

Category: 1.0 GENERAL POLICIES

Topic: 1.12 Ivy Reade Relkin Surveyor Training Grant (IRRSTG)

Purpose: To provide consistency in screening and selection of individuals to receive a grant for travel, lodging, meal expense, etc. incurred while attending a Surveyor Training Workshop.

Policy: The Medical Assisting Education Review Board (MAERB) will award up to 10 grants of up to \$500 for actual expenses incurred (based on travel reimbursement policy) for each fiscal year, July 1 through June 30, to surveyor training grant applicants, who meet the requirements to become a surveyor based on the following criteria.

1. Practitioners:
 - a. Practicing in a healthcare field a minimum of 20 hours per week
 - b. Current AAMA Certified Medical Assistant[®] CMA (AAMA)
 - c. Experience with CAAHEP medical assisting education as faculty or preceptor
 - d. Member of the AAMA

2. Educators
 - a. Employed as an educator in a CAAHEP accredited medical assisting program at least 30% of a full time contract
 - b. Two years experience as a Medical Assisting educator
 - c. Formal training in curriculum and instruction
 - d. Minimum of an Associate Degree
 - e. Member of the AAMA
 - f. Current AAMA Certified Medical Assistant[®]/AMT Registered Medical Assistant, preferably CMA (AAMA).

3. All applicants must agree, in writing, to the following:
 - a. That no other source of funding is being provided for participation in the workshop.
 - b. Participation in at least one survey per year.
 - c. Forfeit the grant if a score of at least 80% competency is not achieved on the examination.
 - d. Any grantee found to be in violation of any part of this policy shall return the grant and may be removed from the surveyor list.

- Procedure:**
1. Application for the grant
 - 1.1 Submit Curriculum Vitae, Surveyor Training Workshop Application form, and required Surveyor Grant Application Letter to: Medical Assisting Education Review Board (MAERB), Director of Accreditation. (Copies will be forwarded to the Surveyor Training Grant Committee).

 - 1.2 Submit above items by the published deadline date (at least six weeks before the scheduled Surveyor Training workshop.)

1.12 Surveyor Training Grant (cont.)

2. Selection of grant recipient(s)
 - 2.1 The grant recipient will be selected by the Surveyor Training Grant Committee (two or more members of the MAERB appointed by the MAERB Chair), using the following criteria:
 - a. Professional qualifications
 - b. MAERB need for educator or practitioner surveyors
 - c. Financial need of applicant
 - d. Commitment to the AAMA
 - e. Tri-level involvement (offices held)
 - f. Regional need
 - g. Written communication skills
 - 2.2 The Surveyor Training Grant Committee will forward a recommendation to the MAERB for approval.
 - 2.3 The Director of Accreditation will notify the grant recipient.
 - 2.4 If no application for the Surveyor Training Grant meets the criteria, the Committee may recommend that no grant be awarded for the next scheduled Surveyor Training Workshop.
 - 2.5 Following the workshop, the grantee will submit a travel request for actual expenses.
 - 2.6 A payment for actual expenses, not to exceed \$500, will be issued to the grantee.