



*Instrumental to Patient Care* ®

## **HOW TO ATTAIN FELLOWSHIP**

**International Association of Healthcare Central Service Materiel Management**

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## HOW TO ATTAIN FELLOWSHIP IN IAHCSSM

- Must have responsibility for direction of a Central Service Materiel Management Department of a healthcare facility or have an interest by virtue of practice.
- Must be an active IAHCSSM member in good standing for at least five years and hold the Certified Registered Central Service Technician (CRCST) designation.
- Fellowship status is not awarded upon the successful submission of a research paper alone. Applicants must also submit two letters of recommendation, as well as a Curriculum Vitae. The Curriculum Vitae should include a detailed accounting of educational and professional history and career achievements. Information outlined in the Curriculum Vitae should include:
  - ♦ Educational accomplishments including degrees and certifications
  - ♦ Continuing Education including attendance at IAHCSSM Annual Meetings and programs attended at which CEUs are provided
  - ♦ Employment experience as it relates to the CSMM field
  - ♦ IAHCSSM Chapter affiliation including committees served and offices held
  - ♦ IAHCSSM National affiliation including number of years of membership, committees served, Executive Board service and offices held
  - ♦ Professional development including presentations at IAHCSSM Annual Meetings or local meetings, articles written, awards received and other activities that promote the CSMM profession
- Must submit a processing fee of \$50, along with a completed Fellowship Application (available to download from [www.iahcssm.org](http://www.iahcssm.org)). Upon approval of the Fellowship Application, the applicant will receive an acknowledgement to proceed with formation of the Fellowship paper. The applicant shall then submit a paper for Fellowship following the rules set forth in "Fellowship Standards for Acceptance of Written Documents Suitable for Publication." Deadline for completed papers is annually on March 1.
- Upon approval, the applicant will sit for an interview with the Fellowship Approval Committee during the IAHCSSM Annual Meeting.

**FELLOWSHIP STATUS MUST BE UPDATED EACH FIVE YEARS.**

### About the IAHCSSM Fellowship Program

*The International Association of Healthcare Central Service Materiel Management's Fellowship Program was developed to give recognition to the competence of its members, and to provide them with a measure of achievement that will be meaningful even to those outside the organization.*

*Fellowship status is one of the highest honors professional organizations can bestow upon their members. As such, IAHCSSM Fellowship is an honorable distinction that must be earned through hard work, a commitment to professional advancement, and a desire to raise the bar as both an IAHCSSM member and as a contributor to the CSMM field.*

*The IAHCSSM Fellowship program allows members to achieve Fellowship status upon completion of the requirements as previously listed. Recognition of Fellowship status will be made at IAHCSSM Annual Meetings by presentation of a certificate. Those who earn Fellowship status will receive the highly-regarded "Fellow" designation after their name.*

*Upon award of Fellowship, all papers and submitted materials become the property of IAHCSSM and will not be returned. Papers may not be changed or altered in any way without the express written permission of IAHCSSM.*

*Papers may be submitted for monetary awards, as well as Fellowship, in the same year that Fellowship is awarded. Papers may not be submitted for monetary awards in prior or subsequent years.*

## **Fellowship Standards for Acceptance of Written Documents Suitable for Publication**

All research papers submitted by Fellowship applicants must be relevant and meaningful, and offer a fresh, original, yet detailed perspective on topics pertinent to the CSMM profession. Careful attention must also be paid to proper writing style, format, punctuation, and grammar. Submissions failing to meet these criteria will not be considered.

All documents will be evaluated by the Fellowship Approving Committee of IAHCSSM. To be considered acceptable, the project submitted must meet the following guidelines (guidelines are not subject to negotiation).

All documents must be submitted electronically (e-Mail with attachments) to mailbox@iahcssm.org

### **Content and Organization of Paper**

1. Explain in detail how this document affects the hospital or profession. Provide enough detail so the document will be understandable.
2. The document must detail the participants' experience in the Central Service Materiel Management Department.
3. **Length and Type:** Use type that is similar to the type used throughout these guidelines. Please, no cursive or artistic print. This can be difficult to read. The document submitted must be at least 8 to 10 typed and double spaced pages. estimate how long the document might run in printed pages, count every written page (including the title page and text pages, tables, and figures) and divide by 3 (i.e., 1 printed page = 3 written pages).

**Headings:** Carefully consider your material and the sequence and levels of importance of the ideas you wish to present. Headings help a reader grasp the document's outline and the relative importance of the parts of the document. Use footnotes where applicable. The document should contain:

- a. **Title Page** – A title should summarize the main idea of the document simply and, if possible, with style. It should be a concise statement of the main topic and should be fully explanatory when standing alone.
- b. **Introductory Paragraph** – The body of your document should open with an introduction that presents the specific problem or issue and describes the research strategy. Before writing your introduction, consider
  - \* What is the point of the document?
  - \* How does your research relate to the problem?
  - \* What are the implications of your study, and how does the research relate to previous work in the area? What other research ties into your presentation?

