

## **HEC-C Renewal Activity Tracking Form**

Use this form to document 40 hours of specified professional activities completed within your 5-year certification time period (see application for specific dates).

Name:

Credentials:

### **Definition of Qualifying Continuing Professional Education**

Qualified continuing professional education credit hours offered by any professional entity may be used toward HEC-C renewal. The earned credit hours must address content related to the domains and tasks outlined in the HEC-C Content Outline. These credit hours must be from an accredited sponsor (e.g., ACCME, ANCC, NASW, ACPE). Attendance at meetings that offer qualified credit hours, but not earning those credit hours, is not sufficient.

### **HEC-C Examination Content Outline**

#### **Domain 1: Assessment**

- Gather and discern factual information relevant to the case (e.g., clinical, psychosocial, spiritual, institutional, legal)
- Assess the interpersonal dynamics of those involved in the consultation (e.g., power relations, racial, ethnic, cultural)
- Identify the ethical concern(s) and the central ethical question(s)
- Elicit the views of those involved in the consultation

#### **Domain 2: Analysis**

- Clarify relevant ethical issues (e.g., confidentiality, privacy, informed consent, best interest, professional duties)
- Identify a range of ethically acceptable options

#### **Domain 3: Process**

- Prepare for effective ethics consultation
- Facilitate effective and inclusive communication, ethical deliberation, and problem-solving among all parties
- Formalize ethics recommendations
- Complete the ethics consultation

#### **Domain 4: Evaluation and Quality Improvement**

- Assess one's own performance and effectiveness in ethics consultation at regular intervals
- Ensure systematic and comprehensive recording of ethics consultation data
- Monitor for and address relevant trends in ethics consultation within the organization (e.g., frequently repeated consultations about the same issue or from the same unit or department)
- Recommend policy and practice changes within the organization as needed.

In the event of an audit, you will be required to provide evidence of the information provided in the tracking forms submitted with your application. This documentation includes the following:

1. Number of continuing education hours earned related to HEC-C examination content outline.
2. A certificate of completion that indicates number of hours earned and includes a statement that the provider offers credit from an accredited sponsor (e.g., ACCME, ANCC, NASW, ACPE).

| Activity date(s) | Activity title | Activity Provider | # of CE hours earned related to HEC-C Content Outline | Type of accredited continuing education hours (e.g., ACCME, ANCC, NASW, ACPE) | HEC-C Domain(s) covered |
|------------------|----------------|-------------------|---|---|-------------------------|
|                  |                |                   |   |   |                         |
|                  |                |                   |   |   |                         |
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|                  |                |                   |   |   |                         |

\*Provide additional information in supplementary document as needed.

**Definition of Other Specified Professional Activities**

Specified professional activities that contribute to the practice of Healthcare Ethics Consultation and for which the majority of the content is related to the domains and tasks in the HEC-C examination content outline may be used toward HEC-C renewal. Each method has specific criteria, and in each case, the majority content must map to domains and tasks on the HEC-C Examination Content Outline.

**Academic Course Work**

This section includes work for which you receive postsecondary academic credit that addresses at least one domain of the HEC-C examination content outline. Coursework can be at the graduate or undergraduate level. Applicants may claim up to 1 hour per classroom hour up to a maximum of 10 hours per course.

In the event of an audit, you will be required to provide evidence of each activity including:

- Course syllabus
- Transcript or grade report

| Educational Institution | Completion Date | Course Title | Classroom hours (10 max) related to HEC-C Domains | HEC-C Domain(s) covered |
|-------------------------|-----------------|--------------|---|-------------------------|
|                         |                 |              |   |                         |
|                         |                 |              |   |                         |
|                         |                 |              |   |                         |
|                         |                 |              |   |                         |

\*Provide additional information in supplementary document as needed.

**Academic Instruction**

Employment as lead instructor for a class or a course offered for academic credit at the post-secondary level that addresses at least one domain of the HEC-C examination content outline. You may claim up to 1 hour per classroom hour up to a maximum of 10 hours per original course.

In the event of an audit, you will be required to provide evidence of each activity including:

- Course syllabus and/or course description showing your name as instructor
- Course schedule with dates showing your name as instructor.

| Educational Institution | Completion Date | Course Title | Classroom hours (10 max) related to HEC-C Domains | HEC-C Domain(s) covered |
|-------------------------|-----------------|--------------|---|-------------------------|
|                         |                 |              |   |                         |
|                         |                 |              |   |                         |

\*Provide additional information in supplementary document as needed.

