

Normative document professional personnel "Personal certification for the treatment of chronic wounds"

Contents

ACCORDING TO THE GUIDELINES OF THE FEHLER! TEXTMARKE NICHT DEFINIERT.

INITIATIVE CHRONISCHE WUNDEN E.V. (ICW) PERSCERT TÜVFEHLER! TEXTMARKE NICHT DEFINIERT.

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1 Foreword

The following section describes the certification process for "qualified healthcare professionals for the treatment of chronic wounds" in order to provide a uniform certification system.

2 Scope of application

The application of this normative document is valid for all educational institutions which certify "qualified healthcare professional for the treatment of chronic wounds" according to the guidelines of the "Initiative Chronische Wunden e.V. (ICW)" and the „TÜV Rheinland Akademie GmbH (PersCert TÜV)“. The requirements of the specific certification profiles are listed in the detailed forms of the certification body.

3 General terms

3.1. *Personnel certification body*

The personnel certification body that carries out certifications in line with the normative conformity and the actual qualification of the personnel. Hereafter, the joint recognition and certification body of the "ICW/PersCert TÜV" will be referred to as the certification body.

3.2. *Personnel certification*

The personnel certificate is issued by an independent and recognised body confirming the compliance (conformity) of existing fields of competence of a person (personal qualifications) with defined access requirements and qualification standards.

3.3. *Examination panel*

The panel of examiners is proposed by the educational provider and confirmed by the certification body. It consists of at least two examiners, one of whom is the chairperson.

3.4. *Examiners*

Examiners are the professionals of the education providers who work on behalf of the personnel certification body in order to examine persons. They are professionally independent in performing their examination tasks.

3.5. *Expert panel*

The expert panel is a body of experts appointed by the personnel certification body. The experts participate in the curricular development, verify and validate examination contents, deal with complaints and are responsible for professional enquiries.

4 Guidelines for the certification process

4.1. Objective

Certifications serve to check qualification criteria on the basis of defined requirement profiles. The quality of the qualification criteria is attested by a certificate of competence. Examinations certify that the participants can master and apply the content relevant to each subject area. The relevant areas of competence of the certification are defined in the appendices.

4.2. Application for personnel certification

The applicant (hereinafter also known as the provider) is a recognised provider of education with whom the examination was taken. By submitting the confirmed exam transcript, the recognised provider requests certification for the participants of its seminars. The transcript of the examination must contain the following information relating to the participant:

- Name, date and place of birth
- Examining institution, date of the examination, examination period
- Members of the examination panel
- Verification of the access requirements
- Evaluation of the parts of the examination (written exam, case report/term paper or colloquium)
- Overall evaluation of the examination

The period of time between the first and the last part of the examination must not exceed 3 months for the Woundexpert ICW[®] and the Physician Woundexpert ICW[®], and 6 months for the Woundtherapist ICW[®] and the Woundcare specialist ICW[®]. In each case the written examination represents the first part of the exam.

4.3. Admission to the examination

4.3.1 Admission requirements

The prerequisite for participating in all parts of the examination is the **proof of all admission requirements** which are defined in the respective curriculum/examination regulations. In addition, participation is required in at least **80% of the designated lessons** based on the curriculum of the recognised seminar as well as the proof of work shadowing that may be necessary. The requirements of the ICW/TÜV certification must be confirmed by signature.

4.3.2 Work shadowing/clinical practice

Depending on the type of seminar (table 1), work shadowing or case supervision may be part of the qualification measures. In these seminars an examination is not passed until the necessary proof of the completed work shadowing/clinical practice (form) has been provided. Work shadowing/clinical practice can be performed in institutions familiar with the "care of people with chronic wounds". The participants themselves are responsible for the search of suitable work shadowing/clinical practice places. Details on the content of the practical phases are described in the respective seminar concepts.

Seminar	Duration
Woundexpert ICW [®]	16 hours
Physician Woundexpert ICW [®]	(16 hours as a recommendation)
Woundtherapist ICW [®]	40 hours
Woundcare specialist ICW [®]	Depending on the tasks for SOL

Tab. 1: Work shadowing/clinical practice as part of the ICW/TÜV seminars

5. Examination concept

5.1. Examination structure

The time schedule of the examination parts is defined in the respective examination regulations.

Seminar type	Written examination part 1	Written examination part 2	Oral part of the examination
Woundexpert ICW®	Test with 23 questions 90 minutes	Case report/term paper (work shadowing report plus case study)	-
Physician Woundexpert ICW®	Test with 23 questions 60 minutes	-	Colloquium
Woundtherapist ICW®	Test with 30 questions 120 minutes	-	Colloquium
Woundcare specialist ICW®	Oral performance exam 180 minutes	-	Colloquium

Tab. 2: Examination concept of the ICW/TÜV seminars

5.2. Written examination

The **written examination is the first examination part of all seminars**

The written examination takes place at a fixed time and place confirmed by the recognition body. The examination conditions laid down in the examination regulations are observed. The use of any kind of aids is strictly forbidden.

