



Certified Correctional Health Professional

EXPERTISE... LEADERSHIP... RECOGNITION... SUCCESS

THE PREMIER NATIONAL CERTIFICATION PROGRAM FOR PROFESSIONALS IN CORRECTIONAL HEALTH CARE



Candidate Handbook

CCHP Board of Trustees

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www.ncchc.org/cchp



A Program of the National Commission on Correctional Health Care

CERTIFICATION FOR CORRECTIONAL HEALTH PROFESSIONALS

Professional Recognition

Participation in NCCHC's Certified Correctional Health Professional program is an investment in your future that will give you a professional edge. Certification recognizes the mastery of national standards and the knowledge expected of leaders in this complex, specialized field. The CCHP credential is a symbol of achievement and leadership, and is highly valued not only by participants but also by employers.

Correctional health professionals 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 that you have the tools to meet these challenges.

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 professionals and the role of health care professionals in delivering care in the correctional environment. The examination does not measure clinical competency.

Eligibility

Professionals from many different disciplines and work settings have earned CCHP certification. All correctional health professionals are encouraged to apply. Eligibility requirements are as follows:

- Credentials appropriate to the applicant's field and employment position, and the requirements of the state in which the applicant is licensed. The credentials must be free of any restriction that would limit professional practice solely to the correctional setting. If a license or credential is not required for practice, then the credential is not required for certification.
- Good character and fitness. Character and fitness is one of the most important components of the application. An applicant's record of conduct should justify the trust of patients, employers and others.

Application and Candidacy

Elements of the application:

- Completed application and fee
- Resume or curriculum vitae documenting education and professional experience
- Copies of valid credentials, e.g., license, diploma (see Eligibility above)

For application deadlines for each exam, see www.ncchc.org/CCHP/calendar.

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Once the application, supporting materials and fee have been received and approved, applicants will receive acknowledgment of their candidacy to take the CCHP exam. Candidates must register before the registration deadline for the exam they wish to take. Incomplete applications will be kept on file for three months, after which time a new application and fees must be submitted. A candidate must take the exam within six months of the application approval date.

Deferment and Cancellation Policies

The exam may be deferred up to six months from the date the application is approved. Deferment must be requested in writing at least 10 business days before the scheduled examination date for in-person exams at NCCHC conferences and partner sites. Candidates scheduling with Prometric should follow their policy on rescheduling and cancellation. Application fees will not be refunded.

Exam Dates and Locations

Examinations are offered throughout the year, including at NCCHC's conferences and at partner sites and conferences, Prometric test centers across the country, and online. For a list of exam dates and locations, visit www.ncchc.org/CCHP/calendar. For online exam information, visit www.ncchc.org/online-exams.

Exam Registration and Admission

Candidates must register for the exam through NCCHC (live locations), Prometric (test centers or online), confirming the date and location where they wish to take the exam.

NCCHC Conference and Partner Sites and Conferences: Approximately two weeks before the scheduled date candidates will receive an admission notice with the address of the site. The admission notice and a valid state photo ID or driver's license are required to gain admission.

Prometric Test Centers: Please follow the instructions provided during exam registration.

Online Exams: Please follow the instructions provided by Prometric during exam registration.

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 at an NCCHC site, please submit a written request at least 90 days before the examination date.

The Examination

The proctored examination is composed of 80 to 100 multiple-choice, objective questions. Candidates are allowed two hours to complete the examination.

NCCHC Conference and Partner Sites and Conferences: Report to the exam site as instructed on the admission notice. Candidates arriving late may be admitted, but will not be given additional time to complete the exam.

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Prometric Test Centers: Report to the exam site as instructed by the test center and adhere to test center regulations.

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

Online exams:

NCCHC offers online exams with live remote proctors through Prometric. Take your exam from the comfort and safety of your home, or office, at a date and time that is convenient for you. Internet access, a laptop or PC and a web camera are required. There are additional requirements available at www.ncchc.org/online-exams. Prior to beginning the exam, candidates will need to complete a system test.

