

APPLY FOR SURVEYOR TRAINING

Applications for the next Surveyor Training Workshop are available at:

www.maerb.org

Surveyor Training Grant Applications are also available on the website

(Grants made possible through the Ivy Reade Relkin Surveyor Training Fund)



An opportunity to expand
and share your educational
experiences



MAERB

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MAERB

A CAAHEP COMMITTEE ON
ACCREDITATION.



SHARE YOUR
EDUCATIONAL
EXPERTISE
BECOME A
SURVEYOR

PROFESSIONAL GROWTH OPPORTUNITY

A Medical Assisting Education Review Board (MAERB) surveyor participates in the process of accreditation of medical assisting programs through careful review of the program's self-study and validation of compliance with the *Standards and Guidelines for an 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 appropriate 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.

Bring your knowledge to the
table



Duties and Responsibilities

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

Qualifications for an Educator Surveyor

- Currently employed as an educator in a CAAHEP accredited medical assisting program, at least 30% of a full-time contract
- Two years experience as medical assisting program educator
- Formal training in curriculum and instruction
- Successful completion of Surveyor Training Workshop under current *Standards*
- Minimum of an associates degree
- Member of AAMA (preferred)

An opportunity to expand your
professional horizons



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*



MAINTAINING A
GLOBAL PRACTICE
PERSPECTIVE AS
PART OF THE TEAM

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