

PLAR Program

Requirements and Guidelines



CHETM
Certified Health Executive



CANADIAN COLLEGE OF HEALTH LEADERS COLLÈGE CANADIEN DES LEADERS EN SANTÉ

www.cchl-ccls.ca

PLAR Explained



The following is designed to assist you in understanding and applying for the Certified Health Executive (CHE) Program, through the Prior Learning Assessment Recognition (PLAR) Program of the Canadian College of Health Leaders (College).

The Canadian College of Health Leaders (College) is committed to creating and sustaining a learning environment for its members by offering the only Canadian professional designation available to health leaders. The designation of Certified Health Executive (CHE) has established the College at the forefront of continuing education for health leaders. A CHE is a skilled professional who is committed to both personal career development and their profession. A CHE gains valuable insight into the most advanced health leadership practices and is better able to lead an organization. Further information can be obtained by accessing our web site at <http://www.cchl-ccls.ca>.

The regular entrance requirements to the CHE program is a Master's degree and a minimum of two years Canadian health management experience within the last three years.

The College is aware, however, that many healthcare leaders have obtained knowledge and skills through their work experience, self-directed studies, community work, non-credit courses, professional development and training programs.

The College recognizes prior learning and experience and has opened an additional channel of access to the Certified Health Executive (CHE) designation with the Prior Learning Assessment Recognition program (PLAR) program.

PLAR is a systematic process which evaluates, identifies, documents, assesses and formally recognizes the learning and experience obtained outside formal educational institutions.

The procedure provides candidates with the opportunity to articulate and demonstrate their abilities in relation to the capabilities set out by the CHE program.

The College's PLAR policy increases access to the CHE designation by removing a barrier for healthcare leaders who do not have a Master's degree but hold a Baccalaureate degree and a minimum of five years Canadian health management experience within the last seven years.

Please submit the PLAR and CHE applications along with all required documents to CHE@cchl-ccls.ca with the email subject line: "CHE Program – PLAR and CHE Application Package – Your Full Name" e.g. "CHE Program – PLAR and CHE Application Package – Huei-Ling Tsuei"

For more information, please contact:

Huei-Ling Tsuei
CHE Program Coordinator
T (613) 235-7218 ext. 239 h1tsuei@cchl-ccls.ca

PLAR Program Requirements



To achieve entry to the CHE program through the PLAR process, you must:

- Hold a Baccalaureate degree from an accredited University and submit copies of Diplomas and Certificates,
- Have at least five years of Canadian health leadership experience within the last seven years,
- Be an active College member in good standing,
- Submit a record of professional achievements (appendix B) for evaluation by a Certified Health Executive,
- Submit two letters of reference (one must be from a CHE or FCCHL).

If you believe you have what it takes to become a CHE, we encourage you to compile and submit a portfolio of your prior learning/experience for assessment. The portfolio summarizes your learning from work experience, personal and professional development related to healthcare management and the leadership capabilities, and is used to support your claim of competence in healthcare leadership.

The portfolio will be reviewed by a panel of Certified Health Executives followed by an interview either face-to-face or by teleconference call.

Members wishing to submit a portfolio for assessment should complete the Request for Portfolio Assessment (PLAR) Application form (Appendix A).

Your portfolio is a record of your learning achievements including work experience (a minimum of 5 years in Canadian healthcare leadership), personal and professional development related to healthcare leadership. The information in your portfolio is used to support your application.

Your portfolio should be organized in a manner that is easy to follow and should readily identify the evidence that supports your claim of competence. You must relate your knowledge and skills to the leadership capabilities by completing the Self-assessment (Appendix C)

Your portfolio should contain:

- a cover letter,
- assessment fee payment of \$242.15 (includes HST). Price subject to change without notice,
- a completed Portfolio Assessment PLAR Application Form (Appendix A),
- a completed Record of Professional Achievements Form (Appendix B) that provides information on courses, seminars or self-directed study which you have undertaken related to healthcare leadership and information on significant projects, publications or other reports that you have authored, mentorship/coaching activities, awards or other accomplishments in healthcare leadership,
- a completed Self-Assessment Form (Appendix C)
- a current resume with detailed position descriptions or other information that attests to your knowledge, skills and abilities related to health leadership,
- two letters of reference. One must be from a CHE or FCCHL, and
- copies of degrees, diplomas and certificates.

PLAR Application Form Portfolio Assessment

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____
(office) (home) (fax)

Email: _____

Date: _____

PAYMENT METHOD:

- I have attached a cheque in the amount of \$242.15 (includes HST), made payable to CCHL.
- I wish to pay \$242.15 (includes HST) by credit card.

