BEFORE YOU HIRE A SURGICAL CLINICAL REVIEWER (SCR)

It is very important to understand the role of the Surgical Clinical Reviewer before you begin the recruitment process. This position is unique and quite unlike any other chart abstraction and/or quality improvement position. Hospitals 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.

We recommend you contact us so that we can help you fully understand:

- 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.

So, please give us a call or 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 **hiringsupport@nsqip.org**

Please include your contact information and a best time to call and we will be certain to get back to you.

Or you may call **781-290-5900** and request to speak to someone on the **ACS NSQIP Clinical Support Team.**

We greatly look forward to working with you.

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 national conference

Job Qualifications

- Bachelor's degree required. Ability to complete all pre-training, on-site training, and post-training modules and pass the training post test.

- 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.

- 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.