



AMERICAN COLLEGE OF SURGEONS • DIVISION OF EDUCATION[®]
ACCREDITED EDUCATION INSTITUTES
ENHANCING PATIENT SAFETY THROUGH SIMULATION

**APPLICATION TO BECOME A SURVEYOR FOR THE
ACS PROGRAM FOR ACCREDITATION OF EDUCATION
INSTITUTES**

Please e-mail this application, and all
supporting documentation, to:

ACS Program for Accreditation of Education Institutes
aeiaccreditation@facs.org

CONTACT INFORMATION

NAME: _____
(FIRST) (MIDDLE INITIAL) (LAST) (DEGREE)

INSTITUTION: _____

INSTITUTION ADDRESS:

(STREET ADDRESS) (CITY)

(STATE/PROVINCE) (ZIP/POSTAL CODE) (COUNTRY)

PHONE: _____

EMAIL ADDRESS: _____

HOME ADDRESS: _____

(STREET ADDRESS) (CITY)

STATE/PROVINCE) (ZIP/POSTAL CODE) (COUNTRY)

PREREQUISITES

Are you a Fellow of the American College of Surgeons (or member of equivalent international organization)?

YES NO

Are you an actively practicing (treating, teaching or administrative role) surgeon who specializes in the development of simulation-based surgical education and training?

YES NO

Are you employed or affiliated with an AEI-accredited program?

YES NO

QUALIFICATIONS

1. Please use the space below to describe your participation in and/or responsibilities related to your association with a Surgical Education Center/Skills Center.

2. Provide your current Curriculum Vitae (CV).

3. Provide two recommendations from peers familiar with your experience working for a Surgical Education Center/Skills Center.

4. Please indicate below any languages you speak other than English and level of proficiency:

STATEMENT OF INTEREST

Please attach a statement of your interest in becoming an ACS site surveyor for the Program for Accreditation of Education Institutes.

ACS ACCREDITATION SITE SURVEYOR'S EXPECTATIONS:

The ACS Accreditation Program for Education Institutes could not function without the time and talent of our volunteer surveyors. Staff wants to explicitly state the expectations about how surveyors will function in their role. A surveyor must agree to the following expectations:

- Commit the time necessary to be appropriately trained and participate in surveying. The time commitment (can vary) for each site visit is 6–8 hours plus 6-8 hours for preparation and final review for each application. This does not include travel time when conducting an in-person visit.
- Be willing and able to travel to simulation centers across the United States. In rare occasions, international travel may be required. AEI surveyors are assigned to site visits outside of their home state.
- Be willing and able to perform a virtual site visit.
- Attend the new Surveyor Orientation and participate in live and/or virtual training sessions as requested.
- Maintain up-to-date knowledge of ACS Accreditation Program through updates provided by the College.
- Accurately represent ACS and its Standards and Criteria when involved in a survey.
- As a part of the selection process, surveyors will disclose any relationships that may exist with the potential Surgical Education Center/Skills Centers, their staff, their leadership, or their committee members.
- Disclose when advice/personal opinion is presented during a survey.
- Comply with the ACS conflict of interest policy.
- Complete all required federal accounting forms, such as 1099.
- Complete an annual reaffirmation of willingness to comply with the ACS conflict of interest policy.
- When applicable, comply with on-premise hospital and university requirements and guidelines related to COVID-19, including requests for vaccination status.
- Participate in at least two site visits per year, when needed.
- Arrange all travel. Surveyors are responsible for arranging their own travel means to all site visits, as well as keeping track of expenses for reimbursement. Coach airfare and reasonable hotel accommodations are expected.
- Comply with ACS Travel Reimbursement Policies and Procedures and complete any accounting forms required by the center for reimbursement.
- Submit survey report within 7 days of the completion of the survey. An honorarium will be issued after receipt of the survey report.
- Demonstrate current involvement with a Surgical Education Center/Skill Center in order to remain an active Accreditation Site Surveyor.

**ACS Program for Accreditation of Education Institutes
Conflict of Interest Agreement**

With respect to ensuring that the accreditation process is fair and impartial, it is required that all volunteers in the ACS Accreditation Program for Accreditation of Education Institutes process avoid situations in which real and perceived conflicts of interest can arise. The potential for conflicts of interest arises when a person's ability to make decisions is compromised by competing interests of a personal or private nature, including but not limited to monetary interests. To protect the integrity of the ACS accreditation process, ACS volunteers, specifically accreditation surveyors and members of the Review Committee for Accreditation of Education Institutes are asked to attest to compliance with the following:

When acting as an ACS volunteer I will not participate in or be present for ACS reviews, discussions or votes on matters pertaining to surgical education centers/skills centers or institutions in which I have personal interests.

I will not participate in activities where it may be perceived that such participation provides surgical education centers/skills centers with an unfair advantage in matters that may come before the Review Committee for Accreditation of Education Institutes.

I will not participate in any other organization's accreditation program as it relates to the accreditation or approval process of any type of biomedical, skills, simulation, or any other type of educational center involved in surgical training and education, which may be seen as a conflict of interest with the ACS Program for Accreditation of Education Institutes.

If I become aware that I have a conflict of interest which in any way may bias the deliberations of the Review Committee for Accreditation of Education Institutes, I shall: (1) disclose the relationship which constitutes the conflict; (2) refuse to accept the assignment; and (3) abstain from all aspects of decision making, including voting.

In resolving a conflict of interest, further input may be solicited from the Executive Director of the College, Board of Regents, and/or General Counsel, as necessary.

Yes, I would like to serve as an ACS Accreditation Site Surveyor! I have reviewed the ACS's Conflict of Interest provisions and agree to comply with them.

Name:

Signature:

Date:
