

# IHEA

INSTITUTE OF HOSPITAL ENGINEERING, AUSTRALIA  
SUPPORTING HEALTH FACILITIES MANAGEMENT



## CERTIFIED HEALTHCARE FACILITY MANAGER PROGRAM

MIHEA CHCFM

### INFORMATION HANDBOOK

Provided by the Institute of Hospital Engineering Australia. Effective March 2008.

# CERTIFICATION REQUIREMENTS

## IHEA CHCFM Certification Purpose

The purpose of CHCFM certification is to promote healthcare facility management through the certification of qualified individuals by:

- Recognising formally those individuals who meet the eligibility requirements of the IHEA CHCFM program
- Encouraging continued personal and professional growth in the practice of healthcare facility management
- Providing a system to support continuing professional education as a requirement for certification; thereby assisting employers, the public and members of the health professions in the assessment of a healthcare facility manager.

## Definition of a Healthcare Facility Manager

The healthcare facility manager's primary job responsibilities include activities in five general areas: maintenance and operations; code compliance; planning, design and construction; finance management; and administration. Specifically, the healthcare facility manager has an understanding of the operation and maintenance of building systems including but not limited to: HVAC, refrigeration, steam and hot water, medical gas, electrical distribution, emergency power, fire protection, plumbing, medical equipment, safety and security, elevators and pneumatic tube, and grounds keeping.

The healthcare facility manager's responsibilities may include the planning, design and direction of activities related to construction and renovation projects. These activities include but are not limited to the solicitation and evaluation of tenders and consulting with architects, engineers and various contractors.

The healthcare facility manager is responsible for facility conformance to all applicable codes and standards including local and national agencies as well as private certification organisations such as NATA.

The healthcare facility manager is responsible for the development and management of capital and operational budgets and negotiation of service agreements.

The healthcare facility manager is responsible for the development and administration of policies and procedures to manage the human resources of the facilities management department.

## Eligibility Requirements

An individual who meets eligibility requirements attains the Certified Healthcare Facility Manager (CHCFM) designation. To be eligible apply for Certified Health Care Facility Manager (CHCFM) status, a candidate must fulfil one of the following requirements for education/work experience:

- Recognised degree plus five years of associated engineering experience\*, three years of which must have been in a healthcare setting; three years of management, supervisory, administrative experience; and work experience in a healthcare facility within the last three years.
- Diploma, Associate Diploma, plus seven years of associated engineering experience\*, three years of which must have been in a healthcare setting; five years of management/supervisory/administrative experience; and work experience in a healthcare facility within the last three years.
- Trade certificate or equivalent plus ten years of associated engineering experience\*, three years of which must have been in a healthcare setting; five years of management, supervisory, administrative experience; and work experience in a healthcare facility within the last three years.

\*Associated engineering experience refers to work experience in the following functional areas: facility management; operations and maintenance; clinical engineering; safety and security; planning, design and construction; or environmental management.



# IHEA CHCFM CERTIFICATION

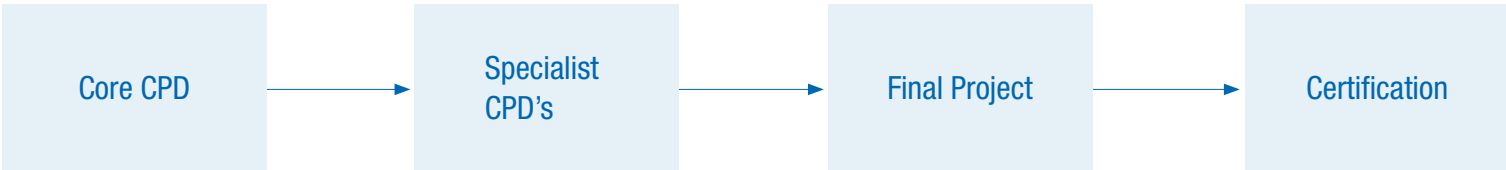
## Initial Certification

For eligible members, the certification program will run over a two year period requiring the attending of a minimum of 60 hours of approved CPD points (consistent with Engineers Australia CPD points). Further, after consultation with the CHCFM Selection Committee, a 3000 word written paper on a project or topic of their choosing that directly relates to a current activity within their own organisation must be submitted for assessment. The paper will be assessed for originality, accuracy, professionalism and facility management or engineering principles. Certification will be valid for three years. The submitted paper is to comply with the IHEA "Guidelines for Authors Technical Papers, Case Studies and Conference Papers"

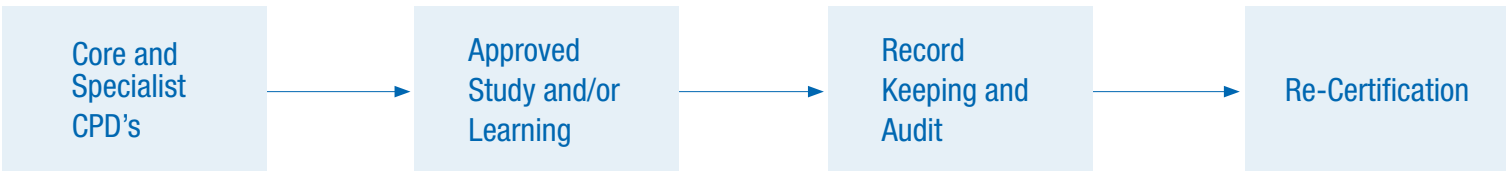
## Ongoing Certification

The program has a three year certification cycle requiring attendance at compliant PD's to accumulate 90 hours per three years, of approved CPD points (consistent with Engineers Australia CPD points). If enough CPD points are not earned in the three year period, then a project and CPD hours equivalent to initial certification will be required to be submitted to maintain accreditation.

**Two Year  
Initial  
Certification**



**Three Year  
Ongoing  
Certification**



## DESCRIPTIONS OF CPD TYPES

Type of CPD	Conditions	Notes	
1	Formal post-graduate study and individual tertiary course units not undertaken for award purposes.	<i>There is <u>no limit</u> to the maximum number of hours that you can claim over a three-year period for these activities.</i>	Study may be either on campus or by distance education. For distance education, estimate the equivalent number of hours of formal face-to-face education that would have been involved. Time claimed is the actual hours of lectures/tutorials/laboratory work, noting that there will almost always be further time spent both in preparation and/or follow-up. All such activities will involve some form of assessment.
2	Short courses, workshops, seminars and discussion groups, conferences, technical inspections and technical meetings, including IHEA meetings, where these are delivered or facilitated by recognised practitioners in the field.	<i>There is <u>no limit</u> to the maximum number of hours that you can claim over a three-year period for these activities.</i>	
3	Learning activities in the workplace that extend your area of practice competence base.	<i><u>A maximum of 45 hours</u> of your total CPD in any three-year period may be claimed for these activities.</i>	Activities that are normal work activities and which do not extend your knowledge cannot be claimed as learning activities in the workplace. For any learning activity undertaken in the workplace you must be able to demonstrate how it has extended your knowledge.
4	Private study which extends your knowledge and skills in your area of practice and/or in the core areas of risk management, business and management skills.	<i><u>Reading of the IHEA or other peer reviewed journal can contribute to a maximum of 12 hours</u> of your total CPD in any three-year period.</i>	Private study includes the reading of books, journals, transactions, manuals etc. Records must be kept of relevant personal reading claimed, which includes time spent on reading, the title and date of relevant articles read and a brief summary of the knowledge gained (25-50 words). This information should be recorded after you have read the article, for audit purposes.
5	Service to the engineering profession.	<i><u>A maximum of 30 hours</u> of your total CPD in any three-year period may be claimed for these activities.</i>	Service to the engineering profession may include: <ul style="list-style-type: none"> <li>• serving in a volunteer capacity on boards and committees of IHEA.</li> <li>• reviewing technical publications prior to publication.</li> <li>• assisting with CPD audits.</li> <li>• mentoring a colleague for work experience purposes.</li> <li>• preparation of written submissions/contributions to, and participation in technical standards related meetings of organisations, such as Standards Australia, on areas relevant to your professional work (when representing IHEA).</li> </ul>
6	The preparation and presentation of material for courses, conferences, seminars and symposia.	<i><u>Up to 30 hours per paper</u> may be claimed for papers published in journals and conference proceedings and for the preparation of material for courses not part of your normal employment function eg. as a visiting lecturer from industry.</i> <i><u>Up to 45 hours per paper</u> may be claimed for papers subject to critical peer review prior to publication.</i>	This represents work outside of your normal employment and can be claimed for CPD purposes if the material is prepared and presented by you and the activities contribute to the advancement of the profession.

