

Alaska Community Health Aide Program Overview of Credentialing/Recredentialing Guidelines

Introduction

Practicing Community Health Aides (CHA) and Community Health Practitioners (CHP) are credentialed or recredentialed by a formal assessment at the completion of the four basic training sessions and every six years thereafter. A CHA who has completed all four basic training sessions and the Field Training Requirements is eligible to receive their initial credential as a CHP. The CHP credential must be renewed every six years. This is referred to as recredentialing. Both credentialing and recredentialing require a preceptorship. "Preceptorship" refers to the clinical component of the credentialing/recredentialing process.

Goal

To establish and maintain the CHA/P's clinical competency and help ensure quality health care is delivered to Alaska village residents.

Objective

To outline the process to credential a CHA or recredential a CHP according to the standards set forth in the Community Health Aide Program Certification Board Standards and Procedures (refer to Sec.2.20.500 and 2.20.510). Click [here](#) to access the standards.

These requirements must be met to credential the CHA IV or recredential the CHP:

1. Have a current ETT or EMT certificate.
2. Complete an approved preceptorship, including:
 - a. at least 30 hours of supervised direct patient care experience (this must be observed by an advanced nurse practitioner, physician assistant, or physician);
 - b. a minimum of 15 patient encounters as primary provider;
 - c. completion of the Alaska Community Health Aide Program Preceptorship Critical Skills List
3. Pass both sections of the statewide written Alaska Community Health Aide Program Credentialing Exam with a score of 80% or higher on each section
 - a. Credentialing Exam for Community Health Practitioner-CHAM: Closed Book Test*
 - b. Credentialing Exam for Community Health Practitioner-CHAM: Open Book Test *
4. Pass the statewide written Medicine Skills Test Packet* with a score of 100%.
5. Provide an evaluation of the applicant's clinical performance and judgment by the applicant's direct supervisor or other approved evaluator (advanced nurse practitioner, physician assistant, or physician). This is commonly referred to as the Letter of Recommendation.
6. Have current Standing Orders in accordance with employer policy.
7. For recredentialing the CHP must complete 48 hours of Continuing Education every two years in the previous six years.

*Note: Click [here](#) to gain access to exams and keys on the Committee Login page/Secure Document Site. Contact CHAP Statewide Services at 907-729-4492 if you need assistance.

Roles and Responsibilities

Role of the Sponsoring Tribal Health Organization

1. Provide the CHP candidate and field supervisory staff a copy of these guidelines.
2. Communicate directly with the Training Coordinator at the CHAP Training Center where the CHA/P last attended training (usually Session IV, but could be Session III prior to 1993). Inform them that an initial or recredentialing preceptorship will take place for this candidate.
3. Coordinate scheduling and clerical aspects of the process including the initiation, maintenance, and submission of the credentialing/reccredentialing documents. It is recommended that the THO designate someone as the Credentialing/Reccredentialing Coordinator.
4. For the initial CHP credential, initiate registration for University of Alaska Fairbanks 2 credit course CHP 135-Preceptorship with CHA signature and submit to Training Center with other documents. The registration should only be submitted to UAF if the student successfully completes the process. Tuition is the responsibility of the sponsoring THO. Click [here](#) for the registration form.
5. The preceptorship portion of the credentialing/reccredentialing process (clinical evaluation) must be performed by an experienced mid-level provider (advanced nurse practitioner, physician assistant, or physician) oriented to the CHAP program, Alaska Community Health Aide/Practitioner Manual (CHAM) and the credentialing/reccredentialing process. It is the THO's responsibility to provide for the preceptorship. This may be accomplished using current staff or contracting with an appropriate provider who has been oriented to the process.
6. Address deficiencies if identified by a training center in the Session IV Post Session Learning Needs document for the candidate. Develop a plan to remediate in the event that the CHA/P does not pass the credentialing/reccredentialing process.
7. The CHP credential expires six years from the date of issue. All components of recredentialing must be submitted in advance of expiration to the Training Center to avoid lapse in credential. Six months is recommended.