Exam Scoring and Reporting

Examination questions, answers and grading guidelines are developed by the CCHP Board of Trustees. The candidate should choose the single best answer to each item. 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. No credit is given for items for which more than one response is selected.

The tests are graded electronically. Candidates will receive the exam results by email within approximately two weeks. Only a pass or fail will be reported 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

NCCHC Conference and Partner Sites and Conferences: Candidates who are unable to take the exam as originally scheduled should notify NCCHC in writing at least 10 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. If the candidate does not pass the exam and wishes to take it again, the reexamination fee is \$45.

Prometric Test Center Registrants: Candidates who are unable to take the exam as originally scheduled should see the FAQs on the test center websites for instructions on how to reschedule or cancel.

Prometric Online Exam Registrants: Candidates who are unable to take the exam as originally scheduled should see the FAQs on the Prometric website for instructions on how to reschedule or cancel.

Candidates who do not attain a passing score on their first attempt may retake the exam two additional times within one year of the application approval date.

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Content Outline

The exam questions are written by experienced correctional health professionals and reviewed by 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 on the following pages. The seven major content areas are weighted (reflected in the percentages) according to the established test plan.

This content outline identifies the seven knowledge areas covered on the examination. Each knowledge area includes but is not limited to the study topics listed below. For details about study materials, see www.ncchc.org/CCHP-study-materials.

CCHP Exam Content Outline

- I. GOVERNANCE AND ADMINISTRATION (20%-25%)
 - a. Access to care
 - b. Responsible health authority
 - c. Medical autonomy
 - d. Administrative meetings and reports
 - e. Policies and procedures
 - f. Continuous quality improvement program
 - g. Privacy of care
 - h. Health records
 - i. Procedure in the event of an inmate death
 - j. Grievance process for health care complaints

- II. HEALTH PROMOTION, SAFETY, AND DISEASE PREVENTION (10%-15%)
 - a. Healthy lifestyle promotion
 - b. Infectious disease prevention and control
 - c. Clinical preventive services
 - d. Medical surveillance of inmate workers
 - e. Suicide prevention and intervention
 - f. Contraception
 - g. Communication on patients' health needs
 - h. Patient safety
 - i. Staff safety

- III. PERSONNEL AND TRAINING (5%-10%)
 - a. Credentials
 - b. Clinical performance enhancement
 - c. Professional development
 - d. Health training for correctional officers
 - e. Medication administration training

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- f. Inmate workers
- g. Staffing
- h. Health care liaison
- i. Orientation for health staff

IV. ANCILLARY HEALTH CARE SERVICES (8%-14%)

- a. Pharmaceutical operations
- b. Medication services
- c. Clinic space, equipment and supplies
- d. On-site diagnostic services
- e. Medical diets
- f. Patient escort
- g. Emergency services and response plan
- h. Hospital and specialty care

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

- a. Information on health services
- b. Receiving screening
- c. Transfer screening
- d. Initial health assessment
- e. Mental health screening and evaluation
- f. Oral care
- g. Nonemergency health care requests and services
- h. Nursing assessment protocols and procedures
- i. Continuity, coordination and quality of care
- j. Discharge planning

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

- a. Patients with chronic disease and other special needs
- b. Infirmary-level care
- c. Mental health services
- d. Medically supervised withdrawal and treatment
- e. Counseling and care of the pregnant inmate
- f. Response to sexual abuse
- g. Care for the terminally ill

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

- a. Restraint and seclusion
- b. Segregated inmates
- c. Emergency psychotropic medication
- d. Therapeutic relationship, forensic information and disciplinary actions
- e. Informed consent and right to refuse
- f. Medical and other research
- g. Executions (prisons only)



The Certified Correctional Health Professional (CCHP) program is sponsored by the National Commission on Correctional Health Care.



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