Visa or MasterCard #: _____ Expiry date: _____

Name of Cardholder: _____ Signature: _____

DOCUMENTATION ENCLOSED:

- Cover letter
- Copies of Baccalaureate, diplomas and certificates
- Completed Record of Professional Achievements Form (Appendix B)
- Completed Self-assessment Form (Appendix C)
- Current resume with position descriptions
- Two letters of reference. One must be from a CHE or FCCHL

PLAR – Record of Professional Achievements

CHE applicants who **do not** hold a Master’s degree are evaluated on their work experience in Canadian health leadership and professional development within the last seven years. Applicants must provide the following information for the portfolio review. Failure to address any of the topics will delay the application process and will result in a candidate not meeting the basic requirements, and therefore not being considered for the program. It is suggested that your submission be formatted using the criteria so that the reviewers are easily able to match your content with the criteria.

Candidate’s Name: _____ Date of Submission: _____

Criteria 1: Educational Enhancement

1.1 Personal Continuing Learning

For the last five years, please list courses, conferences, seminars or other educational activities that you have attended as part of your ongoing commitment to life long learning.

1.2 Speaking Engagements (if applicable)

For at least the last five years, please list your contributions as a speaker, panel member, or as a faculty member related to health services management.

1.3 Program Development

Please provide examples of where you have contributed to the planning and development of educational programs in health services management.

1.4 Professional Publications (if applicable)

A full citation of your publications related to health services management or any other related field; including an acknowledgement of membership on an editorial board along with the frequency and nature of review work for journals, publishers or other organizations.

1.5 Mentoring/Coaching

Please provide examples of the assistance you provided to colleagues/volunteers or that was provided to you in a formal or informal mentoring/coaching role over the past five years.

1.6 Commitment to Students (if applicable)

Please provide evidence that you have supported health services management students over the past five years.

Criteria 2: Initiative and Innovation

2.1 Personal Initiative

Please provide examples of your role in two situations that clearly illustrate your personal initiative in health services management.

2.2 Significant Innovation

Innovation can take on many forms in today's healthcare management; describe two situations that illustrate an innovative approach you have used in dealing with a management issue.

2.3 Staff Innovation

Please describe two situations where you supported other staff or colleagues to initiate, implement or adapt innovative approaches to health services management.

Criteria 3: Leadership

3.1 Committee Involvement

Please list the committees, boards, task forces etc, that you have been or are a member of, held within the past five years.

3.2 Promotion of the Profession

Please provide examples of your promotion and support of the health services management profession and/or College activities.

3.3 Community Involvement

Please provide examples of any involvement in community organizations, either health related or of a more general nature which is distinct from items 3.1 and 3.2.

Criteria 4: Career Achievements

4.1 Health Management Positions

List all positions held in health services management within the past five years and provide brief position descriptions.

4.2 Recognitions and Awards

List all health services management recognitions and awards.

4.3 Career Achievements

Please provide a short assessment of how you have achieved your career goals and what role you see the CHE designation playing in your overall career.

Criteria 5: Other Achievements

Please provide any additional information on your professional achievements that have not been covered above.

PLAR Self-assessment Form

Applicant's Name: _____

Date: _____

The following statements describe leadership capabilities related to the *LEADS in a Caring Environment* and required of Certified Health Executives. For each statement, critically evaluate your current level using the rating scale provided. **For each item rated "needs improvement," please provide an explanation in the comments section below.**

Leadership Capabilities (LEADS Framework)

Lead Self	Excellent	Satisfactory	Needs Improvement
Recognizes one's own assumptions, values, principles, strengths, and limitations.			
Takes responsibility for one's own performance and health.			
Seeks opportunities and challenges for personal learning, character building, and growth.			
Models qualities such as honesty, integrity, resilience, and confidence.			
COMMENTS:			
Engage Others	Excellent	Satisfactory	Needs Improvement
Supports and challenges others to achieve professional and personal goals.			
Contributes to the creation of a healthy organization.			
Listens well and encourages an open exchange of information and ideas.			
Facilitates an environment of collaboration and cooperation to achieve results.			
COMMENTS:			

Achieve Results	Excellent	Satisfactory	Needs Improvement
Inspires vision by identifying, establishing, and communicating clear and meaningful expectations and outcomes.			
Integrates organizational mission, values, and reliable evidence to make decisions.			
Acts in a manner consistent with organizational values to yield effective, efficient, public-centred service.			
Measures and evaluates outcomes, and corrects course if necessary.			
COMMENTS:			
Develop Coalitions	Excellent	Satisfactory	Needs Improvement
Builds partnerships and networks to create results.			
Mobilizes knowledge.			
Demonstrates a commitment to customers and service.			
Navigates socio-political environments.			
COMMENTS:			
Systems Transformation	Excellent	Satisfactory	Needs Improvement
Demonstrates systems/critical thinking.			
Encourage and support innovation.			
Orients strategically to the future.			
Actively contributes to changes processes that improve health service delivery.			
COMMENTS:			