



## Information about the AAAHC Surveyor Position

Serving as a surveyor for AAAHC is a rewarding and beneficial opportunity to supplement your professional experience. AAAHC’s philosophy of providing organizations with a peer-based survey experience dictates that AAAHC seek surveyors who, as much as possible, have personal and direct experience caring for patients, and direct involvement with an accreditation process.

### Benefits of Being an AAAHC surveyor

- Opportunities to travel around the country and visit other ambulatory health care organizations to share accreditation experiences and knowledge
- Valuable learning experiences reviewing how other organizations operate
- Meeting other health care professionals who are committed to providing quality health care

### Employee Status with AAAHC

Surveyors are classified as part-time (exempt) employees for tax reporting purposes, and receive a W-2 Statement of Wages and Earnings. Surveyors are eligible to contribute to a tax deferred 403(b) annuity plan.

### Required qualifications

- Actively practicing health care professionals employed or privileged by an ambulatory health care organization. If retired, the candidate must have continued activity in the profession, as demonstrated by providing a list of current professional activities.
- Direct involvement with the accreditation process in an accredited ambulatory health care organization.
- Applicants for AAAHC surveyor privileges are required to possess a bachelor’s degree unless:
  1. The applicant has clinical training such as an RN; and/or
  2. Is a licensed healthcare professional
 Applicants who do not hold a bachelor’s degree, and/or are not licensed healthcare professionals, will be considered on a case-by-case basis depending on their relevant experience.
- Experience with and regular access to an email system
- Comfort with computers and simple computer data entry (all survey reporting is communicated electronically)

### Desired Qualifications

- Clinical credentials
- One reference from a current AAAHC surveyor (if applicant is retired, this is required)

### Computer skills and usage

Please note that AAAHC sends a majority of its communications to surveyors via email. In addition, survey reporting is done electronically and ongoing surveyor education requires viewing webinars and completing quizzes on a computer.

### Application requirements

Applicants are asked to complete an AAAHC Surveyor Application and also submit other required documentation as follows:

For all applicants	For all applicants with clinical credentials (if applicable)
<ul style="list-style-type: none"> <li>• Current resume or CV</li> <li>• A letter describing one’s interest in serving as an AAAHC Surveyor</li> </ul>	<ul style="list-style-type: none"> <li>• Current copy of the <b>results</b> of an NPDB query</li> <li>• A current copy of any professional licensure &amp; DEA</li> <li>• A current copy of a medical malpractice face sheet</li> </ul>

## **Application process**

Once AAAHC receives an application, the application process is as follows. **The application process can take up to four months to complete.** You will receive communications during the process informing you of your status. If at any point in the process your application is not approved, you will receive notification via a letter.

- The application is reviewed by AAAHC to ensure all information is included and that the applicant meets the required qualifications
- The applicant is interviewed by a member of the Surveyor Training and Education Committee (STEC)
- The application receives a final review by the Chair and Co-chair of the STEC
- If the application is approved, the application is sent to a credentialing verification organization (CVO) to verify information contained on the application.
- Upon successful completion of the verification process, the applicant is notified via email and invited to attend an upcoming surveyor training program.

## **Surveyor training program**

- AAAHC conducts two training programs annually; specific dates and locations vary by year
- The training program is a two and one-half day program, held all day Friday and Saturday, and half a day Sunday. AAAHC will cover your airline, hotel and meal expenses.

## **Minimum surveyor requirements**

- Conduct a minimum of two surveys per year; each survey averages 2-3 days including the survey and travel time. The first two surveys must be conducted within 12 months of completing the classroom training program.
- Attend a Surveyor Retraining program every two years (conducted on a Saturday and Sunday)
- Participate in other educational activities, e.g., webinars, on an as-needed basis (approximately two-three per year, about one hour each).
- Complete a Surveyor Recredentialing Application every two years.
- Proactively work with the AAAHC Scheduling Office for survey assignments.
- AAAHC surveyors may not conduct nor perform any activity on behalf of, nor enter into any arrangement or agreement with, any other accreditation organization or any other entity conducting activities competitive with the activities of AAAHC.

## **Surveyor compensation**

AAAHC surveyors are compensated based on the length of the survey, the surveyor role on the survey and the type of organization surveyed. AAAHC covers approved hotel, airfare and other expenses related to the survey.

To learn more about becoming a surveyor or to request an application, contact AAAHC in one of the following ways:

- **Email:** [etesiorna@aaahc.org](mailto:etesiorna@aaahc.org)
- **Phone:** 847-324-7721
- **Mail:** 5250 Old Orchard Road, Suite 200, Skokie, IL 60077