heitkemper, M. M., Bucher, L., & Camera, I. M. (2014). *Medical Surgical Nursing: Assessment and Management of Clinical Problems*. St. Louis, MO: Elsevier Mosby.
- McCance, K.L., & Huether, S.E. (eds.). (2013). *Pathophysiology: The Biologic Basis of Disease in Adults and Children* (7th ed.). St. Louis: Mosby Elsevier.
- Pagana, K.D., & Pagana, T. J. (2014). *Mosby's Diagnostic and Laboratory Test Reference* (12th ed.). St. Louis: Elsevier Mosby.
- Seifert, P.C. (Ed.). (2014). *Core Curriculum for the RN First Assistant* (5th ed.). Denver: AORN.
- www.epocrates.com

### **Complimentary CCI Exam Preparation Resources**

A [study plan and bibliography](#) are available on the CCI website.

### **Other Materials and Courses**

Other companies provide a variety of tools to aid in preparation, including flash cards, practice tests, and preparation courses. Before purchasing a non-CCI product, compare the content to the CRNFA tasks and knowledge statements in the back of this Handbook (see Appendix B) and verify that all references are current.

### **How Long Should I Study for the Exam?**

The recommended study period to successfully pass the CRNFA certification exam is three months. Reviewing the task and knowledge statements for each subject will aid in identifying areas of strengths and possible weaknesses. Align these identified areas for additional study or experience with the [study plan](#). Keep in mind how many questions or what percentage of the exam is contained within each of the subject areas being studied. Be realistic about the time commitment. Use experiences at work to gain additional knowledge and skills in unfamiliar areas. Using a variety of preparation aids, studying in 20 to 45-minute segments, and frequent review have been found to increase comprehension and retention of information.

## **Taking the CRNFA Exam**

### **How Many Questions Are on the Exam?**

The CRNFA exam consists of 180 multiple choice questions. Of the 180 questions, 150 questions are used to calculate your test score. The remaining 30 items serve as pretest questions, and do not affect your score. Pre-test questions are dispersed throughout the exam and cannot be identified. Sample questions can be found in Appendix C.

### **How Much Time Do I Have to Complete the Exam?**

The CRNFA exam is a timed test and must be completed in 3 hours and 45 minutes. The computer used to take the exam will keep the official time.

### **How Much Computer Experience Do I Need to Take the Test?**

The computerized format of the exam requires no previous computer experience. An optional pre-exam tutorial will provide instructions on how to take the exam on the computer. It will also provide examples on how to select answers, and how to mark any questions you may want to return to and review before finishing the exam. The time allotted for completing the tutorial is separate from the actual exam time.

### **How Do I Schedule My Exam Appointment?**

Once CCI has reviewed and approved your application, you will receive an email notification of approval and instructions on how to schedule your test. These instructions will include contact information for Prometric, the testing agency CCI has contracted with to administer the CRNFA exam. Testing centers are located

throughout the U.S. and internationally. You will contact Prometric directly at [schedule](#) to choose the testing date, time, and location most convenient for you.

### **Are There Testing Center Guidelines I Should Know?**

There are extensive security measures at the testing site. Take the time to watch the video “What to Expect on Test Day” and review [prepare for test day](#) to understand all day-of-testing requirements.

#### **Monitoring**

Several security measures will be enforced during the exam administration. Be aware that you will be observed at all times while taking the exam. This observation may include direct observation by test center staff, as well as video recording of your testing session.

Exams cannot be viewed, copied, or studied by any individuals. Copying or retaining test questions or transmitting the test questions in any form to other individuals, organizations, or study groups will result in forfeiting your right to have your exam scored and may result in civil prosecution and disciplinary action by CCI.

#### **Personal Belongings**

Personal belongings are not permitted in the testing room, except for the pencils and scratch paper provided by the test center administrator. A small, secure locker located outside the testing room will be provided for personal items. You may request ear plugs from the test center administrator; personal ear plugs are not permitted. You may not eat, drink, or use tobacco in the testing room. Please visit [regulations](#) for additional test center regulations.

#### **Dismissal from a Test Session**

The test center administrator is authorized to dismiss a candidate from a test session, including but not limited to:

- Failure to follow the test center administrator’s directions.
- Creating a disturbance of any kind.
- Giving or receiving assistance of any kind.
- Using prohibited aids, such as reference materials, mechanical listening devices, notes, and recording or photographic devices.
- Removing or attempting to remove test questions and/or responses (in any format) from the testing room.
- Removing or attempting to remove scratch paper from the test center.
- Attempting to take the test for someone else.
- Attempting to tamper with the operation of the computer.
- Leaving the testing room without permission.
- Leaving the test center/building at any time.
- Using electronic communications or recording equipment such as cellular phones and like devices.
- Using notes, books, or other aids.
- Bringing any materials to the test center that may compromise the administration of the exam.
- Sharing information about the test and test questions with any unauthorized person(s).

If a proctor witnesses what he or she believes to be a security breach, the exam is stopped immediately; all related materials are retained, and an incident report is generated and routed to Prometric. The Prometric Security Office makes a copy of the video and reviews it for quality and to determine if there was any inappropriate action requiring follow-up with the test center personnel. The copy of the video and any related materials are forwarded to Prometric, which would then be delivered to CCI.

If it is believed that an applicant or certificant violates the Misconduct Policy, breaches security, or fails to follow test center directions, CCI may render sanctions against the individual which may include but not be limited to:

- Suspension from the exam for an indefinite or specified period
- At the discretion of the CCI Board of Directors, notify the State Board of Nursing, employer, insurance company, or other public health agency

### **What Happens If I Don't Schedule My Exam?**

If you fail to schedule a testing appointment, your entire testing fee is forfeited. To re-apply, current eligibility criteria must be met and the fee applicable at that time must be paid.

### **What If I Am Late or Miss My Exam Appointment?**

If you are late for your test appointment by more than 15 minutes, or miss your scheduled appointment time, you will be considered a no-show applicant. Your entire testing fee is forfeited.

### **When Do I Receive My Exam Results?**

Applicants will receive notification of their exam results prior to leaving the testing center. Applicants will receive a link from Prometric to access the score report. Scores will not be reported if the confidentiality of the exam is broken or misconduct at the testing center is reported.

### **What is the Passing Score?**

Your score on the exam is the total number of questions you answer correctly. Candidates should answer all questions on the exam as any question not answered may count against the final score.

For the CRNFA certification exam, there is one reported pass/fail decision score. You need a total test scale score of at least 620 to pass each of these examinations. Scores are determined by converting the number of questions answered correctly to a scale score that ranges from 200 to 800.

A scale score is transformed from the raw test score (the number of test questions answered correctly). The process is something like transforming height (your test performance) from centimeters (your raw score) into inches (your scale score). To interpret any test score, a uniform frame of reference is required. Scale scores provide that frame of reference based on the standard adopted by CCI of the amount of knowledge necessary to pass without regard to the specific test form or version taken. A scale score of at least 620 is required to pass.

*\*Please note that a scale score is neither the number of questions you answered correctly nor the percentage of questions you answered correctly.*

### **How Soon Can I Schedule to Take an Exam for the Second Time?**

Subsequent exam applications cannot be submitted in the same testing window as an unsuccessful exam attempt. The full exam price must be paid for each testing attempt.

### **If I Retake the Exam, Will I Take the Same Test?**

No. Because of CCI's commitment to quality and test security, there are multiple versions of the CRNFA exam.

## Rescheduling the Exam

You may withdraw/cancel your application to test, reschedule your exam date or time within your original three-month testing window, or transfer your exam to another three-month testing window. Please see the table below for additional information.

### **Definition of Terms**

#### **Withdraw/cancel:**

You are removing your application to test. You are not planning on sitting for the CRNFA exam at this time.

#### **Changing the date for a previously scheduled exam:**

You have applied for and set a day/time for your exam and now want to move the testing date to another day within the same testing window.

#### **Transferring a previously scheduled exam to another testing window:**

You have applied for and set a day/time for your exam and now want to move the testing date to another day in the next testing window. NOTE: You may only transfer twice within an application.

Please see the table below for additional information.

	<b>30 DAYS PRIOR TO END OF TESTING WINDOW OR SCHEDULED TEST DATE</b>	<b>BETWEEN 29 AND 6 DAYS PRIOR TO END OF TESTING WINDOW OR SCHEDULED TEST DATE</b>	<b>5 OR FEWER DAYS PRIOR TO END OF TESTING WINDOW OR SCHEDULED TEST DATE</b>
<b>WITHDRAW/CANCEL AN EXAM APPT.</b>	<ol style="list-style-type: none"> <li>Contact Prometric and cancel your appointment.</li> <li>Log into CCI account and complete the withdrawal request. \$75 of application fee is non-refundable.</li> </ol>	<ol style="list-style-type: none"> <li>Contact Prometric and cancel your appointment. A \$50 fee will be charged.</li> <li>Log into CCI account and complete the withdrawal request. \$75 of application fee is non-refundable.</li> </ol>	You are unable to withdraw/cancel your exam appointment. You must sit for the exam or all fees will be forfeited.
<b>CHANGING A DATE FOR A PREVIOUSLY SCHEDULED EXAM WITHIN THE SAME TESTING WINDOW</b>	<ol style="list-style-type: none"> <li>Contact Prometric to cancel your original exam date and reschedule the exam date within the 90-day test window for no fee.</li> </ol>	<ol style="list-style-type: none"> <li>Contact Prometric to cancel your original exam date and to reschedule the new exam date within the 90-day test window.</li> </ol> <p>NOTE: A \$50 fee will be charged every time you reschedule your test date.</p>	You are unable to change or cancel the date for your exam appointment. You must sit for the exam or all fees will be forfeited.
<b>TRANSFERRING A PREVIOUSLY SCHEDULED EXAM TO ANOTHER TESTING WINDOW</b>	<ol style="list-style-type: none"> <li>Contact Prometric and cancel your original appointment.</li> <li>Log into your CCI account and complete the transfer request. A \$75 fee will be charged.</li> </ol> <p>NOTE: You can only transfer twice within a single application.</p>	<ol style="list-style-type: none"> <li>Contact Prometric to cancel your original exam date and to reschedule the exam date within the 90-day test window. A \$50 fee will be charged every time you reschedule your test date.</li> <li>Log into your CCI account and complete the transfer request. A \$75 fee will be charged.</li> </ol>	You are unable to transfer to a new testing window for your exam. You must sit for the exam or all fees will be forfeited.

## Using the CRNFA Credential

CRNFA is the official designation recognizing the nurse who has been certified as a Registered Nurse First Assistant. The CRNFA certification documents the validation of the professional achievement of identified standards of practice by a registered nurse working the expanded field of first assisting.

### **Who Can Use the Credential?**

The CRNFA mark is federally registered with the U.S. Patent and Trademark Office and may only be used in accordance with CCI policy by those who have achieved and maintain the designation.

### **How Long is My Credential Active?**

Certification status is granted for a period of 5 years. Your certification will expire on December 31<sup>st</sup> of the fifth year of the recertification cycle unless you complete one of the recertification methods in effect at that time. When a credential lapses the nurse may no longer use the CRNFA designation in his/her credentials.

### **When Can I Begin Using My Credential?**

Certificants will receive a paper certificate in the mail within three weeks of passing the exam. The CRNFA credential may be used as soon as it can be confirmed on our website at [verification of credential](#).

### **How Do I Display My Name and Credential?**

In writing, proper usage is as follows:

Jane A. Doe, BSN, RN, CRNFA, CNOR  
Or  
John Doe, MSN, RN, ACNS-BC, CRNFA

## General Information

### **How Is My Confidentiality Maintained?**

A system of safeguarding confidential information provided by certification applicants will be maintained. No outside agency or persons shall have access to individual certification records unless the records are required to be provided under applicable law, or in conjunction with regulatory investigations.

### **Publicity**

CCI reserves the right to designate and approve national publicity concerning the certification program.

- National publicity may be authorized by CCI for purposes of marketing the program
- AORN Headquarters, AORN chapters, and the *AORN Journal* may appropriately recognize AORN members who become certified



# Certification Policies

CCI reserves the right to establish, review, and revise policies and procedures for certification/recertification as deemed appropriate.

## **Does CCI Provide ADA Accommodations at its Testing Centers?**

### **ADA Requirements**

The Competency & Credentialing Institute (CCI) is committed to providing reasonable accommodations in its exam processes to otherwise qualified individuals with physical or mental disabilities in accordance with the Americans with Disabilities Act (ADA).

Under the ADA, persons with disabilities may be entitled to accommodations if they have a physical or mental impairment (i) that substantially limits a major life activity (such as hearing, seeing, learning, reading, or concentrating), or (ii) a major bodily function (such as the neurological, endocrine, or digestive system). However, CCI is not obligated to provide accommodations that would fundamentally alter the measurement of the skills or knowledge the exam is intended to test, or that would impose an undue burden on CCI.

### **How to Apply for Accommodations**

Candidates with disabilities who believe they need accommodations must notify CCI in writing of the type of accommodation requested, in addition to providing current and appropriate documentation of the disability. Because the provision of accommodations is based upon an assessment of the current impact of the individual's disabilities, the candidate must provide documentation based on an evaluation within the past five years.

The documentation provided should include correspondence from a healthcare provider who has first-hand knowledge of the disability, that describes the nature of the disability, and specific recommendations regarding the type of accommodation required to address the disability. The letter should be on that professional's letterhead stationery and include his or her title, address, phone number, and original signature. Examples of requests for special testing accommodations that may be granted include, but are not limited to, modification of seating or other physical arrangements in the exam facility, providing for the exam to be taken in an accessible location, or providing for a reasonable extension of testing time. Examples of requests for special testing accommodations that may be denied include modification of the content of an objective multiple-choice exam, providing for unlimited testing time, or permitting a reader to paraphrase test material or translate the material into another language.

Requests and supporting documentation must be received at least 90 days prior to the date scheduled for testing. All accommodation determinations will be made by CCI at its sole discretion.

## **What Is a Group Testing Irregularity?**

Unlike cases of individual candidate misconduct, occasionally testing irregularities occur that affect a group of test takers. Such problems include, without limitation, administrative errors, defective equipment or materials, improper access to test content and/or the unauthorized general availability of test content, as well as other disruptions of test administrations (e.g. natural disasters and other emergencies).

When group testing irregularities occur, Prometric will conduct an investigation to provide information to CCI. Based on this information, CCI may direct Prometric either not to score the test or to cancel the test score. When it is appropriate to do so, the Board will arrange with Prometric to give affected test takers the opportunity to take the test again as soon as possible, without charge. Affected test takers will be notified of the reasons for the cancellation and their options for retaking the test. The appeal process does not apply to group testing irregularities.

### **What Happens If I Misuse or Misrepresent the Credential?**

Any misuse or misrepresentation of the CRNFA credential by those not currently holding the credential shall be subject to legal action by CCI. This includes use of the CRNFA credential once the credential has lapsed. CCI may render sanctions against the individual, which may include, but not be limited to:

- Suspension from the exam for an indefinite or specified period of time
- At the discretion of the CCI Board of Directors, notify the respective state board of nursing, employer, insurance company, or another public health agency

### **Can My Credential Be Revoked?**

CCI may deny, suspend or revoke certification. Certification can be denied, suspended or revoked for cause, including but not limited to the following:

- Failing to complete or provide evidence of completion of the requirements for initial certification, certification renewal or reactivation of certification;
- Failure to maintain the required professional licensure;
- Determination that initial certification or certification renewal was improperly granted or that certification was improperly reactivated;
- Falsification or misstatement of information on any certification-related document;
- Providing false or misleading information;
- Misrepresentation regarding credentialing status;
- Cheating or assisting others to cheat;
- Causing, creating or participating in an examination irregularity;
- Assisting others to wrongfully obtain initial certification or to renew or reactivate certification;
- Failure to comply with the scope and standards of practice in an area in which the certification is held;
- Misuse of or misrepresentation with respect to the CCI credential;
- Commission of a crime or gross negligence in the practice of nursing;
- Violation of CCI policy or procedure;
- Failure of audit processes;
- Failure to comply with the American Nurses Association's Code of Ethics for Nurses with Interpretive Statements;
- Conduct unbecoming of the nursing profession; and
- Has not paid all outstanding debts to CCI.

*\*Certified nurses will be informed by letter of CCI's decision to revoke the CRNFA status. There will be no refund if, for any reason, the CRNFA status is revoked.*

### **Does CCI Have an Appeals Process?**

There shall be an external board of appeals available to a CRNFA candidate seeking appeal of decisions made by CCI. Such board of appeals will be appointed as needed and will be composed of six past board members of CCI (three members and three alternates). A written request for review by the board of appeals and supporting documentation must be submitted by the candidate, within 30 days after receipt by the candidate, of CCI's initial decision. Decisions of the external board of appeals shall be final and binding. All requests for amendment or appeal will be heard in accordance with the CCI policies in effect at the time.

Because the testing center verifies CCI test results for accuracy, hand-scoring of the CRNFA test is only available by request and for a nominal fee. Please contact CCI for additional information.

The appeals process does not apply to group testing irregularity issues at the testing center.

# Introduction to Recertification

## **What is Recertification?**

The continued documented validation of the professional achievement of identified standards of practice by an individual RNFA working in a first assisting role in the perioperative setting.

## **What Are the Purposes of Recertification?**

Recertification:

- Recognizes the individual professional nurse who is proficient in practice
- Strengthens conscious use of theory in assessing, planning, implementing and evaluating nursing care
- Enhances professional development through continued learning that results in acquisition of current knowledge and expanded skills and practice

## **Why Should I Recertify?**

The rapid pace of change and the prevalence of technology in the modern perioperative setting require a conscious effort to maintain competency. Certification is recognized for a period of 5 years, with recertification required at the conclusion of that 5-year period. The required CRNFA recertification activities flow from and are consistent with the task and knowledge statements of the most current Job Analysis for the CRNFA role. CCI conducts a CRNFA job analysis at specified intervals to ensure that the certification program reflects current best practices. The recertification requirements guide professional development activities in providing parameters for acceptable practice and in maintaining a link to the most current body of knowledge.

Competency is the actual performance in a situation, and consists of three components: knowledge, skills and attitude. Each of these components is a necessary element. The CRNFA recertification process acknowledges the need for active work in the maintenance of continuing competency by directly addressing 2 of the 3 components. The practice requirement facilitates the maintenance of current skills and promotes the acquisition of new skills, through exposure in the practice setting. Other professional development activities e.g., continuing education, facilitate the acquisition of knowledge, which is the second essential component of competency. It is assumed that ongoing professional development and engagement guided by the recertification process will also indirectly influence the certificant and thus effect positive change in attitude, the third component of competency.

## CRNFA Recertification – Maintaining Your Credential

### **When Do I Recertify?**

The certified status of an individual RN is conferred by CCI for a period of 5 years, at which time a CRNFA may seek recertification. The recertification process requires a CRNFA to choose a method of recertification, complete recertification activities during the accrual period, and meet recertification eligibility requirements.

### **What Must I Do to Recertify?**

To recertify your credential, you must:

1. Meet the recertification eligibility requirements (these differ from requirements for first-time certification)
2. Choose a recertification method and complete recertification activities during your accrual period
3. Complete CCI's application during your recertification year
4. Pay the application fee

### **What Are the Eligibility Requirements to Recertify?**

All of the following requirements must be met at the time of application for CSSM recertification:

1. Be currently licensed, without provision or condition, as a registered nurse in the country where
2. currently practicing
3. Be CRNFA certified
4. Be currently employed in perioperative nursing as an CRNFA
5. Currently certified as a CNOR or APRN
  - a. Have the minimum number of practice hours depending on the recertification method

In addition to the above eligibility requirements all applicants must fulfill the requirements of the recertification method they choose.

For those nurses holding both the CRNFA and CNOR credentials, the CNOR credential becomes merged with the CRNFA credential. Recertification requirements need to be met for the CRNFA credential only.

The certifying organization does not discriminate among candidates as to age, sex, race, religion, national origin, ethnicity, disability, marital status, sexual orientation, and gender identity.

### **What Are the Fees for Recertification?**

For a current list of exam fees and available discounts, please visit [CRNFA fees and deadlines](#).

***Please note:*** Applications cannot be processed without payment. All fees and/or outstanding debts to CCI must be paid by December 31 of your recertification year.

## **Recertification Accrual Period & Deadlines**

### **What is an Accrual Period?**

The accrual period is the time period in which the certificant must complete continuing education or professional development activities.

<b>Year Certified</b>	<b>Recertification Year</b>	<b>Recertification Earning Period</b>	<b>Recertification Applications Accepted</b>	<b>Recertification Application Deadline</b>
<b>2013</b>	<b>2018</b>	<b>2013-2017</b>	Jan 1 – Dec 31, 2018	December 31, 2018
<b>2014</b>	<b>2019</b>	<b>2014-2018</b>	Jan 1 – Dec 31, 2019	December 31, 2019
<b>2015</b>	<b>2020</b>	<b>2015-2019</b>	Jan 1 – Dec 31, 2020	December 31, 2020
<b>2016</b>	<b>2021</b>	<b>2016-2020</b>	Jan 1 – Dec 31, 2021	December 31, 2021
<b>2017</b>	<b>2022</b>	<b>2017-2021</b>	Jan 1 - Dec 31, 2022	December 31, 2022
<b>2018</b>	<b>2023</b>	<b>2018-2022</b>	Jan 1 - Dec 31, 2023	December 31, 2023

## CRNFA Recertification Methods

To recertify the credential, certificants choose a recertification method, which includes a prescribed plan for continued professional development. Certificants have up to 5 years to complete their recertification activities and apply for recertification the following year.

### **What are the Recertification Methods?**

CRNFA certificants may choose contact hours, points, or exam to recertify the credential.

#### **Recertification by Contact Hours**

The contact hour requirement is based on the number of CRNFA practice hours. Recertification by continuing education contact hours requires the accumulated hours be awarded within the five-year accrual period. Appendix D outlines the specific requirements of recertification by contact hours. The certificant is responsible for providing the certificates of attendance.

