Make The Choice That Makes A Difference

ACHA

EXAM PREP 2017

HEALTHARCHITECTS.ORG
AIA Approved Course

- Learning Objective 1: Education on the unique building code requirements for healthcare architecture.

- Learning Objective 2: Education on the unique programming requirements for healthcare projects.

- Learning Objective 3: Education on the unique planning requirements for healthcare projects.

- Learning Objective 4: Education on the value of a specialty certification to owners and architects in the field of healthcare architecture.
Agenda

- Vision, Mission and Value Proposition
- About ACHA
- 3 Steps to Certification
- Sample Exam
Agenda

- Vision, Mission and Value Proposition
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- 3 Steps to Certification
- Sample Exam
The ACHA Exists to:

- Enhance the performance of the healthcare architecture through:
  - Certification
  - Education
  - Leadership
  - Collaboration

- Provide recognition for an advanced level of experience and competence
ACHA Vision & Mission

Vision:

*Transforming* healthcare through better built environments

Mission:

To *distinguish* healthcare architects through *certification, experience,* and rigorous standards
ACHA Value Proposition

ACHA offers Value to:

1. ACHA Certificate Holders
2. Healthcare Providers
3. Prospective Certificate Holders
ACHA offers Certificate Holders:

- **Credentials** showing their advanced competency and affiliation with the most experienced healthcare architects
- A way to **differentiate** themselves from non-certified architects
- **Advanced learning** and teaching opportunities
- Another way to stay current through **continuing education** requirements
- National **speaking and writing** opportunities
- A better way to connect and **network**
- Self-promotion through their website’s **certificate holder directory**
- A **community**
ACHA offers Healthcare Providers:

- Experienced independently certified healthcare architecture specialists
- **Confidence** that certified healthcare architects know the current issues/trends and regulatory requirements
- A **team member** that “speaks their language”
- Access to **educational opportunities**
- Qualified architects that offer **informed solutions**
- **Best practices** and benchmarking through experienced certificate holders
ACHA offers Prospective Certificate Holders:

- **Differentiation** within their architectural practice and among peers
- Enhanced **career opportunities** through certified specialization
- Access to most up to date **educational resources**
- Access to a wide and deep **network of experts**
- **Mentorship and encouragement** through the certification process
- **Speaking and writing** engagements
- A **community**
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- About ACHA
- 3 Steps to Certification
- Sample Exam
ACHA Timeline: 18 Years serving healthcare architecture

1999
First meeting of ACHA Board of Regents
Awarding of first ACHA Certificates

2000
Council of Fellows established
1st Exam Seminar
1st Educational Workshops

2005
Lifetime Achievement Award begins
E-Voice Service Begins
AIA formally recognizes ACHA credentialing programs
ACHA Member Luncheons begin

2010
ACHA Value Proposition
New Candidates Program
ACHA Value Proposition

2015
ACHA opens new Website
ACHA Exam Updated
ACHA & AAH joint Summer Leadership Summits
Legacy Awards begin
About ACHA

Organizational Structure:
- Certificate Holders (certified): 441
  - Fellows (5 Years Exemplary Performance/ACHA elected): 50
  - Emeritus (non-practicing): 30
- Candidates (non-certified): 51

Recognized by AIA as *Specialty Program*

Certification to US and Canadian Architects
Agenda

- Vision, Mission and Value Proposition
- About ACHA
- 3 Steps to Certification
- Sample Exam
3 Steps to Certification

1. Demonstrate Licensure & Experience (Pre-requisite)

2. Submit Application & Portfolio

3. Pass Exam
1. Licensure & Experience

- Practice as licensed architect:
  - For a minimum of 3 years
  - In 1 U.S. state or Canadian province
  - With active license in good standing

- Experience: Demonstrate 6,000 hours of healthcare experience within the last 5 years

- Become an ACHA Candidate
1. Licensure & Experience

Candidate Program

- Networking opportunities
- ACHA mailings
- Participation in select committees
- 5 year limit or pass exam
- Mentoring upon request
- $25/ year
2. Submit Application & Portfolio

- **Application:**
  - General Information
  - Qualifications (Proof of Licensure)
  - Experience
  - Narrative of Previous Practice/ Non-Traditional Practice (optional)

- **References**
  - 3 letters of recommendation from architects not in firm where employed
  - 3 letters of reference from healthcare clients (can be different individuals from the same provider)

- **Portfolio**
2. Submit Application & Portfolio

Transforming Healthcare Through Better Built Environments

Learn About the Benefits of Certification
2. Submit Application & Portfolio

ACHA Exam & Requirements

ACHA Examination

The ACHA Exam will be given during the month of July. The computer-based exam is given at over 120 AMP Testing Centers across the U.S and Canada. This ensures that all qualified candidates can easily access a testing site at a location and time that is convenient to them.

