



AAAHC Surveyor Position Description

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.

Required Qualifications

- Actively practicing health care professionals employed or privileged by an ambulatory health care organization.
- Current or prior direct involvement with the accreditation process in an ambulatory health care organization **accredited by AAAHC.**
- Applicants for the AAAHC surveyor position 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
- Highly effective verbal and written communication skills.

Computer Skills and Usage Required

Surveyors must provide their own laptop computer or tablet, and be proficient at using them. AAAHC sends a majority of its communications to surveyors via email, which must be accessed on a continuous basis. In addition, survey reporting is done electronically and ongoing surveyor education requires viewing webinars and completing quizzes on a computer or tablet.

Desired Qualifications

- Clinical credentials
- Graduate or other advanced degree

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"> • Current resume or CV • A letter describing one’s interest in serving as an AAAHC Surveyor 	<ul style="list-style-type: none"> • Current copy of the results of an NPDB query • A current copy of any professional licensure • A current copy of a medical malpractice face sheet

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 and complete a Surveyor Recredentialing Application 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).
- 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.