#### **Recertification by Points**

Recertification by points recognizes that professional development and competency maintenance may be accomplished in a variety of ways, including successful participation in various professional activities. The number of points a certificant must submit for recertification depends on the number of clinical practice hours the certificant has worked. Recertification by the point's method requires the activities to be completed within the five-year accrual period. Appendix E outlines the specific requirements of recertification by points.

#### **Recertification by Exam**

Certificants may recertify by retaking the CRNFA exam. Certificants must successfully pass the CRNFA exam by December 31st of the final year of their certification or the CRNFA credential will lapse. The final date to apply for recertification by exam is November 30 of the year that recertification is due. Please review the table below for testing windows. Note that applying for an exam in October or November results in a shortened testing window.

*\*Please call CCI at 888-257-2667 for assistance*

Application Approved	Testing Months	Application Approved	Testing Months
January	February, March, April	July	August, September, October
February	March, April, May	August	September, October, November
March	April, May, June	September	October, November, December
April	May, June, July	October	November, December
May	June, July, August	November	December

### **How Do I Submit My Recertification Application?**

To submit your recertification application, select your method below and fulfill the requirements. **You will need your primary e-mail address and password to log in to your account.** To sign in, go to your [CCI account](#).

#### **A complete application includes:**

- Application, including personal and work information
- Application fee

- Signed Statement of Understanding

**To submit your application:**

- Recertification by Points: Download [Recertification by points application](#)
- Recertification by Contact Hours: Download the [Recertification by contact hours application](#)
- Recertification by Exam: Download [Recertification by exam application](#)
- Mail or fax the completed CRNFA Recertification application to: Competency and Credentialing Institute, 2170 South Parker Road, Suite 120 Denver, Colorado 8023, or fax to 303-695-8464. Please call CCI AT 888-257-2667 to confirm your application was received

**What Happens If I Am Audited?**

10% of recertification applications are randomly selected by CCI for audit. Additionally, if there is reason to believe there has been a breach in the integrity of the process by an individual seeking recertification, CCI may also select those individuals for audit.

Applicants selected for audit will be required to submit additional documentation (see Appendix F). Contact CCI for more information if verification of employment is required. An e-mail will be sent to the applicant detailing the results of the audit after the documents have been reviewed.

## **Alternatives to Recertification**

**My Credential Has Expired. How Do I Reactivate It?**

Contact hours or points will NOT be accepted to regain certified status. The only way to be reinstated as a CRNFA is to meet all the eligibility requirements in effect at that time and successfully pass the examination.

**Emeritus Status – Retiring CRNFAs**

CCI offers CRNFAs who are retiring from professional perioperative nursing the option to maintain their credential in an Emeritus capacity with the CRNFA Emeritus status or CRNFA (E). CCI established the Emeritus status to recognize retired CRNFAs' service and commitment to the perioperative profession, as well as their achievement and maintenance of the CRNFA credential.

Emeritus candidates apply at [CRNFA emeritus](#) and the one-time fee for Emeritus status is \$125. Once your application and fee have been received, your Emeritus status certificate will be mailed to you within four to six weeks.

Effective January 1, 2012, you **must** currently hold the CRNFA credential in good standing to apply for CRNFA Emeritus status. The CRNFA Emeritus credential is not available if your CRNFA credential has lapsed.

## Appendix A – Test Development Committees

### **Test Development Committees**

A certification examination is the product of a scientifically rigorous process based on industry standards. This process is subject to accreditation oversight and approval. The Competency and Credentialing Institute works with our testing partner Prometric to develop certification examinations. The testing agency is responsible for accomplishing the following functions: assist in developing the final form of the exam; assist in developing measurement tools; administer and score exams; report results in such exams; and maintain an item bank. Prometric is the agency currently under contract for these services.

In addition to the contributions of our testing partner, the participation of those nurses providing clinical care is essential to maintain a certification examination. Nurses holding a certification may apply to serve on these test development committees. A short description of the test development committees follows below.

### **Job Analysis**

A job analysis is designed to obtain descriptive information about the tasks performed in a job and the knowledge/skills needed to support the performance. The purpose of the job analysis is to review and revise the list of the tasks and knowledge related to work performed by registered nurse first assistants and to develop test specifications for the certification examination. The Job Analysis defines the major content areas along with the major tasks performed and the knowledge needed for competent performance. The CRNFA certification exam is updated at regular intervals to reflect any changes to the previous year's edition of the AORN *Guidelines*, as well as updated versions of other references.

### **Item Writers**

Item writers are responsible for constructing questions specific to each section of the test specifications. The testing agency furnishes each writer with instructions on how to write multiple choice questions along with a list of appropriate reference materials.

### **Item/Form Review Committee**

The Item/Form Review Committee reviews all questions selected for the exam. Such matters as correctness of answers, prevention of geographic or gender bias, clarity of language, and appropriateness of items are considered during the item review process. The edited copy of the final form of each exam is reviewed and approved by the Item/Form Review Committee. The committee review constitutes a final check and balance system on the reliability of the exam.

### **PIN (Problem Identification Notification) Committee**

The PIN Committee reviews pretest (non-scored) items for possible inclusion in future certification examinations. The performance of the item with test takers, the psychometric qualities of the items and the correctness of answers are all examined. If needed, this group will revise questions for further pre-test use as non-scored items.