## CPD POINTS ALLOCATION

IHEA member	0 points
Reading of technical content of The Hospital Engineer	0.5 points / hour (see capping details)
Reading technical publications	0.5 points / hour (see capping details)
Attending branch seminars	1 point per contact hour
Attending national one day seminar	1 point per contact hour
Attending national conferences	1 point per contact hour
Presenting at IHEA national conference	30 points per paper published in conference proceedings
Presenting at IHEA state seminar	10 points per hour presented (where no paper published)
Peer review of technical papers	1 point per hour (see capping details)
Author of technical paper in The Hospital Engineer	30 points per paper
Author of technical paper in a peer reviewed journal	45 points per paper
IHEA committee representation	1 point per hour
Attending trade/ product sessions	0.5 points / hour (see capping details)
Graduate Certificate / Masters Degree	2 points per hour
Mentoring	1 point per hour (see capping details)
Workshops/discussion groups	1 point per hour

## CPD AUDIT GUIDELINES

### 1. Record your CPD

All certified members should maintain records of their CPD activities and the time expended on them. Your CPD records may be required to be submitted when an audit is undertaken.

### 2. The Audit Process

The following documentation must be provided for a CPD audit.

#### 2.1 Statement of Work Experience

A brief verified statement of your work experience during the three years prior to audit should be submitted which includes:

- the name of your employer (if self employed, indicate).
- details of your job responsibilities (provide a copy of your job description, if available) and an outline of the actual scope of work undertaken during the preceding three years, highlighting particular projects or responsibilities, as appropriate.

**NOTE:** Third party verification is an important component of the audit process. Verification should be by your employer, supervisor or someone familiar with your work. It is recognised that some members, particularly sole practitioners, may have difficulty in having their statement of work experience verified. In such circumstances an exemption may be sought. Similarly, members who are temporarily not practising should seek an exemption from this requirement provided that the requisite CPD has been attained.

Currency of Practice means that you will have spent the majority of the three year period being considered, working in your specified area of practice (as included on your audit notice).

#### 2.2 Records of CPD Undertaken in Three Years Prior to Receipt of Audit Request

Records in support of your CPD may include:

- Certificates
- Proof of attendance
- Assessment report
- Employer report
- Statutory Declaration
- Diary entries for specific activities
- Your professional development plan, including a statement of the CPD undertaken in achieving your plan

For each record you should include a brief description of what you learned and how it relates to your area of practice or current position.

### 2.3 Format of CPD records

Download the template from the IHEA web site and enter the information as indicated.

### 2.4 Your CPD Plan

All members are encouraged to have a CPD Plan to achieve specific competencies within a defined period.

Ideally the plan should include:

- goals expressed in terms of career outcomes or technical abilities
- a list of new skills (competencies) necessary to achieve the goals
- proposed activities/events to meet the goals set out in the plan.

### 3. Where and how to send your CPD documentation

You can submit the documentation

- (i) by [email to info@ihea.org.au](mailto:info@ihea.org.au); or
- (ii) in hard copy by [fax to 03 6273 2354](tel:0362732354); or
- (iii) by [mail to:](#)

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