An exception is the oral performance examination for the Woundcare specialist ICW®, for which the seminar documents may be used.

The certification body puts together the questions for the written examination from the approved list of questions and asks the examination panel of the provider to carry out the examination. The examination questions must be provided on time and the papers must be protected against unauthorised access.

5.3 Examination case report/term paper

- In the case of the **Woundexpert ICW®** part two consists of a case report/term paper which includes a work shadowing report and a case study.
- For the seminar **Woundtherapist ICW®**, **Woundcare specialist ICW®** and **Physician Woundexpert ICW®** no second written proof of performance is required, but handouts or an exposé for the colloquium.

5.4 Examination colloquium

The colloquium represents the final part of the exam related to the seminars Woundtherapist ICW[®], Woundcare specialist ICW[®] and for the Physician Woundexpert ICW[®].

- In the case of the **Woundtherapist ICW[®]** the main focus is on representing a real care situation (case presentation) followed by a professional discussion with the examiners. For this purpose, a handout for the examiners is provided beforehand.
- In the case of the **Woundcare specialist ICW[®]** a presentation is given on a self-selected topic from the assignments for Self-Organised Learning (SOL). The required exposé must already be on hand on the examination day.
- At the seminar **Physician Woundexpert ICW[®]** the typical sequence "anamnesis-diagnosis-therapy" is presented on the basis of a real case and questions are discussed. A printed version of the presentation will be given to the examiners.

There are individual exams of 10 minutes each in which the participant presents a case according to the task set. A following professional discussion of another 10 minutes is initiated by the examiners. The total time of 20 minutes should not be exceeded. In the case of the Physician Woundexpert ICW[®], the other seminar participants can be present at the colloquium. The examinee must agree to this and the certification body may also not raise any objections.

6. Written exam questions

The number of questions actually asked per exam is only a quarter of all question in the pool for all subject areas. The number and type of examination questions vary according to the seminar:

6.1. Question types in the test

Seminar type	Types of questions		Cognitive learning levels			
	Open	Multiple choice	Knowledge	Understanding, explaining	Transferring, analysing	Synthesise, create
Woundexpert ICW [®]	60-70%	30-40%	50%	30-40%	10-20%	
Physician Woundexpert ICW [®]	60-70%	30-40%	50%	30-40%	10-20%	
Woundtherapist ICW [®]	60-70%	30-40%	30-40%	40-50%	10-20%	
Woundcare specialist ICW [®]	100%				40-50%	50-60%

Tab. 3: Question types and levels of learning

6.2. Distribution of exam questions Woundexpert ICW®

The ratio of teaching units (TU) is relevant for the number of exam questions per subject area. Workshop parts/practical exercises may be less represented. The allocation is shown in the following tables.

Topic areas according to the curriculum	Number of TU	Number of questions
Basic of ICW and certification	1	0
Skin/skin care	2	1
Nutrition	2	1
Quality of life	2	1
Legal aspects	1	0-1
Education	4	1
Pain	2	1
Hygiene	3	1
Decubitus/prophylaxis	4	2
DFS/prophylaxis	4	2
Venous ulcers & compression	6	2-3
Wound types and wound healing	3	1-2
Wound assessment/documentation	3	1-2
Wound treatment/wound care	6	3
Wound cleansing/debridement	2	1
Infection management	2	1
Financing of wound care	1	0-1
Miscellaneous wound situations	2	1-2
Case management	2	0-1
Work shadowing/clinical practice & case report/term paper	2	0
Availability hour	2	0
Total	56	23

Tab. 4: Distribution of question Woundexpert ICW®

6.3. Distribution of exam questions of the advanced seminar Woundtherapist ICW®

The proportion of teaching units is decisive for the number of exam questions per subject area. Workshop parts/practical exercises may be less represented. The allocation can be seen in the following tables.

Topic areas according to the curriculum	Number of TU	Number of questions
Course introduction	2	-
Chronic wounds	6	2
Venous ulcer (including communication and local therapy)	24	6
Pressure ulcer (including communication and local therapy)	24	6
DFS (including communication and local therapy)	24	6
Specific wound types	12	3
Pain	4	1
Organisation	16	4
Health economics	8	2
Total	120	30

Tab. 6: Distribution of questions Woundtherapist ICW®

6.4. Exam questions distribution advanced seminar Woundcare specialist ICW®

The examinees are offered a choice of at least two, maximum three main topics as briefly presented scenarios for selection. Each of these scenarios contains tasks which can be worked on freely and which contain the focus on further development. Specific aids are made available. Therefore, no written exam takes place.

6.5. Distribution of exam questions Physician Woundexpert ICW®

The proportion of teaching units is decisive for the number of exam questions per subject area. Workshop parts/practical exercises may be less represented. The allocation can be seen in the following tables.

