

CCHP

Candidate Handbook

Certified Correctional Health Professional:
The premier national certification program for
professionals in correctional health care



Sponsored by the
National Commission on
Correctional Health Care

2010 / 2011

Certification for Correctional Health Professionals

Becoming a CCHP

Becoming a Certified Correctional Health Professional (CCHP) is the next step in your professional advancement. It is a step toward increased knowledge, greater professional recognition, and identification as a leader in the complex and ever-changing field of correctional health care.

The rewards of a career in correctional health care are many: experience with a wide variety of patients, playing an important role in community public health, and working with other dedicated professionals, to name just a few! But, as you know, health professionals working in correctional settings also face unique challenges: working within strict security regulations, dealing with crowded facilities, understanding the complex legal and public health considerations of providing care to incarcerated populations, and more. Achieving professional certification is the surest way to prove to yourself and to others that you have the tools to meet these challenges.

The CCHP designation identifies you as one who has demonstrated mastery of national standards and the knowledge expected of leaders working in correctional health care.

What Is CCHP Certification?

CCHP certification is a credentialing process by which the CCHP Board of Trustees, under the auspices of the National Commission on Correctional Health Care, grants recognition to individuals who have met predetermined qualifications. Certification is distinct from licensure, membership, and accreditation.

The Certified Correctional Health Professional program is governed by the CCHP Board of Trustees, comprised of ten correctional health care experts from a variety of health professions. Three of the trustees are CCHPs who are elected by their peers; the others are appointed from the correctional health care field.

Eligibility

Professionals from many different disciplines and work settings have earned the CCHP designation. All correctional health professionals are eligible and encouraged to apply for certification.

Candidates must be of good character and professional reputation, have no legal or ethical impediment to providing service in the correctional health care field, and have credentials that are free of any restriction that would limit their professional practice solely to the correctional setting.

Candidacy

As soon as the application, supporting materials, and examination fee have been received and approved, applicants will receive acknowledgment of their candidacy to take the CCHP examination. Incomplete applications will be kept on file for six months, after which time persons seeking certification will need to submit a new application and fees. A candidate has up to one year from the application approval date to take the examination.

Deferment and Cancellation Policies

Candidates may defer taking the exam up to one year from the application approval date. A written request, received at least ten business days prior to the examination date, is required.

To cancel the application, submit a written cancellation request in writing at least ten business days prior to the examination date. The examination fee will be refunded less a \$65 processing fee.

All questions and correspondence regarding the program should be directed to:

CCHP Program
1145 W. Diversey Parkway, Chicago, IL 60614
Phone: (773) 880-1460 x 277
Email: cchp@ncchc.org
www.ncchc.org/cchp

Important Information About the Examination

Exam Dates and Locations

Examinations are offered at various dates and locations throughout the year. An examination is offered at the major annual NCCHC conferences: the National Conference on Correctional Health Care, Updates in Correctional Health Care and Correctional Mental Health Seminar. In addition to the conference dates, the examination is offered twice a year at regional CCHP test centers, located across the country. Some of the regional test centers are preestablished; other test centers are established based on candidate requests. We try to make reasonable accommodations for those candidates who are farther than a three-hour driving distance from a test center.

To request a test center near you, indicate so on the exam registration form which is automatically sent to all candidates upon receipt of the application. Requests must be received at least 90 days prior to the examination date. For the most current list of test centers and dates as well as other information, please visit our Web site at www.ncchc.org/cchp.

Exam Registration and Admission

Candidates are required to submit an exam registration form confirming the date and location where they wish to take the exam. Because many of the CCHP test centers are within correctional facilities, candidates who are not taking the examination during an NCCHC conference will need to provide additional personal information to gain access to the test centers. This information will be kept secure and will be used for no other purpose.

Approximately two weeks prior to the scheduled examination, candidates will receive an admission notice indicating the address of the test site. The admission notice as well as a valid state photo ID or drivers license is required to gain admission to the examination.

Taking the Exam

► Report to the exam site as instructed on the admission notice. Candidates arriving late may be admitted to the exam, but will not be permitted additional time to complete the exam.

- Bring several sharpened Number 2 pencils with erasers to the test center.
- No pagers, cell phones, alarms, or similar devices may be operative during the exam. Any person using such devices will be dismissed from the test center and disqualified from the examination. Personal digital assistants (PDAs) or other handheld computers also are prohibited.
- No books, reference materials, or study aids of any sort are allowed in the exam room.

ADA Compliance

The CCHP Board of Trustees makes every effort to ensure that test centers are in compliance with the Americans with Disabilities Act. If you require special accommodations, please submit a written request at least 90 days before the examination date.

Exam Scoring and Reporting of Results

Examination questions, answers, and grading guidelines are developed by the CCHP Board of Trustees. There is no penalty for incorrect answers; it is to the candidate's advantage to answer each item even when uncertain of the correct response. The candidate should choose the single best answer to each item. No credit is given for items for which more than one response is selected.

The tests are graded electronically. Candidates will receive the results of their examination in writing within eight weeks of the examination. Individual test scores will be released only to the candidate. A list of passing candidates may be published; no reference is made to candidates who defer taking the examination or do not attain a passing score.

Rescheduling and Reexamination

Candidates who are unable to take the exam as originally scheduled should notify NCCHC in writing at least ten business days prior to the examination. No additional fees will be assessed to reschedule. If notification is not received, however, a \$45 reregistration fee will be assessed when the candidate reschedules.