A good introduction answers these questions in one to two paragraphs.

- c. **Body** – The body of your document should flow smoothly with each paragraph developing on the previous, keeping the main idea, concept, project as the main focus. Your body, once the foundation has been established through your introduction will educate the reader. The body should be written with the help of a well thought out outline where one idea or concept or subsection develops and builds from the previous. It is here you will support your ideas and research with well thought out graphs, tables, and pictures. Properly placed, these pictorials will help solidify and grab the reader. Giving a visual should help the reader understand a specific subsection of your works.
  - d. **Concluding Paragraph** – The final paragraph of your document should guide the reader to understanding
    - \* What was the author's purpose or contribution to the subject matter?
    - \* How has this article helped identify or resolved a plaguing issue in the industry?
    - \* What conclusions or ideas can the reader draw from my research that has not been established before?
4. **Graphs, Tables, and Illustrations** – must directly relate to the project and be clearly understandable.
  5. **References** – Just as data in your document support interpretations and conclusions, so reference citations document statements made about the literature used. Authors should choose references judiciously and must include only the sources that were used in the preparation of the document. The author must take care that each source referenced appears in both the document as well as on the reference list. The standard procedures to be utilized for references ensure that the references are accurate, complete, and useful to the readers.
  6. All written documents submitted to the Fellowship Approval Committee become the property of IAHCSSM and will not be returned.

- 7. Strategies to Improve Writing Style** – Three approaches to achieving professional and effective communication are (1) writing from an outline; (2) putting aside the first draft, then rereading it after a delay; and (3) asking a colleague to criticize the draft for you. It also helps to read other articles—looking at style rather than content.

Writing from an outline helps identify main ideas, defines subordinate ideas, disciplines your writing, maintains continuity and pacing, and points out omissions.

Rereading your own copy after setting it aside for a few days permits a fresh approach. Reading the paper aloud enables you not only to see faults that "were never there" on the previous reading but to hear them as well. When these problems are corrected, give a polished copy to a colleague—preferably a person who has published but who has not been close to your own work—for a critical review.

These strategies, particularly the latter, may require you to invest more time in the document than you had anticipated. The results of these helpful hints, however, may be greater accuracy and thoroughness and clearer communication.

- 8. Grammar** – Incorrect grammar and careless construction of sentences distract the reader, introduce ambiguity, and generally obstruct communication. When you develop a clear writing style and use correct grammar, you show a concern not only for accurately presenting your knowledge and ideas but also for easing the reader's task. Spelling errors should go without saying but, proofreading your document and the use of spell check on your word processor should eliminate all misspelled words. Papers that contain these errors will not be accepted.

- 9. Order and Numbering of Document Pages** – Number all pages consecutively. Arrange your document as follows:

- \* title page with title, author's name.
- \* table of contents (separate page, number 1).
- \* text (start on a new page, numbered page 2).
- \* references (start on a new page).

- 10. Cover Letter** – Finally a cover letter should accompany your document. In your cover letter you should identify the purpose of your undertaking and what motivated you to pursue this particular subject matter. The second paragraph should briefly describe your background and education giving the Fellowship committee a quick snapshot of the author and making the reading a little more personal. Your final paragraph should include your phone number where the author can be reached should there be any questions raised by the committee members.

*The Fellowship Committee members would like to wish every applicant the best of luck in their pursuit of earning their fellowship status. Applicants may address any questions regarding these guidelines with IAHCMM's Executive Director, Betty Hanna. Please call headquarters at (800) 962-8274 or email Betty Hanna directly at [betty@iahcsmm.org](mailto:betty@iahcsmm.org).*

### Guidelines for Updating Fellowship Status

1. Fellowship updating will be required at five-year intervals.
2. Criteria:
  - Must:**
    - a. Hold CRCST status with IAHCMM for full five year Fellowship renewal period
    - b. Payment of membership dues must be current
3. Six C.E.U.s (60 educational credit hours) must be accumulated over a five-year period and at least three C.E.U.s (30 educational credit hours) must be from programs and seminars sponsored by IAHCMM and three C.E.U.s (30 educational credit hours) from other program sources, i.e., local chapter, area or state sponsored programs or other quality educational programs.

What is a C.E.U.?

- a. C.E.U.s are made up of contact hours. A contact hour is the actual time committed to learning, excluding breaks, introductions, and other functional work necessary to running a meeting.
- b. Each contact hour is equal to .1 C.E.U. It takes 10 hours to make one whole C.E.U.

Failure to meet the preceding criteria for updating of Fellowship will cause a member to lose their Fellowship status. If Fellowship is not fulfilled, the entire program must be reinstated. (Ask for information from the headquarters office.)