

# **Normative document professionals**

**“Personal certification for the treatment  
of chronic wounds”**

**ICW/TÜV  
2024**

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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:

- Normative document Educational Provider
- Recognition agreement
- Application for recognition and information
- Curricula of the ICW seminars
- Exam registration and examination transcript
- Re-certification educational provider
- Re-certification participants information and application

## 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 referred to 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. In exceptional cases, this can be done directly via the certification body.

⇒ see form "Exam registration and examination transcript"

The period between the first and last part of the examination must not exceed three months for Wound Expert ICW<sup>®</sup> and Physician Woundexpert ICW<sup>®</sup>, and six months for Woundtherapists ICW<sup>®</sup> and Woundcare specialist ICW<sup>®</sup>.

⇒ see curricula of the corresponding seminars

### 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 <sup>®</sup>	16 hours
Physician Woundexpert ICW <sup>®</sup>	8 hours
Woundtherapist ICW <sup>®</sup>	40 hours
Woundcare specialist ICW <sup>®</sup>	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.

⇒ see curricula including examination regulations of the corresponding seminars

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<sup>®</sup>, Woundcare specialist ICW<sup>®</sup> and for the Physician Woundexpert ICW<sup>®</sup>.

- In the case of the **Woundtherapist ICW<sup>®</sup>** 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<sup>®</sup>** 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<sup>®</sup>** 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<sup>®</sup>, 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 <sup>®</sup>	60-70%	30-40%	50%	30-40%	10-20%	
Physician Woundexpert ICW <sup>®</sup>	60-70%	30-40%	50%	30-40%	10-20%	
Woundtherapist ICW <sup>®</sup>	60-70%	30-40%	30-40%	40-50%	10-20%	
Woundcare specialist ICW <sup>®</sup>	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
<b>Total</b>	<b>56</b>	<b>23</b>

Tab. 4: Distribution of question Woundexpert ICW®

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### 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
<b>Total</b>	<b>120</b>	<b>30</b>

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

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.

⇒ see curricula of the corresponding seminars

### 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.

⇒ see curricula of the corresponding seminars

### 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. Compensation for disadvantages

A disability confirmed by a medical report, such as dyslexia, can lead to a 30 % extension of the examination completion time upon written application to the education provider. This will be noted in the examination transcript together with the copy of the report.

## 9. Retaking exams

The part of the exam which has not been passed must be retaken within a period after **four 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.

## 9.1 Retaking the written exam

The participant has the following options to repeat or make up for an exam:

- Participation in the substitute exam with the provider
- Participation in the next upcoming exam with the provider
- Attending an examination with another provider
- Participation in a central examination date of the certification body

In all cases, the training provider must be consulted.

Information on dates, locations and registration can be found in the certification body's forms.

## 9.2 Retaking the colloquium

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

## 9.3 Retaking the case report/term paper

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

# 10. Certification

## 10.1 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 **six weeks** after the last examination date.

⇒ see form "Exam registration and examination transcript"

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 five years**. Thereafter, a re-certification must be applied for.

⇒ see form "Re-certification participants information and application"

In order to request a re-certification after, eight education credits must be proven per year (12 months). 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.

## **11. Rights and obligations of the certificate holder**

### **11.1. 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.

### **11.2. Rights**

Certificate holders are entitled, in the scope of their work

- to use the certificate issued which refers to the certification
- indicate the certification especially on letterheads and in other media.

### **11.3. Obligations**

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