



## **SURGICAL CLINICAL REVIEWER (SCR) – HIRING GUIDELINES**

***Before you hire a Surgical Clinical Reviewer (SCR), we recommend*** contacting us so that we can help review potential candidates' resumes and provide insight and information about:

- The program workload and expectations
- The challenges a new SCR may face
- The tremendous rewards and benefits of the job
- Details about the support provided to the SCR

We are also happy to put you in contact with other Surgical Clinical Reviewers who can share their experiences and knowledge about the position. The ACS NSQIP enjoys and promotes a formal support network for the Surgical Clinical Reviewers as well as an extensive network and camaraderie between the participating site reviewers.

This position is unique and quite unlike any other chart abstraction and/or quality improvement project. Our experience has been the sites that select the right candidate and encourage the applicant to fully explore the position prior to formally accepting it will recruit and retain a top notch SCR.

So, please give us a call or an e-mail! We are here to help you throughout the entire process of enrolling, hiring and participating in the ACS NSQIP.

You may either send us an e-mail at [tkourtis@facs.org](mailto:tkourtis@facs.org) or you may contact us at 312.202.5231.

Please include your contact information and a best time to call and we will be certain to get back to you. If you send an email, please include "Hiring Support" on the subject line.

We greatly look forward to working with you.

## *Hiring Recommendations*

It is strongly recommended that the successful candidate to fill the position of ACS NSQIP Surgical Clinical Reviewer (SCR) at your medical center have the following minimum experience:

- Bachelor's degree required. Ability to complete all pre-training, on-site training, and post-training modules and pass the training post test.
- RHIA, RHIT, LPN/LVN, RN, or BSN preferred but not required. Non-Nurses in the SCR position should have a mentor at the hospital that is accessible to help the SCR answer difficult clinical questions. The mentor should be an RN, BSN, MSN, NP, PA, or MD.
- Minimum one year experience in hospital surgery department, surgery clinic, clinical research or medical records. Clinical chart review and abstraction experience required.
- Ability to build relationships and gain alignment for clinical support and be able to articulate questions to receive an appropriate level of support from superiors and peers.
- Ability to interact with all members of the surgical team and administrative staff in a professional and courteous manner.
- Computer and Internet experience required - familiarity and comfort with MS Office products is essential for success in this position (Word and Excel- required; PowerPoint and Access- preferred).
- Database data entry and/or management experience preferred.
- Basic statistical knowledge preferred.
- Quality improvement or patient safety knowledge and experience preferred.

*Please review the SCR Job Description for a full explanation of the scope, duties, responsibilities and qualifications of the position.*

## *Backup SCR Recommendations*

In the event that your SCR is unable to continue in the position temporarily or permanently, the program requires that a back-up plan be developed and ready to implement. This is best accomplished by training a back-up SCR from your existing staff (such as quality assurance). This requirement will help your site to be prepared to avoid a disruption in your data collection and ACS NSQIP participation.

## *ACS NSQIP Training*

The SCR training is a 2 day session and is offered once a month at the American College of Surgeons Headquarters in Chicago. Before your site may send your SCR for training and prior to any data collection, the following must be completed:

- All enrollment materials must be received by ACS NSQIP. The ACS NSQIP enrollment materials consist of the annual fee and the signed participation agreement.

- SCR registration form for training must be submitted two weeks prior to training session.
- Additional fees do apply for any additional staff attending training from your site. The additional training fee is \$2,500 per person trained. Payment must be received no later than the due date on the invoice.
- SCR has been trained in basic computer applications (e.g. PC functionality, web navigation).

The training dates and the registration form are sent out once ACS NSQIP receives your initial application. This information is also available on [www.acsnsqip.org](http://www.acsnsqip.org). Please do not make any travel arrangements for training unless you have confirmed that ACS NSQIP has received your registration form.

#### *SCR Workspace/Equipment Requirements*

Because of the confidentiality of patient information and the data collection work that the SCR must complete, it is essential that they be provided with appropriate office space.

- Office/work space adequate for protecting patient health information
- Desk
- Telephone
- Locking file cabinet
- PC with Internet access
- Printer (network or dedicated)
- Access to copier
- Access to fax
- Office supplies

#### *SCR Access to Systems/Records Requirements*

It is essential to have identified where the information required to participate in the ACS NSQIP resides in your institution and that the SCR has access to it. Some systems may require special permissions and training before the SCR is able to access them.

#### *SCR Meeting Attendance and Participation*

It is essential that your SCR be formally introduced to both the clinical and administrative staff with whom they will be interacting and that their attendance and participation in the following meetings be facilitated.

- Surgical Staff Meetings
- Morbidity & Mortality Conference
- Interdisciplinary Clinical Meetings
- Quality Improvement/Quality Assurance Meetings
- Infection Control
- Pertinent Administrative Meetings
- Monthly one-on-one meeting with the Surgeon/Champion of the ACS NSQIP at site

#### *Administrative Support for SCR*

The SCR will require administrative help and support on an ongoing basis with some or all of the following tasks. Depending on your site, this may be a permanent, full- or part-time support

person, a shared support person or someone who may be able to help the SCR on an ad-hoc basis.

- Schedule meetings
- Travel arrangements
- Ordering office supplies
- Filing
- Data entry
- Mail