**Professional Presentation**

Any peer-reviewed, original presentation which addressed at least one domain of the HEC-C examination content outline may be used toward HEC-C renewal. The presentation must be part of a meeting or conference of a professional organization. Applicants may claim a minimum of 0.25 and a maximum of 2 hours per unique presentation, including the time to prepare for the presentation and

the actual presentation delivery. Hours claimed must each represent presentation of unique content and not a repeat presentation of previously presented content.

In the event of an audit, you will be required to provide evidence of each activity including:

- Letter of acceptance
- Presentation objectives

| <b>Presentation date</b> | <b>Presentation title</b> | <b>Presentation sponsor (conference, course, organization, etc.)</b> | <b># of hours related to HEC-C Content Outline</b> | <b>HEC-C Domain(s) covered</b> |
|--------------------------|---------------------------|--|--|--------------------------------|
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\*Provide additional information in supplementary document as needed.

**Institutional-Based Presentations**

Any original presentation that addresses at least one domain of the HEC-C examination content outline, given within an institution or medical center and has been approved for continuing education credit from an accredited sponsor (e.g., ACCME, ANCC, NASW, ACPE) may be used toward HEC-C renewal. Examples include grand rounds, critical care conferences, and institutional lectures. Applicants may claim a minimum of 0.25 hours and a maximum of 2 hours per unique presentation, including the time to prepare for the presentation and the actual presentation delivery. Hours claimed must each represent presentation of unique content and not a repeat presentation of previously presented content.

In the event of an audit, you will be required to provide evidence of each activity including

- Letter from your institution stating the date, title, and accrediting body.

| <b>Presentation date</b> | <b>Presentation title</b> | <b>Organization providing presentation and target audience</b> | <b>Name of accrediting body</b> | <b># of hours related to HEC-C Content Outline</b> | <b>HEC-C Domain(s) covered</b> |
|--------------------------|---------------------------|--|---------------------------------|--|--------------------------------|
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\*Provide additional information in supplementary document as needed.

**Publication Activities**

Any original manuscript published or accepted for publication that addresses at least one domain of the HEC-C examination content outline. To qualify, a manuscript must be a journal article or textbook. Applicants may claim a maximum of 5 hours of time per unique publication.

In the event of an audit, you will be required to provide evidence of each publication including:

- Letter acceptance or title page with your name and date of acceptance or publication

| Manuscript title<br>(article or chapter) | Name of<br>publication and<br>publisher | Check<br>appropriate box |         | Date of<br>acceptance<br>or<br>publication | # of<br>hours<br>related<br>to HEC-C<br>Content<br>Outline | HEC-C<br>Domain(s)<br>covered |
|--|---|--------------------------|---------|--|--|-------------------------------|
|  |   | Text                     | Journal |  |  |                               |
|  |   |                          |         |  |  |                               |
|  |   |                          |         |  |  |                               |

\*Provide additional information in supplementary document as needed.

**Editorial Services**

Service as an editor, editorial board member, or peer reviewer for a journal or textbook that addresses at least one domain of the HEC-C examination content outline. Applicants may claim up to 10 hours per year for service as an editor or editorial board member based on actual time served, and up to 1 hour per article or textbook chapter peer reviewed.

In the event of an audit, you will be required to provide evidence including:

- Letter from publisher indicating role and dates of service.

| Check<br>appropriate box |         | Name of<br>publication and<br>publisher | Check appropriate Box |                              |                  | Dates<br>of<br>service | # of<br>hours<br>related<br>to HEC-C | HEC-C<br>Domain(s)<br>covered |
|--------------------------|---------|---|-----------------------|------------------------------|------------------|------------------------|--------------------------------------|-------------------------------|
| Text                     | Journal |   | Editor                | Editorial<br>board<br>member | Peer<br>reviewer |                        |                                      |                               |
|                          |         |   |                       |                              |                  |                        |                                      |                               |

|  |  |  |  |  |  |  | <b>Content<br/>Outline</b> |  |
|--|--|--|--|--|--|--|----------------------------|--|
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\*Provide additional information in supplementary document as needed.