

HEC-C Renewal Experience Tracking Form

Use this form to document 200 hours of demonstrated healthcare ethics experience completed within your 5-year certification time period (see application for specific dates).

Name:

Credentials:

Renewal candidates choosing path 1 must have at least 200 hours of demonstrated healthcare ethics experience related to the major domain areas of the HEC-C program content outline within the current certification period.

Although all healthcare professionals engage in ethical decision making, healthcare ethics consultation is a distinct role. For purposes of HEC-C certification, *healthcare ethics experience* is defined as healthcare ethics consultation work, the majority of which is performed in the role of a designated healthcare ethics consultant, which is related to the major domain areas of the HEC-C examination content outline.

Please select the HEC-C content outline domain(s) and task(s) that best describe the healthcare ethics work you have performed during your current certification period.

Note: Candidates do not need to demonstrate experience in all domains and tasks to be eligible. Please indicate all that apply across each healthcare ethics position listed in the Professional Position(s) section:

Domain 1: Assessment

- Gather and discern factual information relevant to the case (e.g., clinical, psychosocial, spiritual, institutional, legal)
- Assess the social and interpersonal dynamics of those involved in the consultation (e.g., power relations, racial, ethnic, cultural)
- Distinguish the ethical dimensions of the consultation from other dimensions (e.g., legal, institutional, medical)
- Elicit the moral views of those involved in the consultation
- Identify relevant assumptions, beliefs, values, and interests of those involved
- Identify the ethical concern(s) and the central ethical question(s)
- Identify your own relevant experiences, values, and intuitions and how these might influence the consultation

Domain 2: Analysis

- Evaluate and apply relevant health care ethics information (e.g., law, institutional policy, professional codes and formal guidance)
- Clarify relevant ethical issues (e.g., confidentiality, privacy, informed consent, best interest, professional duties)
- Identify a range of ethically acceptable options and their consequences
- Evaluate evidence and arguments for and against different options
- Offer recommendations

Domain 3: Process

- Create a respectful and trusting environment
- Promote respect for diversity
- Establish realistic expectations about the consultation process
- Determine whether a particular request will involve only the healthcare ethics consultant's service or is appropriate for joint effort
- Facilitate effective communication among all parties
- Identify who should be involved in a consultation (e.g., patient, healthcare professionals, family members)
- Collaborate with other responsible persons, departments, or divisions within the institution
- Facilitate formal meetings (e.g., clarifying participants' roles, identifying the goal, establishing expectations and confidentiality)
- Educate involved parties about the ethical dimensions of the consultation
- Recognize and attend to relational barriers to communication (e.g., suffering, moral distress, strong emotions)
- Represent the views of the involved parties to others
- Identify underlying systems issues and bring them to the attention of the appropriate institutional resource for handling such concerns at the appropriate level
- Document consultations in internal healthcare ethics consultation service records
- Document consultations in patient health records
- Summarize and communicate documentation to relevant parties
- Identify the need for and establish the timeline for and complete follow-up activities
- Provide informal guidance or sounding-board (e.g., "curbside" consultation)
- Use institutional structures and resources to facilitate implementation of recommendations

Domain 4: Evaluation and Quality Improvement

- Obtain feedback from persons involved in ethics consultations
- Use criteria to evaluate ethics consultation outcomes (e.g., satisfaction, conflict resolution, knowledge acquisition)
- Ensure systematic recording of ethics consultation data
- Use data to analyze structural or systemic barriers to effective consultation process
- Use data to analyze structural or systemic obstacles to excellent care that may have contributed to the need for the consultation
- Identify patterns (e.g., frequently repeated consultations about the same issue, or from the same unit or department)
- Consider the implications of outcomes of consultations for the wider organization, including its mission and ethical standards
- Recommend policy and practice changes within the organization

Professional Position(s)

Please provide the requested information for each professional position you have held during your current certification period involving your experience related to the HEC-C content outline. In the event your application is selected for audit, the individuals listed in the verification sections below will be contacted by ASBH staff.

Position #1
Organization/Institution:
City & State:
Professional Title/Role:
From date: / / To date: / /
Healthcare Ethics Consultant Role:
Please provide a brief position description:
of months at this position (not to exceed 60 months):
Average # of HEC hours per month:
Total hours:
Verification Provide information for supervisor or peer who can generally attest to your experience at this position
Name:
Title:
Relationship to HEC-C: <input type="checkbox"/> Supervisor <input type="checkbox"/> Peer
Email:
Phone:

Position #2
Organization/Institution:
City & State:
Professional Title/Role:
From date: / / To date: / /
Healthcare Ethics Consultant Role:
Please provide a brief position description:
of months at this position (not to exceed 60 months):
Average # of HEC hours per month:
Total hours:
Verification Provide information for supervisor or peer who can generally attest to your experience at this position
Name:
Title:
Relationship to HEC-C: <input type="checkbox"/> Supervisor <input type="checkbox"/> Peer
Email:
Phone:

Position #3
Organization/Institution:
City & State:
Professional Title/Role:
From date: / / To date: / /
Healthcare Ethics Consultant Role:
Please provide a brief position description:
of months at this position (not to exceed 60 months):
Average # of HEC hours per month:
Total hours:
Verification Provide information for supervisor or peer who can generally attest to your experience at this position
Name:
Title:
Relationship to HEC-C: <input type="checkbox"/> Supervisor <input type="checkbox"/> Peer
Email:
Phone:

Position #4
Organization/Institution:
City & State:
Professional Title/Role:
From date: / / To date: / /
Healthcare Ethics Consultant Role:
Please provide a brief position description:
of months at this position (not to exceed 60 months):
Average # of HEC hours per month:
Total hours:
Verification Provide information for supervisor or peer who can generally attest to your experience at this position
Name:
Title:
Relationship to HEC-C: <input type="checkbox"/> Supervisor <input type="checkbox"/> Peer
Email:
Phone:

Position #5
Organization/Institution:
City & State:
Professional Title/Role:
From date: / / To date: / /
Healthcare Ethics Consultant Role:

Please provide a brief position description:
of months at this position (not to exceed 60 months):
Average # of HEC hours per month:
Total hours:
Verification Provide information for supervisor or peer who can generally attest to your experience at this position
Name:
Title:
Relationship to HEC-C: <input type="checkbox"/> Supervisor <input type="checkbox"/> Peer
Email:
Phone: