



## Exam Content Outline

CHPA exam v.19 consists of 200 scored and 20 unscored items. IAHSS allows 3 hours (180 minutes) total testing time for the exam. The minimum passing score is 75%. Candidates will receive results of either Pass or Fail upon completion, and will receive follow up written communication from IAHSS. Failing candidates will be provided additional information about their performance by Content Area in order to focus their area(s) of study for retest.

### Exam Content Outline and percent of exam per Content Area:

- 1. Security and Safety in the Healthcare Environment – 16-18%**
  - a. Apply an understanding of the healthcare industry and how it affects the security function.
  - b. Identify and conduct a risk assessment of security sensitive areas.
  - c. Identify and evaluate the unique security and safety risks that affect the protection level of the HCF personnel, patients, and visitors.
  - d. Conduct inspections, surveys, and site reviews of designated areas and ensure compliance with accreditation and regulatory standards.
- 2. Healthcare Security Leadership – 15-17%**
  - a. Serve as the senior security representative to internal stakeholders, committees, and groups.
  - b. Develop and implement a security awareness program for HCF associates and leadership on healthcare security, law enforcement, and personal safety issues.
  - c. Collaborate with HR to design and implement a comprehensive screening program for HCF staff.
  - d. Prepare and manage the annual security operating and capital budgets.
  - e. Deal professionally and ethically with various business vendors in the purchase of equipment.
  - f. Serve as the law enforcement and correctional liaison for the HCF.
  - g. Create and/or update security department plans, policies and procedures to ensure that established systems and processes are in place to address administrative and operational issues.
  - h. Collect and use data to advocate for informed business decision making.
- 3. Healthcare security workforce management – 13-15%**
  - a. Develop and implement a training program for security staff including initial training and ongoing education.
  - b. Develop and mentor security staff for advancement and succession planning.
  - c. Supervise staff and daily operations to ensure safety of HCF assets.
  - d. Evaluate and determine appropriate staffing model and levels.
  - e. Apply principles of human resources management to the HCF security function.

**4. Physical security – 14-16%**

- a. Understand and apply principles of physical security to assess the physical security of the HCF.
- b. Identify gaps and vulnerabilities in the HCF's physical environment.
- c. Implement or recommend corrective actions to continuously improve the physical security of the HCF.
- d. Use security design guidelines to influence the design phase of the new construction and renovation.

**5. Electronic Security System Integration – 9-11%**

- a. Conduct security system assessment, obtain and update documentation (e.g., as-built) for each security system.
- b. Develop and maintain test records of systems and maintenance logs.
- c. Plan and budget for system maintenance (SSA, SMA), upgrades, and replacement (lifecycle).
- d. Establish security technology standards for an HCF and ensure inclusion in future developments.
- e. Research technology trends and solutions to evaluate options for an HCF.
- f. Evaluate and select business partners for integrations of new systems onboarding (e.g., HR information systems, access control).

**6. Emergency Preparedness: Planning and Management – 8-10%**

- a. Apply principles of emergency preparedness and management applicable to the healthcare security function.
- b. Design, collaborate, and conduct security drills and exercises in coordination with the EM function.
- c. Identify human factor risks to the HCF for inclusion on the hazard vulnerability assessment and determine the appropriate risk level.
- d. Implement corrective actions and other measures to improve HCF response to a future or actual event.
- e. Collaborate with emergency management within the HCF for procurement of potential grant funds.
- f. Collaborate with national and local agencies and resources for mutual aid in disaster situations (e.g., develop MOU).

**7. Healthcare Workplace Violence – 10-12%**

- a. Collaborate with human resources, legal, and other HCF stakeholders to develop a comprehensive workplace violence (WPV) prevention plan.
- b. Develop and coordinate WPV prevention training programs.
- c. Develop and implement processes to respond and investigate WPV incidents.
- d. Ensure availability and knowledge of centralized reporting of WPV.
- e. Develop processes to track and trend WPV incidents, evaluate metrics, and communicate findings to HCF stakeholders.

**8. Investigation management – 9-11%**

- a. Implement processes to collect information and evidence to support an investigation.
- b. Apply principles and methods to document investigations and preserve evidence.
- c. Collaborate with internal and external stakeholders that may assist with or may need to be notified as a result of, an investigation.