## Appendix B – Task & Knowledge Statements

### **Subject Area 1: Basic Sciences**

1. Anatomy and Physiology
2. Chemistry
3. Microbiology
4. Pathophysiology
5. Pharmacology
6. Psychology
7. Sociology
8. Nutrition
9. Informatics

### **Subject Area 2: Assessment Techniques**

1. Normal and Abnormal Laboratory Values
2. Diagnostic Procedures (e.g., Imaging Studies, Invasive/Non-invasive Procedures)
3. Hemodynamic Monitoring
4. Nursing Assessment Skills
5. History and Physical Examination
6. Patient Interviewing Techniques
7. Environmental Safety of Patient Care Areas
8. Psychosocial Issues (e.g., Support Systems, Risks for Harm, Financial Resources)

### **Subject Area 3: Intraoperative**

1. Surgical Procedure
2. Body Mechanics/Ergonomics
3. Patient Positioning Principles
4. Draping Principles
5. Interdisciplinary Resource Utilization (e.g., X-ray, Lab)
6. Exposure Techniques
7. Hemostatic Techniques
8. Handling of Instruments
9. Principles of Asepsis
10. Safe Handling of Sharps
11. Suture Selection, Suturing and Knot Tying Techniques
12. Tissue-Handling and Dissection Techniques
13. Wound Closure Techniques
14. Surgical Dressing Application
15. Supportive/Immobilization Devices
16. Wound Classification
17. Surgical Equipment, Supplies, and Instrumentation
18. Surgical Complications
19. Emergency Situations
20. Pain Management
21. Anesthesia Care
22. Normothermia, Hyper/Hypothermia
23. Fluid and Electrolyte Management
24. Transfer/Transport Techniques
25. Radiation Safety



26. Advanced Technology (e.g., Robotics, Hybrid Suites, Electronic Medical Records)

**Subject Area 4: General Knowledge/Skills**

1. Nursing Process (including Nursing Diagnosis)
2. Critical Thinking
3. Patient Safety Guidelines and Principles
4. Principles of Biohazards and Infectious Waste
5. AORN Standards, Recommended Practices, and Guidelines
6. Documentation
7. Medical Diagnosis
8. Discharge Planning/Community Resource Utilization
9. Age-specific Care
10. Culture-specific Care
11. Resource Management (e.g., Cost Containment, Sustainability)
12. BMI and Implications
13. Interpersonal Relationships and Working as a Team

**Subject Area 5: Professional Practice**

1. Patient Advocacy
2. Professional Advocacy
3. Professional Accountability
4. Credentialing and Privileging Process
5. Ethics
6. Interdisciplinary Communication Techniques
7. Leadership, Collaborative Relationships, and Mentoring (e.g., Team Building, Workplace Violence, Education)
8. Risk Management, Liability, and Malpractice Issues
9. Legal, Regulatory, and Policy Guidelines
10. Research Principles, Techniques, and Application to Practice
11. Public Policy Development
12. Negotiation Techniques

## Appendix C – Sample Exam Questions

The following sample questions are representative of actual test content and question format. An answer key is provided below.

1. When evaluating the hemodynamic status of the patient, a hemoglobin level below \_\_\_\_\_ g/dL indicates a need for blood transfusion.
  - A. 6
  - B. 8
  - C. 10
  - D. 12
2. Which diagnostic study is beneficial for determining whether a mass is cystic or solid?
  - A. Mammogram
  - B. Genetic testing
  - C. Ultrasound
  - D. MRI
3. Which suture has the least tensile strength, retention, and knot security?
  - A. Tevdek
  - B. Prolene
  - C. Ethilon
  - D. Chromic gut
4. A collection of blood in a body cavity or space caused by oozing is called a:
  - A. Pseudoaneurysm
  - B. Hemachroma
  - C. Hematoma
  - D. Nodule
5. As a patient advocate, the RNFA is responsible for safeguarding the patient's:
  - A. Rights
  - B. Health
  - C. Care
  - D. Treatment

Answers:

1. The correct answer is A. Rationale: A decreased hemoglobin reduces the oxygen carrying capabilities blood. A level below 6 g/dL most often requires a blood transfusion. If there is active bleeding, specific evaluation is necessary to determine if blood transfusions are necessary between 6-10 g/dL. Reference: Seifert, P.C. (Ed.). (2014). *Core Curriculum for the RN First Assistant* (5th ed.). Denver: AORN, p. 312.
2. The correct answer is C. Rationale: Diagnostic studies help to determine diagnosis and the extent of invasive breast cancers. Ultrasound of the breast is used to determine if a mass is solid or cystic in nature. Reference: Seifert, P.C. (Ed.). (2014). *Core Curriculum for the RN First Assistant* (5th ed.). Denver: AORN, p. 122.
3. The correct answer is D. Rationale: Chromic gut suture is absorbable. Absorbable suture has less tensile strength, retention, and knot security as opposed to non-absorbable. Reference: Seifert, P.C. (Ed.). (2014). *Core Curriculum for the RN First Assistant* (5th ed.). Denver: AORN, p. 61.
4. The correct answer is C. Rationale: Hematomas form when there is uncontrolled bleeding or oozing into a body space or cavity. The hematoma may cause pain and require drainage. Reference: Phillips, N. (2017). *Berry and Kohn's Operating Room Technique* (13th ed.). St. Louis, MO: Elsevier. p. 579.
5. The correct answer is A. Rationale: The ANA Code of Ethics states nurses are responsible for safeguarding patients' rights. In addition, the RNFA is responsible to ensure the patient is receiving quality care through continuous patient assessment. Reference: Seifert, P.C. (Ed.). (2014). *Core Curriculum for the RN First Assistant* (5th ed.). Denver: AORN, p. 30.

## Appendix D - Recertification by Contact Hours

### **Required Contact Hours:**

The following is a list of eligible activities which may be used to recertify your CRNFA credential by contact hours. The number of contact hours required for recertification is based on the number of clinical practice hours, as outlined in the grid below.