Candidates who do not attain a passing score on their first attempt may retake the exam two additional times within two years of the application approval date. The reexamination fee is \$45.

CCHP Examination

Purpose

The purpose of the CCHP examination is to measure a candidate's knowledge, understanding, and application of national standards and guidelines essential to the delivery of appropriate health care, the basic legal principles for practicing within a correctional health care system, the ethical obligations of correctional health care professionals, and the role of health care professionals in delivering health care in the correctional environment. The examination is not intended to measure clinical competency. Some of the questions are geared toward specific correctional settings (e.g., jail, prison, juvenile); others are more general in nature.

Content

The CCHP examination is a proctored, written examination composed of 80 to 100 multiple-choice, objective questions. Candidates are allowed two hours to complete the examination. The questions are written by experienced correctional health professionals who have attained CCHP certification. They are reviewed for construction, accuracy, and appropriateness by the CCHP Board of Trustees.

The content of the examination is described in the content outline, which begins below. The eight major content areas are weighted (reflected in percentages in the content outline) according to the established test plan.

Content Outline

I. GOVERNANCE & ADMINISTRATION (15-20%)

Related content includes but is **not limited** to:

| | |
|--|---|
| Access/barriers to care | Clinical, administrative and management positions |
| Medical autonomy | Administrative meetings and reports |
| Policies and procedures | Emergency response plan |
| Inmate death | Continuous quality improvement program |
| Privacy of care | Grievance mechanism |
| Communication/cooperation between health and custody staff | |

II. SAFETY (5-10%)

Related content includes but is **not limited** to:

| | |
|-------------------|----------------|
| Infection control | Patient safety |
| Staff safety | PREA |
| Sexual assault | |

III. PERSONNEL & TRAINING (8-14%)

Related content includes but is **not limited** to:

| | |
|---|--|
| Clinical performance enhancement | Continuing education for qualified health care professionals |
| Health training for correctional officers | Medication administration training |
| Inmate workers | Health care staffing levels |
| Orientation for new health staff | |

IV. HEALTH CARE SERVICES & SUPPORT (8-14%)

Related content includes but is **not limited** to:

| | |
|--------------------------------------|---------------------|
| Pharmaceutical operations | Medication services |
| Clinic space, equipment and supplies | Diagnostic services |
| Hospital and specialty care | |

Content Outline, continued

V. INMATE CARE AND TREATMENT (15-20%)

Related content includes but is **not limited** to:

| | |
|--------------------------------|--|
| Information on health services | Receiving/transfer screening |
| Health assessment | Mental health screening and evaluation |
| Oral care | Nonemergency medical care |
| Emergency services | Inpatient medical and psychiatric care |
| Segregated inmates | Nursing assessment protocols |
| Patient escort | Continuity of care |
| Discharge planning | Health promotion |

VI. SPECIAL NEEDS & SERVICES (12-18%)

Related content includes but is **not limited** to:

| | |
|---|--|
| Women's health and family planning | Patients with special needs |
| Infirmary care | Mental health services |
| Suicide prevention | Inmates with alcohol and other drug problems |
| Aids to impairment | Care for the terminally ill |
| Communication between facility administration and health staff regarding inmates' special needs | |

VII. HEALTH RECORDS (5-10%)

Related content includes but is **not limited** to:

| | |
|--------------------------|------------------------------|
| Format and contents | Confidentiality |
| Access to custody record | Management of health records |

VIII. MEDICAL-LEGAL ISSUES (8-14%)

Related content includes but is **not limited** to:

| | |
|---|--|
| Restraint and seclusion | Emergency psychotropic medication |
| Forensic information | End-of-life decision making |
| Informed consent and right to refuse | Medical and other research |
| Deliberate indifference and medical malpractice | Legal principles that provide for an inmate's right to health care |
| Ethical dilemmas | |

www.ncchc.org/cchp

Preparing to Take the Examination

This handbook is designed to familiarize candidates with the content areas covered on the examination. It provides a detailed overview of knowledge areas as well as a list of study points (referred to as the content outline). This handbook does not contain the study materials but instead is a resource to help guide your studies. Sample questions are available on the NCCHC Web site (www.ncchc.org).

Study Materials

The information covered on the examination is based on the following publications:

- ▶ *Standards for Health Services in Prisons, 2008*
- ▶ *Standards for Health Services in Jails, 2008*
- ▶ *Standards for Health Services in Juvenile Detention and Confinement Facilities, 2004**
- ▶ *Correctional Health Care: Guidelines for the Management of an Adequate Delivery System, 2001*

It is strongly recommended that you obtain these materials in order to improve examination performance. If you do not wish to purchase the materials, check with your employer, colleagues, or local library to see if they have any of the materials available. Many CCHP candidates study together and purchase a single set of study materials to share.

Although the difference between prison and jail health care delivery is significant, there is much overlap in the current editions of the jail and prison standards, so you might consider purchasing only one of these publications. All of the study materials are available from NCCHC and may be purchased individually or as a set. Several reference sets are available at discounted prices. Refer to the latest NCCHC publications catalog or the NCCHC Web site.

*A new edition of the *Juvenile Standards* is scheduled for publication in early 2011; however, candidates will not be tested on the new content until six months after the publication date.

Tips

Do base your answers on

- ▶ national trends
- ▶ national standards of care
- ▶ the assumption you are the responsible health authority or have the power to act

Do not base your answers on local practice.