Role of the Preceptor

1. Communicate with the CHAP Training Center where the CHA/P last attended training (usually Session IV). Inform them that an initial or recredentialing preceptorship will take place for this candidate. Select a facility that allows the CHA/P to see a broad range of patients in the 5 basic patient types below. If possible, the CHA/P will see an infant under 3 months old, a child under three years old, and an elder. At least 15 patients must be seen. In rare cases, when a patient is not available that meets the recommended patient demographic for the preceptorship requirements, a surrogate patient can be substituted. This is not meant to be a substitute for the THO making every effort to provide an adequate training experience to ensure the highest level of community care. Most patients should be acute care and also include one patient from each type below. Keep a record of all patients seen on the Patient Log-Sample. Click [here](#) for the Patient Log-Sample.
 - a. Acute Care
 - b. Chronic Care
 - c. Return Prenatal
 - d. Well child
 - e. Recheck visit
2. Observe the CHA/P in the process of seeing at least 15 patients where they are the primary provider. Observe, evaluate and document the accuracy and skill level of the CHA/P's CHAM use, history taking and physical exam skills. The CHAM is the standard for exam and skills techniques. Each patient must have a full HEAP work-up including a body system exam. Evaluate the appropriateness and accuracy of the CHA/P's physical assessments and treatment plans. Document each encounter on the Clinical Evaluation Form. Review, and evaluate all 15 of the CHA/P's completed patient encounter forms (PEFs). Send one PEF Review

sheet and one Clinical Evaluation Form for each of the 15 patient seen including the 5 specific patient types to the Training Center.

- a. Click [here](#) to access the Alaska Community Health Aide Program Clinical Evaluation Form
- b. Click [here](#) to access the PEF Review Form
3. Throughout the Preceptorship, document skills on the Alaska Community Health Aide Program Preceptorship Critical Skills List. Click [here](#) for skills list. This must be completed by the end of the preceptorship.
4. Evaluate the CHA/P's skill in reporting patients. A minimum of three patient reports must be evaluated. Click [here](#) to access the CHAP Medical Traffic Checklist.
5. Complete the credentialing/recredentialing paperwork. Most documents have specific instructions for completion. Questions regarding a specific skill or how to document should be referred to the Training Coordinator at the CHAP Training Center you are working with.
6. Determine if the clinical evaluation is successfully completed.
7. Review the overall performance with the CHA/P.
8. Return all materials to the Training Center Coordinator you are working with within 10 working days after completion of the credentialing/recredentialing process.

Role of the Training Center

1. The Training Center which trained the CHA/P at Session IV will maintain that CHA/Ps current credentialing/recredentialing documents with the original student academic records throughout the career of that CHA/P.
2. Acknowledge with the Preceptor that the Training Center Coordinator is aware that Credentialing/Rec credentialing is in process.
3. For initial CHP credential, complete registration for University of Alaska Fairbanks course CHP 135- Preceptorship and submit to UAF with Community Health Aide Registration Transmittal Form.
4. When the Training Center determines that all items for credentialing/recredentialing are complete, they will issue a certificate stating that the candidate is a Community Health Practitioner. The certificate will indicate the date of issue and expiration date- six years from issue and be signed by the Training Center.

Role of the CHA/P

This is a learning opportunity to be approached by being open to expanding knowledge and skills, accepting feedback and asking questions. The CHA/P is encouraged to participate in clinical evaluations and identify their strengths and areas for improvement.

1. Work with employer to ensure that CE hours, ETT or EMT certification, Standing Orders, and all other requirements listed on the Credentialing/Rec credentialing Application (below) are complete and up to date.
2. During the 30 hour preceptorship process the CHA/P should report to the clinic or hospital in appropriate attire at the scheduled time. The Health Aide should be ready to work, and actively participate in the learning process throughout the week.

Alaska Community Health Aide Program
Credentialing/Rec credentialing Application

CHA/P Name: _____ Employer: _____

Session IV Training Center: _____ Date of Session IV Field Requirements: _____

Note: for CHAs who attended basic training prior to 1993, Session III may have been their last completed session.

