



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 print or type)

Please mail this application to: Catherine Wojcik
Administrator, ACS Program for Accreditation of Education Institutes
American College of Surgeons
633 N. St. Clair Street
Chicago, IL 60611

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)

When sending forms and/or documents, would you prefer to have them sent to your:

Home Office

PREREQUISITES

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

YES NO

Are you currently employed and/or are involved in the development of educational offerings to learners at a Surgical Education Center/Skills Center?

YES NO

QUALIFICATIONS

1. Please attach a description of your participation in and/or responsibilities related to your association with a Surgical Education Center/Skills Center
 2. Provide your Current *curriculum vitae*.
 3. Provide two recommendations from peers familiar with your experience working for a Surgical Education Center/Skills Center.
 4. Please indicate any languages you speak other than English and level of proficiency: _____
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STATEMENT OF INTEREST

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

ACS ACCREDITATION SITE SURVEYORS 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:

- ❖ Will not survey for multiple organizations involved in the accreditation of biomedical, skills, simulation, or other types of educational centers involved in surgical training and education.
- ❖ Commit the time necessary to be appropriately trained and participate in surveying;
- ❖ Participate in initial and continuing education training sessions provided by the College;
- ❖ 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 ACS Travel Reimbursement Policies and Procedures;
- ❖ Complete survey and documentation checklist forms provided and return them within 14 days of the completion of the survey;
- ❖ Comply with the ACS conflict of interest policy;
- ❖ Complete an annual reaffirmation of willingness to comply with the ACS conflict of interest policy;
- ❖ Participate in at least one survey event per year; and
- ❖ 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 (please print):

Signature:

Date:
