

## ACDIS Certification Committee: Scope of Work

### ACDIS Contacts

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## Purpose and Terms of Service

### Objective

The Association of Clinical Documentation Integrity Specialists' (ACDIS) Certification Committee provides expertise and guidance on the development of exam content, candidate eligibility, and recertification requirements.

There are two certification programs: The Certified Clinical Documentation Specialist (CCDS) and the CCDS-Outpatient (CCDS-O). Each is maintained by a subcommittee of the Certification Committee.

### Essential responsibilities

- Write new exam questions and review questions/answer choices to ensure they are up-to-date, accurate, and reflective of industry standards and practices on an annual basis.
- Assist with determinations of candidate eligibility on an ongoing and as needed basis.
- Contribute to endeavors to promote ACDIS' certification programs. These activities will be limited to the scope of the certification programs. Activities may include (but are not limited to):
  - Presenting on ACDIS quarterly conference calls and/or *The ACDIS Podcast: Talking CDI*
  - Developing or reviewing surveys
  - Writing for ACDIS publications including *CDI Strategies* or the *CDI Journal*
  - Speaking to interested exam candidates in a panel session at the ACDIS annual conference

### Code of professional conduct

Certification Committee members are expected to exercise professionalism, diplomacy, and discretion when conducting all committee work. Professionally, Certification Committee members should hold themselves to the guiding principles of the [ACDIS Code of Ethics](#).

When topics of discussion arise on which the committee members disagree, members are expected to treat one another with respect and dignity. Certification Committee members should leave their personal biases at the door and bring an open mind to discussions.

If a committee member is assigned a task which they are either unable to complete or do not feel comfortable completing, they should contact the committee coordinator immediately to ensure the work is covered.

Certification Committee members must sign a Security and Item Contributor Agreement Form, agreeing that they will maintain the security of all materials at all times and return or destroy any materials entrusted to them in a secure manner.

### Committee composition

The ACDIS Certification Committee will consist of approximately 22 members, including:

- Twenty (20) individuals who hold at least one ACDIS certification (either CCDS, CCDS-O, or both), with diverse backgrounds that broadly reflect the composition of the ACDIS membership and the CDI profession at large. The Certification Committee will be comprised of individuals who possess inpatient CDI experience (CCDS) or outpatient experience (CCDS-O) in approximately equal measure.
- One ACDIS subject matter expert (CDI Education Specialist or CDI Education Director)
- CCDS/CCDS-O Coordinator. This is a non-voting/contributing member charged with facilitating meetings (i.e., setting up the conference calls), setting meeting agendas, and following up on the committee's progress on various tasks as assigned between meetings to ensure the meetings run smoothly and everyone comes prepared.

Applicants for the Certification Committee must be members of ACDIS national.

### Term duration and prerogatives

Committee members will serve for a three-year period. After at least a year hiatus, an individual may volunteer to serve on the committee again at the discretion of ACDIS administration.

Five committee members will rotate off the committee each year and ACDIS will recruit volunteers to fill the open positions.

Committee members that need to step down from volunteer duties due to a change in position, family obligations, or other matter may do so at any time, but should provide at least 30-day advance notice to the CCDS/CCDS-O Coordinator to maintain continuity of the group and to allow a replacement volunteer to be identified.

Any volunteer who does not fulfill the expectations of the committee and does not communicate with the CCDS/CCDS-O Coordinator, ACDIS administration, or the committee may be asked to step aside to allow a new volunteer to be chosen to maintain the continuity of the work.

In return for their important work, active committee members will receive the following benefits for the duration of their service:

- Public recognition on the ACDIS website's [Boards and Committees](#) page, as well as attribution in published articles and materials
- Discounted and/or complimentary access to products such as ACDIS books or webinars at the discretion of the CCDS/CCDS-O Coordinator and ACDIS administration

- Complimentary renewal of their ACDIS certification during their tenure on the committee. The time spent on the committee meets the 30 CEU, every other year requirement for recertification. Applying for recertification is not necessary for committee members.

## Scope of Work and Process

The Certification Committee meets on an as-needed basis to conduct business necessary to maintain the integrity of the certification programs. When exams require updates, the committee may meet monthly or more frequently. During non-exam update periods, the Certification Committee should expect to participate in occasional meetings to discuss certification activities.

Although the Certification Committee's major activities center around exam development and review needs, committee members are encouraged to remain engaged in their work throughout the year. The following are key ways to keep active:

- Submit written pieces on the importance of certification to ACDIS' publications and to publications outside of ACDIS to further awareness of the profession and the value of certification. These written pieces may be assigned by ACDIS administration.
- Bring forward "hot topics" to ACDIS administration for future coverage, editorially or otherwise
- Submit forms and tools (i.e., sample policies, query forms, job descriptions, educational materials, etc.) for consideration on the ACDIS website
- Look for gaps, discrepancies, and other potential deficiencies in ACDIS' offerings and inform the ACDIS administration of potential opportunities for committee work
- Share suggestions for improving the effectiveness and efficiency of the committee's work

Please direct all feedback to ACDIS Interim Director Laurie Prescott (CCDS/CCDS-O Coordinator) at [lprescott@acdis.org](mailto:lprescott@acdis.org).