

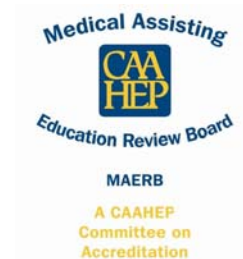
Apply for Surveyor Training

Applications for the next Surveyor Training
Workshop are available at:

www.maerb.org

Surveyor Training Grant Applications are
also available at that website—Grants made
possible through the Ivy Reade Relkin
Surveyor Training Fund

An opportunity to expand your
professional horizons



▶ MAERB

20 N. Wacker Drive
Suite 1575
Chicago, IL 60606

Phone: 800-228-2262
Fax: 312-899-1259
E-mail: maerb@maerb.org

MAERB

A CAAHEP Committee on Accreditation.

Expand Your Scope of Practice Become a Surveyor

Tel: 800*228-2262

Email maerb@maerb.org ◀

Professional Growth Opportunity

A Medical Assisting Education Review Board (MAERB) surveyor participates in the accreditation of medical assisting programs through careful review of the program's self-study and validation of compliance with

You bring to the reality of the work



the *Standards and Guidelines for the Accreditation of Educational Program in Medical Assisting* during an on-site survey.

The surveyor verifies and clarifies the information provided in the program's self-study and prepares a summary of the information for review by the Medical Assisting Education Review Board (MAERB) in making its decision regarding an accreditation recommendation to the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

The on-site surveys are usually two days with an additional day for travel and are scheduled several months in advance so you can make necessary arrangements.

Duties and Responsibilities

- Review self-studies
- Conduct on-site surveys with one or more team members
- Identify strengths and weaknesses of the program
- Clarify and verify information provided in the On-Site Survey Report
- Participate in Surveyor Training Workshops, in order to remain current in performing responsibilities.

Qualifications for a Practitioner Surveyor

- Currently practicing in a health care field, a minimum of 20 hours per week
- CMA (AAMA) Certified Medical Assistant (current)
- Successful completion of Surveyor Training Workshop under current *Standards*
- Experience with CAAHEP accredited medical assisting education, such as faculty, Practicum preceptor, or member of advisory committee
- Member of AAMA (preferred)



Maintaining a global practice perspective as part of the team

Qualities and Abilities of a Surveyor

- Respect confidentiality of communications, documents and correspondence
- Meet deadlines
- Make impartial decisions
- Represent MAERB/CAAHEP in professional manner
- Possess good communication skills, both written and verbal
- Available for one or two surveys per year
- Willingness to shift priorities as needed and to adapt to new deadlines and situations
- Willingness to adapt to the different personalities

What can I do to become a surveyor?

- Contact the MAERB Accreditation Department with your questions
- Register for the next Surveyor Training Workshop – Training Grants available
- Successfully complete the Surveyor Training Workshop under current *Standards*
- Gain experience with CAAHEP accredited medical assisting education, by becoming a Practicum preceptor, or member of advisory committee, or faculty

MAERB
20 N. Wacker Drive
Suite 1575
Chicago, IL 60606

Phone: 800-228-2262
Fax: 312-899-1259