**SUMMARY & PURPOSE:**

The intent of this policy is to delineate the scope of responsibilities of SSH Accreditation Program Reviewer Team members

**DEFINITIONS:**

This document applies to all Program Reviewers and there is a separate document that outlines the roles and responsibilities of the Team Leader.

**POLICY:**

All Reviewers for the SSH Accreditation Council shall perform the following, which are the expectations for all reviewers:

* Foster environment of collaboration, teamwork and professionalism.
* Maintain current SSH membership.
* Timely response to all Doodle polls (including conference call scheduling).
* Accept a minimum of 2 assignments per year.
* Submit COI and Site Reviewer Acceptance forms.
* Commit to SSH Reviewer Training Programs and ongoing professional development (approximately 1-2, 1 hour trainings per year).
* Commit to actively participating in selected reviews.
* Adhere to Code of Conduct and Healthcare Simulationist Code of Ethics.
* Adhere to SSH Accreditation P&P & stay current on SSH Standards and Accreditation processes.
* Participate in Reviewer Evaluation Process after the conclusion of each review.

**Team Member – Non-Team Lead position (travelling or nontraveling)**

* Prior to first team meeting
	+ Read through documentation at least once
	+ Add insights to findings and/or recommendations text boxes in the Core Review portal of WizeHive
	+ Identify themes and areas of concern
* Participate in all calls
	+ Be prepared by completing the work prior to calls
	+ Actively participate in all calls, sharing insights, asking questions and sharing findings
* Participate in-person or virtually in onsite reviews
	+ Ask questions
	+ Make notes on observations, as they support the documentation
* Concluding the review, help to complete the following:
	+ Tentative Feedback Report
	+ Board of Review Presentation
	+ Evaluation Process
	+ Expense report

**SCOPE/APPLICABILITY:**

This shall apply to all individuals who have been accepted as an SSH Accreditation Program Reviewer.

**PROCEDURES TO ENSURE COMPLIANCE:**

SSH Staff, Program Reviewers and Team Leaders shall ensure that all individuals adhere to these roles & responsibilities.

**SUPPORTING/REFERENCE DOCUMENTATION:**

* Team Instructions for Reviewers
* Reviewer Feedback Process (New policy to be developed)

**RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:**

* Code of Conduct-Reviewers Policy
* Healthcare Simulationist Code of Ethics
* Conflict of Interest Form
* Site Reviewer Acceptance Form

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**POSTED PUBLICLY: YES/NO**

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