Topic areas according to the curriculum	Number of TU	Number of questions
Basics of wound healing	1	1
Wound assessment/wound documentation	2	1
Local therapy	7	3
Infection management	2	1
Hygiene	1	0-1
CVI/venous ulcer including compression	5	2-3
Oedema differential diagnosis	1	0-1
PAOD	2	1
DFS	3	1-2
Law/medicine law/medical devices law	1	0-1
Decubitus/diagnosis/therapy including diet	3	1
Plastic surgery	1	0-1
Debridement/special procedures/special therapeutic agents/external	4	2
Rare ulcer causes	2	1
Palliative wound care	2	1
Pain	1	0-1
Financing/reimbursement/healing remedies and aids	3	1
Transfer/treatment pathways/network	4	1
Case study with diagnosis and differential diagnosis	2	0
Deeper study hour/case study	2	0
Total	48	23
Examination and examination instructions	4	-

Tab. 5: Distribution of questions Physician Woundexpert ICW®

7. Assessment and evaluation of examinations

The parts of the examination are evaluated by the members of the approved examination board of the educational provider. The examiners are usually the professional manager as well as lecturers or external experts. The evaluation takes place according to the examination regulations.

7.1. Evaluation of the exams

The evaluation of the exams is based on the attached solution keys. Deviations or additions are justified and submitted on the feedback form and communicated to the certification body. In case of uncertainties, the certification body will be consulted. Only the certification body may change the questions or scores.

7.2. Evaluation of the case report/term paper/colloquium

When evaluating the term paper/case report, the specific requirements of the examination regulations for the respective seminar concept must be taken into account. This includes formal/structural, linguistic and professional aspects as well as personal reflection in relation to the expected level of competence.

- The criteria for **evaluating case reports** for the seminar **Woundexpert ICW®** can be found in the evaluation matrix case report Woundexpert ICW®.
- The criteria for **evaluating the colloquium** for the seminar **Physician Woundexpert ICW®** can be found in the evaluation matrix colloquium Physician Woundexpert ICW®.
- The **evaluation criteria for the colloquium Woundtherapist ICW®** can be found in the evaluation matrix colloquium Woundtherapist ICW®.
- The **evaluation criteria for the colloquium Woundcare specialist ICW®** can be found in the evaluation matrix colloquium Woundcare specialist ICW®.

7.3. Details of the evaluation

All parts of the examination are evaluated according to the evaluation key listed (table 7), which is based on the percentage distribution of health and nursing education.

%	100 - 92	91 - 81	80 - 67	66 - 56	< 56
grade:	1	2	3	4.0	< 4.0
	passed	passed	passed	passed	failed

Tab. 7: Evaluation key for all examination parts of the seminars

The exam is passed if the candidate has at least achieved grade 4.0 (= 56%) in each part of the exam. The evaluation of the individual parts of the exam is carried out separately and leads to the total result. Individual parts of the exam can be retaken twice at the maximum if they have **not been passed**.

8. Retaking exams

The part of the exam which has not been passed must be retaken within a period after **4 weeks at the earliest and 12 weeks at the latest** after the announcement of the result. An earlier date is only possible with the explicit agreement of the participant in question. Participants must **apply for a repetition** from the recognised provider. The provider will discuss the possibilities of repeating the exam with the participant.

8.1. Retaking the written exam

In order to retake the written exam, the participant can take part in a central examination (registration via the certification body) on the next exam date or take the quarterly exam with the seminar provider or another provider. For central examinations, a corresponding application must be made to the certification body (see the application/information centralised examinations). In any case, it must be coordinated via the educational provider.

8.2. Retaking the colloquium

In order to retake the **colloquium**, the dates are set within a certain period and the participants are informed in writing.

8.3. Retaking the case report/term paper

In order to retake the case report, the next date will be fixed within **4 weeks after the announcement of the results**. The participant will be informed in writing.

9. Certification

9.1. Initial certification

After verification of the admission requirements and the examination results as evidenced by the examination transcript, the certification body issues the participant certificates. The examination transcript must be received by the recognition and certification body within **6 weeks** after the last examination date. The date of the postmark or mail received by scan is considered as the date of receipt. The certificates are sent to the provider making the application.

The provider bears the cost of the certification. The certificates have a **validity period of 5 years**. Thereafter, a re-certification must be applied for. Further information can be found in the re-certification forms.

9.2. Re-certification

The validity of the issued certificates is limited to 5 years. In order to request a re-certification after expiration of the five-year period, 8 continuing education credits must be proven per year. Only continuing education credits, which have been applied for by the respective educational institutions and identified by the certification body are valid. Continuing education credits from other concepts (e.g. voluntary registration of professional carers) cannot be taken into account.

10. Rights and obligations of the certificate holder

10.1. Note:

With the consent of the certificate holder the recognition body may make the certification publicly available. The personal data of the holder of the certificate will be stored. The provisions of the data protection law must be observed.

10.2. Rights:

Certificate holders are entitled, in the scope of their work

- to use the certificate issued which refers to the certification
- to view the normative document "qualified healthcare professional personnel for the treatment of chronic wounds" and
- indicate the certification especially on letterheads and in other media.

10.3. Obligations

The certificate holder may not use the certificate in a fraudulent or misleading manner.