Date and location of current preceptorship: _____

For CHPs, date of credentialing/or last rec credentialing: _____

Name of Credentialing/Rec credentialing Coordinator: _____

Phone/email of person above: _____

The following requirements for credentialing have been successfully completed and documents are enclosed.

1. All applicants:

- Attach Summary of Preceptorship
- Attach copy of current ETT/EMT card/certificate with expiration date
- Attach Letter of Recommendation for Credentialing/Rec credentialing
- Attach completed Preceptorship Critical Skills List (refer to Directions on Skills List)
- Attach Patient Log of all patients seen in clinical Preceptorship
- Attach PEF Review Form and Clinical Evaluation Form for each of the patients seen including the 5 required patient types
- Attach completed Medical Traffic checklist
- Attach scored Alaska Community Health Aide Program Credentialing Exam:
_____% Closed Book
_____% Open Book
- Attach Medical Math Test Packet. Score must be 100%.
- Verify by checking box at left that the CHA/P has Standing Orders in accordance with employer policy.

2. Applicants for Initial Credentialing:

- Attach copy of completed Session IV Post Session Learning Field Training Follow-Up Plan
- Verify by checking box at left that the CHA has worked 600 hours as a CHA in the two years prior to preceptorship
- Attach UAF registration form for CHP 135-Preceptorship, signed by the applicant

OR

3. Applicants for Rec credentialing:

- Attach copy of CE Log documenting 144 hours of Continuing Education in the past six years
- Verify by checking box at left that the CHP has worked 600 hours as a CHP in the two years prior to preceptorship

Alaska Community Health Aide Program
Summary of Preceptorship

CHA/P Name: _____
Name of Preceptor: _____
Phone/email: _____

The CHA/P named above is recommended for credentialing/recredentialing as a CHP: Yes No

If Yes: They have completed the recommended minimum of at least 30 hours of supervised direct patient care experience (this must be observed by an advanced nurse practitioner, physician assistant, or physician) and a minimum of 15 patient encounters as primary provider during this preceptorship. Please summarize why the CHA/P is recommended at this time. Summary may include performance, strengths, and areas for improvement. Use additional pages as needed.

If No: What is the plan for this CHA/P? Please explain considering the following questions. Use additional pages as needed.

1. Extend preceptorship? (why and where, list specific experiences needed)
2. Obtain additional clinical experience in village? Please be specific about the plan to accomplish this. Re-evaluate performance in a second full or partial preceptorship.
3. Repeat a Basic Training Session? (II, III, IV: may choose more than one):
4. Other:

Signature and credentials of Preceptor

Tribal Health Organization

Date

Detail of Electronic Links

1. Community Health Aide Program Certification Board Standards and Procedures
http://www.akchap.org/resources/chap_library/CHAPCB_Documents/CHAPCB_Standards_Procedures_Amend_2017-06-22.pdf
2. Committee Login page/Secure Document Site (akchap.org)
<http://www.akchap.org/html/home-page/committee-login.html>
3. University of Alaska Community Health Aide Registration Form
http://www.akchap.org/resources/chap_library/UAF/CHA_BT_Course_Reg_Certificate_Completion_9.30.17.pdf
4. Patient Log-Sample
http://www.akchap.org/resources/chap_library/Preceptorship_and_Credentialing/Patient_Log_sample.pdf
5. Alaska Community Health Aide Program Clinical Evaluation Form
http://www.akchap.org/resources/chap_library/Preceptorship_and_Credentialing/Clinical_Eval_Form.pdf
6. PEF Review Form
http://www.akchap.org/resources/chap_library/Academic_Review_Committee/PEF_Review_5_PEFs_form_Aproved_9-09.pdf
7. Alaska Community Health Aide Program Preceptorship Critical Skills List
http://www.akchap.org/resources/chap_library/Preceptorship_and_Credentialing/Preceptorship_Critical_Skills_List_Revised_12-11-17.pdf
8. CHAP Medical Traffic Checklist
http://www.akchap.org/resources/chap_library/Preceptorship_and_Credentialing/Medical_Traffic_Checklist-sample.pdf