<b>If You Have</b>	<b>You Need</b>	<b>The CHs Must Be</b>
<b>1,000 clinical practice hours or more</b>	200 Contact Hours	100 RNFA Related/50 Periop Related
<b>Between 500 and 1,000 clinical practice hours</b>	300 Contact Hours	150 RNFA Related/75 Periop Related

### **Accredited, Approved Providers**

Contact hours approved by any of the following groups are acceptable:

- A. American Nurses Credentialing Center (ANCC)
- B. An agency, organization, or educational institution accredited by ANCC
- C. Any State Board of Nursing
- D. Any state nurses' association
- E. Association of periOperative Registered Nurses (AORN)
- F. American Association of Critical-Care Nurses (AACN)
- G. American Association of Neuroscience Nurses (AANN)
- H. American Association of Nurse Anesthetists (AANA)
- I. Association of Women's Health, Obstetric, and Neonatal Nurses (AWHONN), formerly NAACOG
- J. American Academy of Family Practitioners (AAFP)
- K. American Academy of Nurse Practitioners (AANP)
- L. American Academy of Physicians Assistants (AAPA)
- M. American College of Nurse Midwives (ACNM)
- N. National Association of Nurse Practitioners in Women's Health (NPWH)
- O. National Association of Pediatric Nurse Associates and Practitioners (NAPNAP)

*\*Certificants from other groups deemed equivalent to those listed above may be accepted. This decision will be approved by the CEO in consultation with the Credentialing Manager.*

### **Approved Topics**

To ensure the validity of this credential and its consistency with industry standards, CCI requires contact hours earned for CRNFA recertification to be related to the first assisting role. Although the following is not an all-inclusive list, it provides a broad range of first-assisting related subjects.

- A. Anatomy and physiology
- B. Critical thinking skills
- C. Communication
- D. Disease management (HIV, hepatitis, diabetes, etc.)
- E. Discharge planning
- F. Ethics
- G. Infection control
- H. Leadership/supervisory skills
- I. Legal issues
- J. Nursing process
- K. Pain management
- L. Perioperative scope of practice

- M. Pharmacology
- N. Pre-, intra-, and postoperative patient care (patient assessment)
- O. Precepting
- P. Professional development
- Q. Professional guidelines
- R. Research posters
- S. Surgical procedures
- T. Technology
- U. Research
- V. Evidence-based practice
- W. Quality improvement/quality assurance

*\*The certificant is responsible for providing the certificates of attendance.*

The following **DO NOT** meet the criteria for recertification and are, therefore, not acceptable:

- A. Handwritten accreditations statements or provider numbers
- B. Certificates of attendance without an appropriate accreditation statement and/or acceptable provider number
- C. Contact hours earned prior to January 1 of the year certified
- D. Provider numbers that do not state *Board of Registered Nursing*

**Academic Credit**

CRNFAs may use academic credits in partial fulfillment of the requirements for recertification through the contact hour method. One half of the contact hours required for recertification may be earned through academic credits. All academic credits **MUST** meet the following criteria in order for them to be acceptable for use toward CRNFA recertification.

Courses must be those that are required for a baccalaureate or higher degree. Although courses must be taken for credit, CRNFAs do not need to be enrolled in a formal degree program at the time the course is taken. To be acceptable, a grade of C or better must be achieved for each course, and courses must be sponsored by an accredited educational institution.

**1 semester hour = 15 contact hours**  
**1 quarter hour = 10 contact hours**

**CME Credits**

CRNFAs may submit Category 1 Continuing Medical Education (CME) units in partial fulfillment of the contact hour requirements. Each CME is worth 1 contact hour. One half (100) of the required number of contact hours may be those earned through CMEs. You are responsible for converting CME credits into contact hours using the ANCC conversion of:

**1 CME credit = 1 contact hour**

## Appendix E- Recertification by Points

A list of eligible activities to recertify by the points method is presented below. The candidate may choose any activity. There are maximum numbers of points allowed for each activity with the exception of Academic Study, which has no points limits. The number of points required for recertification is based on the number of clinical practice hours, as outlined in the grid below. Please see Appendix F for a list of documents which must be supplied if certificant is audited.

# of Clinical Practice Hours	Required # of Points
1,000 or more	400 Points
Between 500 and 999	500 Points

1. Continuing Education through Contact Hours
2. Academic Study
3. Teaching in an Academic Setting
4. Publishing
5. Presentations
6. Service on a Board or Committee
7. Volunteer on CCI Test Development Committee
8. Precepting/Mentoring
9. Earning another accredited perioperative certification
10. Clinical Inquiry (Research, Evidence-based practice, Quality Assurance/Quality Improvement)
11. Professional perioperative-related volunteer service

### **Continuing Education**

A maximum of 200 points (100 contact hours) may be earned from Continuing Education activities through an approved provider. One half (100 points or 50 contact hours) may be earned through Category 1 CMEs.

**1 contact hour = 2 points**

**1 CME Category 1 credit = 1 contact hour = 2 points**

### **Academic Study**

Unlimited points may be earned in the Academic Study category. The course must be part of a degree completion program, such as a healthcare degree (BSN, MSN, DNP, etc.), or a degree where the knowledge attained is used to advance your first assisting nursing career (including MBA).

**1 semester hour/credit = 15 points**

**1 quarter hour = 10 points**

### **Teaching a Perioperative-Related Course for College Credit (i.e., College or University)**

A maximum of 200 points is allowed in the Teaching category. Each perioperative class taught = 30 points

## **Publishing**

<b>Material</b>	<b>Point Value</b>
Doctoral Dissertation	100 points
DNP Capstone Project	75 points
Primary Author, Book Chapter	50 points
Guest Editor, Peer-Reviewed Journal Issue	50 points
Primary Author, Peer-Reviewed Journal Article	50 points
Secondary Author, Book Chapter	30 points
Editorial, Peer-Reviewed Journal	30 points
Secondary Author, Peer-Reviewed Journal Article	30 points
Subject Matter Expert (SME) or Reviewer for Journal Article or Book Chapter	20 points
Author, Book Review	20 points
Developer/Author of a Patient Education or Healthcare Professional Resource	20 points
Poster Presentation at a Professional Meeting	20 points

## **Presentations**

A maximum of 150 points may be earned in the Presentation category.

