

Certified Healthcare Transporter – Recertification Process

From the onset of the NAHTM endorsed *Certified Healthcare Transporter* program, it was determined that recertification would be required by Certified Healthcare Transporters (CHTs) after a period of five years. It was agreed by NAHTM and Impact Training Corporation that the recertification process would be simple and cost effective. It was also agreed by NAHTM and Impact Training Corporation that the performance standard for recertification would be the same as initial certification: observed above average, *proficient* performance. The process requires a CHT to perform eight competencies randomly assigned by NAHTM, rather than a review of all competencies previously achieved.

Additionally, it was agreed that NAHTM would provide Certified Healthcare Transporters with any new critical information related to hospital based Patient Transportation at the time of their recertification process. This is information that reflects developments in practice that may have been incorporated into CHT training material since the CHTs original certification date. These developments in practice are due to national trends and/or mandates from agencies such as Joint Commission. CHTs would be required to review such new information as part of their recertification process.

Please note that the **technical training course book was republished as a revised second edition in 2008**. Replacement pages containing the updated information are available from the publisher, Impact Training Corporation, or from the NAHTM National CHT Chairperson upon request.

Recertification Process

1. Date of recertification: 5 years from date of last NAHTM certification granted to individual.

2. Cost of Recertification: A nonrefundable fee for recertification is \$20.00, payable to NAHTM

3. NAHTM:

4a. The Certification Committee will issue a letter to the manager of an organization's CHTs **6 months prior** to current certification expiration date.

4b. Attached to the letter will be an *Intent to Renew Certification* form. The form must be completed for each CHT applying for recertification. The \$20.00 recertification fee must be remitted along with this form

4c. When NAHTM receives the completed *Intent to Renew Certification* form(s) and fee(s), NAHTM Certification Chair will:

- Assign and send to manager a unique set of 8 competencies for recertification observation for each individual applicant. Competencies will be selected through an established randomization

process that uses a computer-generated random number table. Each assigned competency set will include one competency from each of the 8 required categories: Transport, Safety, Equipment, Customer Service, Communication, Teamwork, Organizational Effectiveness, and Personal Development.

- Send to manager a *NAHTM CHT recertification packet* containing documents specific to each CHT requesting recertification
- Send to manager any new critical material for CHT to review.
Note: NAHTM reserves option to send all forms electronically
- The Certified Healthcare Transporter (CHT) seeking recertification must submit the *Recertification Summary Form* within 6 months after the 5th anniversary of the applicants' original certification date. If the applicant fails to submit the Recertification Form by this time, the CHT will be required to complete the whole *Certified Healthcare Transporter* course of study.

4d. After review and acceptance of the transporter's proof of having met the recertification requirements via the completed *NAHTM CHT Recertification Documentation Summary* per CHT, NAHTM will send to each successful CHT a congratulatory letter and a new certificate that is valid for five additional years.

4e. Opt-Out: Those CHTs who choose not to renew their certification will be considered "inactive" and removed from the active CHT roster. Should such inactive CHTs choose to renew their certification at any time in the future, such inactive CHTs would need to contact the NAHTM National CHT Chairperson directly or, indirectly through their supervisor and follow the recertification procedure. Current chairperson contact information can be located on the NAHTM website: www.nahtm.org

5. Certified Healthcare Transporter

5a. The CHT completes *Intent to Renew Certification* form and submits to either his Supervisor in a healthcare institution or directly to NAHTM. If submitted to Supervisor, Supervisor submits copy to NAHTM for action.

5b. The CHT reviews new training information added or updated since CHT was certified which CHT gets from Manager or NAHTM..

5c. In preparation for these observations, the transporter is advised to review as needed the certification course books: Choices: Ethics for the Workplace, Strategic Skill Building for Healthcare Transporters, and Healthcare Transporter Technical Skills Training, which include all CHT competency checklists. Should the transporter have misplaced his or her copies of these texts, it is recommended that the participating hospital maintain several copies of these texts to loan for individual review purposes.

5d. The CHT demonstrates each of the eight assigned recertification competencies at a proficient level of performance as judged by a **qualified, NAHTM trained CHT**

Level I Instructor (see *Options for Observation* if a Level I Instructor is not available).

6. CHT Manager / Preceptor

6a. If applicable, sets time for CHT to review any new critical information related to hospital based Patient Transportation provided by NAHTM. Indicates that CHT has reviewed any new materials on the *NAHTM CHT Recertification Documentation Summary*

6b. Sets aside time with a CHT to observe selected competencies. *Note: CHT is not informed which competencies will be observed until the scheduled observation time..*

6c. Makes decision whether competencies performed to a proficient level of performance.

- If CHT has performed the competencies according to standard, the preceptor indicates this on the recertification summary, signs and sends to NAHTM and sends to the NAHTM National Certification Chair.
- If CHT does not meet standards of competencies, preceptor works with the CHT until the proficient standard is met and then completes and submits paperwork.

7. Options for Observation of Competencies

If a NAHTM trained, Level I CHT Instructor is not available to observe the CHT seeking recertification (preceptor may have moved to other location/job; CHT may have moved to other location, etc.), then an alternate plan of receiving certification would be activated. That alternate plan could include the following options:

7a. A local CHT manager could video tape the CHT performing assigned competencies and send the tape to CHT chair who will evaluate and complete paperwork, as appropriate. (U Tube could be used if CHT had computer access).

7b. CHT calls NAHTM National Certification Chair and makes arrangements for video conferencing (via video cameras at CHT location and Chair's computer) to observe competencies and complete rating/recertification form. (This could also be done within a region or by preceptors around the country—but it would need to be coordinated by National CHT chair).

7c. If a trained CHT Instructor is located in close proximity to recertification candidate, NAHTM will contact that CHT Instructor to arrange a recertification review session with candidate.