The examination will be computer based. No two exams will be identical, although the content outline is constant. The passing score will be identified based on accepted analysis, once the first examination period is complete. The score will be based on the entire examination, not just individual content sections.

Examination Fees

$400 should be submitted with the application portfolio. This fee includes $150 Application Fee and $250 Examination Fee (if a candidate is not eligible for the examination the $250 examination fee will be refunded).
## 2. Submit Application & Portfolio

### Project Experience Table

<table>
<thead>
<tr>
<th>Project Name/Location</th>
<th>Describe Your Role</th>
<th>Phone Number and Position of Project Contact</th>
<th>Date of Project Completion</th>
<th>Total Cost: Construction (C) Project (P)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meriter Hospital Madison, WI</td>
<td>Medical Planner</td>
<td>Gerard Rabas P.E., Construction Manager</td>
<td>Est. 2012</td>
<td>(C) $45.5 million (several projects)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meriter Hospital</td>
<td></td>
<td>(P) $61.5 million</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Madison, WI 53715</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>608-267-6572</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mercy Health System Walworth Medical Center Expansion, Walworth, WI</td>
<td>Medical Planner</td>
<td>David Kurtz, Vice President</td>
<td>Est. 2010</td>
<td>(C) $50 million</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1000 Mineral Point Avenue</td>
<td></td>
<td>(P) $65 million</td>
</tr>
<tr>
<td></td>
<td></td>
<td>P.O. Box 503</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Janesville, WI 53547</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(P) $12.25 million</td>
</tr>
<tr>
<td>Owatonna Hospital and Clinic Expansion Owatonna, MN</td>
<td>Medical Planner</td>
<td>David Albrecht Director Operations &amp; Finance Allina Health System Owatonna, MN 507-455-7646</td>
<td>Est. Dec. 2009</td>
<td>(C) $46 million</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(P) $58.5 million</td>
</tr>
</tbody>
</table>
2. Submit Application & Portfolio

Reference Letters

- Send a Request
- Set a Deadline
- Send a draft letter
- Follow up

Dear __________:

Thank you for agreeing to provide me with a letter of recommendation for my application for certification for the American College of Healthcare Architects.

The application states that "the letters of reference must contain specific language that indicates the referring architect (or healthcare client) believes the applicant to be qualified for ACHA Board certification".
2. Submit Application & Portfolio

Portfolio Requirements

- Demonstrate your knowledge and healthcare facility competence
- 3 to 9 projects from the past five years.
- Acceptable to use marketing project images, project plans and photographs
2. Submit Application & Portfolio

Portfolio Requirements

- Project Pages (4 pages max.)
  - Narrative Summary (1 page max.)
  - Drawings, Renderings or Photos
  - Project facts/stats
  - Applicant’s role and responsibility
- Architect (non applicant) or client signature
- Vertically oriented (Portrait)
- Electronic (no handwritten submittals)

Client or Architect Signature

Stats

Role
2. Submit Application & Portfolio

What is the Certification Committee looking for in a Portfolio? What are the submittal criteria?

- **Architects Letters (6 points)**
  - Do letters explain the relevant experience and expertise of the candidate?

- **Client Letters (9 points)**
  - Do letters explain candidate’s specific role on the projects?

- **Projects (up to 9 - max of 45 points)**
  - Does the portfolio illustrate a diversity of project types?
  - Does the portfolio include a diversity of project sizes (include square footage and construction value)?
  - Does the portfolio illustrate a diversity of project responsibilities (such as medical planner/designer, technical architect, etc.)
2. Submit Application & Portfolio

What is the Certification Committee looking for in a Portfolio? What are the submittal criteria?

- Quality of Prepared Material (20 points)
  - Do projects include appropriate graphics and narrative?
  - Are drawings and illustrations of presentation quality?
  - Do projects illustrate an aesthetically appealing and healing environment?
  - Do projects illustrate Innovative planning?

- Credibility of Projects (20 points)
  - Do experience level and project examples track?
  - Is portfolio specific to the applicant or marketing hype?
2. Submit Application & Portfolio

Examination Application Checklist:

☑ Completed application form and attachments:
  • One Adobe PDF file flash drive
☑ Passport size photo signed across the front
☑ AIA number (if applicable)
☑ Evidence of current registration
☑ 6 Letters of Recommendations
☑ Portfolio
☑ $150 Application Fee + $250 Exam Fee
### 2. Submit Application & Portfolio

#### Application Deadlines

<table>
<thead>
<tr>
<th>Exam Month</th>
<th>Application Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>February 1 Early Bird April 1</td>
</tr>
</tbody>
</table>

![Calendar Image](calendar.png)
## 2. Submit Application & Portfolio

**Suggested Preparation Timeline**

<table>
<thead>
<tr>
<th>Portfolio</th>
<th>Letters of Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow 2 to 4 months</td>
<td>Allow 2 to 4 months</td>
</tr>
</tbody>
</table>
3. Pass Exam

Exam Preparation

- Read Candidate Handbook
- Exam offered each year in July at 200 testing centers in USA and Canada
- Take Practice Exam ($50)
- Connect with a mentor. Contact ACHA if needed.
- Plan ahead!
3. Pass Exam

Exam Preparation

➢ “ACHA’s online, 50 question Practice Exam was the most helpful as I prepared for the ACHA exam . . . “

~ Valerie Miller, AIA, ACHA
3. Pass Exam

Study Resources

Guidelines for Design and Construction of Hospital and Health Care Facilities. Facility Guidelines Institute, (2010 or 2014 editions are applicable).

3. Pass Exam

Study Resources

Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities. 36 CFR 1191, Department of Justice; current edition

3. Pass Exam

**Syllabus** testing is commonly found in a school setting, where the content for the class is declared, made available, massaged interactively with students in a variety of learning experiences, and ultimately reviewed on some kind of test or paper.

**Certification** testing, in contrast, is an attempt to evaluate an individual’s experience and understanding, broadly, over an entire industry. It represents mastery not of the narrowly defined content for a class, but of the integrated, multi-disciplinary, and far-reaching dimensions of a career domain.

Certification is not “Syllabus Testing”

~ Ray Pentecost III, DrPH, FAIA, FACHA
3. Pass Exam

Exam Format

- 120 questions:
  - 100 scored questions
  - 20 non-scored questions scattered throughout test
- All multiple choice. 4 Options. Not penalized for guessing.
- 2.5 hour time limit
- Receive score within 60 days
3. Pass Exam

Exam Content – Question Types

Recall/recognition:
Specific factual information

Application:
Comprehension, Interpretation or Manipulation of concepts or data
Basic calculations or Finding relationships between concepts

Analysis:
Integration of a variety of concepts
An understanding of variables

100 total (scored)
3. Pass Exam

Exam Content

1. Forces Drive the Business of Healthcare
2. Pre-Design
3. Design
4. Delivery & Implementation

Detailed Content Outline
3. Pass Exam

Exam Content

Forces that Drive the Business of Healthcare (15)

Pre-Design (35)
- Programming
- Workload Analysis
- Facilities Programming
- Site and Facilities Master Planning

Design (35)
- Facilities Design
- Departmental Design
- Detailed Design
3. Pass Exam

Exam Content

**Delivery & Implementation (15)**

- Contracts
- Construction Documents
- Review Owner Provided Equipment
- Approval, Licensing or Certificate of Occupancy
- Post-occupancy Evaluation

Every item will be linked to a specific healthcare setting: General, Acute, Post-Acute, Outpatient, Behavioral & Mental Health
3. Pass Exam

Exam Taking Tips

1. Read questions carefully
2. Answer only what the question is asking. Don’t read into the question.
3. Compare answers and determine most probable.
4. Utilize all time available to you.
5. Don’t rely solely on your experience
ACHA is there to Help

ACHA Executive Office:

Phone: (913) 222-8653
Email: acha-info@kellencompany.com
www.healtharchitects.org
Questions?
Agenda

- Vision, Mission and Value Proposition
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Sample Exam: Question 1

When considering the design for information systems in any inpatient or outpatient healthcare project, the acronym EMR refers to:

A. Equipment Management Roster
B. Electronic Medical Record
C. Emergency Medical Response
D. Electrical Maintenance Report
Sample Exam: Question 2

Which of the following design criteria is LEAST important in planning a pediatric critical care unit?

A. Visibility of the Patient
B. Ability to Accommodate Patient Families
C. Access to Patient Toilets
D. Ability to Accommodate Crisis Interventions
Sample Exam: Question 3

The frozen section component of a laboratory is often located in close proximity to which of the following?

A. Blood Bank  
B. Surgery  
C. Imaging  
D. Emergency
Sample Exam: Question 4

According to the Life Safety Code, which of the following conditions is NOT required to allow occupancy of new construction or an existing building that is in violation of the Life Safety Code?

A. A plan of correction has been approved.
B. A fire watch has been instituted.
C. The occupancy classification remains the same.
D. No serious life safety hazard exists as judged by the AHJ.
The Emergency Dept. staff have stated that they do not have sufficient space as evidenced by patients and equipment located in the corridor. The architect should first:

A. review volume and capacity data
B. study expansion options
C. propose fast track care unit
D. assess clinical decision unit length of stay
Sample Exam: Question 6

In the programming analysis of spaces in a hospital, which of the following conditions present the most significant operational challenges?

1. Surgery separated from SICU
2. C-section separated from OB Unit
3. Pathology separated from Surgery
4. Emergency separated from Imaging

A. 1, 2, and 3 only
B. 1, 2, and 4 only
C. 1, 3, and 4 only
D. 2, 3, and 4 only
Sample Exam: Question 7

A common departmental adjacency relationship would be to locate a Clinical Decision Unit (CDU) adjacent to which of the following departments:

A. Surgery
B. Medical records
C. Emergency
D. Nursing units
Sample Exam: Question 8

Which is one of the most dynamic components for staffing of a 125 bed suburban community hospital due to cyclical demand?

A. intensive care  
B. emergency  
C. ambulatory surgery  
D. imaging
Sample Exam: Question 9

When designing a rural Critical Access Hospital, which of the following is the most important aspect of the plan?

A. Efficient use of professional staff
B. Lower maintenance costs
C. Outpatient access
D. Helipad location on site
Sample Exam: Question 10

Per the Guidelines negative air pressure is found in which of the following rooms?

1. Emergency Triage Room
2. Emergency Waiting Room
3. Operating Rooms
4. Patient Toilet Room

A. 1, 2, and 3 only
B. 1, 2, and 4 only
C. 1, 3, and 4 only
D. 2, 3, and 4 only
Sample Exam: Question 11

Nuclear Imaging scans typically allow observations of which of the following?

A. Brain activity thru electronic physiological monitoring
B. Ambulatory EKG recorded over a 24 hour period
C. EEG & EKG monitoring via both video & audio monitoring
D. Cardiovascular performance through monitoring & SPECT (single proton emission computed tomography)
Vibration considerations must be usually considered in the ceiling mounted equipment for which types of surgery?

1. Neurological
2. Ophthalmic
3. Oral
4. Cardiovascular

A. 3 and 4 only
B. 2 and 4 only
C. 1 and 2 only
D. 1 and 3 only
What is the maximum allowable area for a smoke compartment in a hospital?

A. 21,500
B. 22,000
C. 22,500
D. 23,000
An existing two-story hospital is adding more patient beds. When preparing an analysis to determine whether to expand vertically or horizontally, which of the following should be done first?

A. Evaluate potential disruptions.
B. Confirm the existing structural capacity.
C. Determine exiting requirements.
D. Analyze sharing of utility services.
At the completion of a large project to provide inpatient beds, all the final project documents have been collected. The air balance for bone marrow transplant patient rooms is neutral with 12 air changes per hour. The architect should instruct the contractor to:

A. decrease air changes.
B. adjust for positive air balance.
C. adjust for negative air balance.
D. increase air changes.
Sample Exam Answers

1. B  9.  A
2. C  10. B
3. B  11. D
5. A  13. C
7. C  15. B
8. B
ACHA Continuing Education & Annual Recertification

- Measures and maintains competency
- Certificate Holders are required to maintain 18 CEUs/year; 12 related to healthcare
- Passing the Exam = 20 HSW CEUs
- Continuing education provided at ACHA Annual Luncheon & Summer Leadership Luncheon (1 LU each)
- Recertification Dues = $550 per year
Remember... 

➢ ACHA is not a membership organization. You cannot “just join”.

➢ Check out the Candidate Program @ HEALTHARCHITECTS.ORG

THANK YOU!