**In-service: Each 60 minutes of presentation time = 10 points**

## **Service as a Board or Committee Member**

A maximum of 200 points is allowed in the Service as a Board or Committee Member category. Each Service on a Board or Committee = 20 points per year/per committee. A minimum of four meetings per year is required.

Examples of accepted service include:

- National or local committee member
- Specialty Assembly Governing Council
- Facility level committee (e.g., hospital, surgery center, physician office)
- Infection prevention
- Quality improvement
- Policy and procedure
- Education
- Research

## **Precepting/Mentoring in the RNFA Role**

A maximum of 150 points is allowed in the Precepting/Mentoring Category. Preceptee/mentee may be either a RNFA student or a new employee in the RNFA role. Each precepted student/employee=25 points.

## **Volunteer, CCI Test Development Committee**

A maximum of 200 points is allowed in the volunteer, CCI Test Development Committee category. A CRNFA who serves as a subject matter expert for CCI exam test development committees may earn points for recertification.

<b>Committee</b>	<b>Point Value</b>
<b>Job Analysis</b>	40 points
<b>Item Writer</b>	30 points
<b>Cut Score/Standard Setting</b>	30 points
<b>Item Review</b>	20 points
<b>Form Review</b>	15 points
<b>Problem Identification (PIN)</b>	15 points
<b>Other Ad Hoc Committees (specify)</b>	15 points

**Attain/Maintain Perioperative-Related Certification**

A maximum of 100 points may be accrued for earning an accredited perioperative-related certification or completing the recertification process for an accredited perioperative-related certification. Examples of accredited perioperative-related certifications include CAPA, CPAN, CRCST, or ABCGN. Accreditation by ANSI, ABSNC, or NCCA will meet these criteria. The list is not intended to be all-inclusive. Other accredited certification deemed equivalent by the CEO of CCI in consultation with the Credentialing Manager may be accepted.

<b>Attain/Maintain an Accredited Perioperative Certification</b>	
<b>Initial Certification</b>	30 points
<b>Completion of Certification</b>	20 points

**Clinical Inquiry**

A maximum of 100 points may be earned in the Clinical Inquiry category. Quality Improvement (QI), Quality Assurance (QA), Evidence-Based Practice (EBP) and Research projects are accepted under this heading. To receive points under this activity you must have primary responsibility for developing, implementing, and/or evaluating projects in these categories. The activity must show evidence of the participation in or application of clinical inquiry that improves current practice and/or patient outcomes.

<b>Role</b>	<b>Point Value</b>
<b>Primary Investigator or Primary Project Leader</b>	50 points/project
<b>Co-Investigator or Project Lead</b>	30 points/project

**Professional perioperative-related volunteer service**

A maximum of 100 points may be earned for medically-related volunteer service activities. Examples include surgical mission trips and service at medically underserved clinics.

<b>Role</b>	<b>Point Value</b>
<b>Professional Perioperative-Related Volunteer Service</b>	20 points/year of service or project



## Appendix F – Recertification Audit Documentation

10% percentage of recertification applications will be randomly selected for audit. However, if there is reason to believe there has been a breach in the integrity of the process by an individual seeking recertification through the continuing education or points method, staff will also select those individuals for audit.

If you are selected for audit, you will be notified after you have submitted your recertification application. Those selected for audit will need to send proof of their practice hours in accordance with the policy in effect at the time of recertification. Acceptable proof of practice hours is a log of practice hours or letter from the surgeon(s), on letterhead, verifying certificant has met the practice hour requirement. Specific documents based on the recertification method chosen are outlined below.

1. CONTINUING EDUCATION
  - a. Copies of certificate(s) of attendance from an accepted provider. The certificant is responsible for providing the certificates of attendance
2. ACADEMIC STUDY TOWARD HEALTHCARE-RELATED DEGREE COMPLETION
  - a. Copy of unofficial transcript
3. PUBLISHING
  - a. Copy of the title page, table of contents, or abstract indicating you are the author, co-author or contributor
4. SERVICE AS A BOARD OR COMMITTEE MEMBER
  - a. Board summary, minutes, or committee report (minimum of four meetings per year required)
5. PRESENTATIONS
  - a. Program brochure, activity documentation form (ADF), or completed course evaluation. Each document must include title, presentation, date, and objectives of presentation
6. TEACHING A PERIOPERATIVE-RELATED COURSE IN ACADEMIC SETTING
  - a. Syllabus or course description
7. PRECEPTING / MENTORING IN THE PERIOPERATIVE NURSE ROLE
  - a. Letter from applicant's supervisor confirming precepting/mentoring experience
8. VOLUNTEER, CCI TEST DEVELOPMENT COMMITTEE
  - a. Acceptance letter from CCI for each committee assignment
9. ATTAIN/MAINTAIN PERIOPERATIVE-RELATED CERTIFICATION
  - a. Copy of certificate or wallet card
10. CLINICAL INQUIRY
  - a. A final report which summarizes evidence of participation in a QA, QI, EBP, or research project, including its impact on current practice and/or patient outcomes
11. PROFESIONAL PERIOPERATIVE-RELATED VOLUNTEER SERVICE
  - a. Letter from supervisor or mission director on organization letterhead attesting to dates and contributions of volunteer