BEFORE YOU HIRE A SURGICAL CLINICAL REVIEWER (SCR), we recommend contacting us so that we can help you review potential candidate 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 projects. 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 send us an e-mail! We are here to help you throughout the entire process of enrolling, hiring and participating in the ACS NSQIP.

You may send us an e-mail at screducation@acsnsqip.org with “Hiring Support” in the subject line. Please include your contact information, and questions you have, and a best time to call and we will be certain to get back to you.

We greatly look forward to working with you.
SURGICAL CLINICAL REVIEWER – HIRING GUIDELINES

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 preferred. Ability to complete all training modules and pass the certification examination is required.
- 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 anRN, 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 is developed and ready to implement. This is best accomplished by training a back-up SCR from your existing staff. This requirement will help your site to be prepared to avoid a disruption in your data collection and ACS NSQIP participation. Please note: there is an additional one time fee of $2,500 per person trained; the fee includes the training and ongoing support and access to the program.

ACS NSQIP Training

SCR training is now offered online. For your convenience, training is generally offered monthly, beginning on the second Monday of the month.

Before your site may register 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.
• The SCR training registration form must be submitted one week prior to the start of the training session.
• Additional fees apply for any additional staff participating in training from your site.
• The SCR should be 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.

**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 including:
- 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:
- Schedule meetings
- Travel arrangements
- Ordering office supplies
- Filing
- Data entry
- Mail
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.

**SURGICAL CLINICAL REVIEWER (SCR) – Job Description**
The Surgical Clinical Reviewer’s chief responsibility is to collect and submit reliable data to the ACS NSQIP. This is accomplished through high-quality data compilation, documentation and entry into the ACS NSQIP database of all eligible surgeries for the hospital. The SCR works closely with the members of the Department of Surgery to identify opportunities for clinical quality improvement and other special projects as may be identified. There are several components to consider when selecting a candidate for the role of SCR:

### Primary Competencies

1. **Clinical Knowledge:** Data collection and identification of areas for quality improvement requires clinical knowledge and understanding of patient care. The candidate should have some clinical understanding as well as access to a clinical mentor that can advise when clinical questions arise. (35%)

2. **Computer Knowledge:** The ability to learn and utilize new software and web applications for data entry and report generation. The candidate should have some computer experience with MS office and basic statistical skills. The ability to learn MS Access is highly beneficial. (25%)

3. **Hospital Systems Knowledge:** The ability to track down information through various sources such as medical records, surgery clinics, social security death index, direct patient contact, accounts payable, and legal counsel. The candidate should have some experience gathering information in a complex hospital system environment. (20%)

4. **Hospital Departmental Knowledge:** The ability to identify opportunities to feedback ACS NSQIP data to relevant groups or meetings (for example: M&M, infection control, quality management, and administration). The candidate should have some experience sharing information across functions. (20%)

### Specific Job Responsibilities and Capabilities

1. **Data Collection and Reporting**
   - Identifies surgical patients for inclusion in the Program through the application of Program inclusion/exclusion criteria and protocols.
   - Collects preoperative, operative, and postoperative data components for the Program through the effective utilization of the hospital medical record systems.
   - Attends weekly Morbidity & Mortality conferences to ensure reliable data collection of postoperative occurrences.
   - Demonstrates applicability of the methodology and the reliability of definitions utilized by reviewers within the program through Inter-Rater Reliability (IRR) testing.
   - Identifies streamlining and process improvement opportunities in the data collection process.
   - Demonstrates appropriate utilization of resources necessary to obtain valid, reliable data for entry into the Program.
   - Utilizes software applications for data collection and analysis.
   - Responsible for the accurate and timely entry of data into the program’s database and meets the caseload accrual requirement protocol.
   - Reviews weekly site accrual report on the database and responds to accrual report alerts.
2. **Works Effectively with Patients, Families, and Staff**
   - Establishes effective working relationships with members of the hospital community, especially staff in the Surgery, Medicine, Nursing, Medical Records and the Information Systems Departments whose support is necessary for the management and success of the Program.
   - Contacts patients and/or families via telephone and/or written communications postoperatively for the purpose of identifying possible occurrences associated with surgical procedures performed at the hospital.
   - Serves as an educational resource on the ACS NSQIP for internal and external audiences by developing educational material and delivering presentations.

3. **ACS NSQIP Participation**
   - Successfully complete the ACS NSQIP SCR Training/Certification Program.
   - Participates in Program teleconferences
   - Attends ACS NSQIP National Conference

**Job Qualifications**
- Bachelor’s degree preferred. Ability to complete all training modules and pass the certification examination is required.
- 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.
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