



8515 Georgia Avenue, Suite 400
Silver Spring, MD 20910-3492

1.800.284.2378
301.628.5000 *tel*
301.628.5004 *fax*
www.nursecredentialing.org

Pathway to Excellence™ Program Position Description — Reviewer

Definition: The Reviewer (R) has completed training in the application review process and completes the application review process under the direction of the Lead Reviewer (LR).

Qualifications Required: Licensed RN

Education:

- BSN Graduate for Reviewer positions
- MSN or a Masters degree in a healthcare field preferred for Lead Reviewer positions
- Member of ANA or member of an ANA organizational affiliate or Constituent Member Association (i.e. state nurses association)
<http://nursingworld.org/joinana.aspx>

Background/Work Experience:

- Current state RN License with no encumbrances (i.e., barred/suspended from federal/state healthcare programs, adverse criminal history, etc.)
- One letter of recommendation from director, supervisor or equivalent
- Functions in a clinical (i.e. Staff Nurse), educational, or management position in a healthcare organization or school of nursing
- Five (5) consecutive years of nursing experience
- Maintains current knowledge of the healthcare work environment

Functional Overview: Responsible for reviewing assigned applications according to established review processes and functions as an active participant on the review team including interactions with other reviewers, the Lead Reviewer, and ANCC. Must be available for scheduled conference calls and submits individual scores to the Lead Reviewer on the agreed upon schedule.

Functions/Characteristics of the Position

1. Communicates in an articulate, professional, and timely manner:
 - Meets deadlines established for completion of the application review
 - Responds within 48 hours when contacted (out-of-office replies meet this intent) by Program staff or the LR unless advance notification of unavailability has been communicated

- Provides accurate and complete information consistent with the applicable version of the Pathway to Excellence Manual
- Complies with the American Nurses Credentialing Center Pathway to Excellence Program policies and procedures
- Allows contact information to be shared with Program office and Reviewer Team members

2. Reviews and evaluates the merit of applicant documents accurately and consistently:

- Thoroughly reviews the documents for completeness and content
- Identifies and concisely documents that required evidence is present
- Identifies and concisely documents that required evidence is absent
- Independently scores documentation with rationale to support scores
- Participates in conference call(s) to reach team consensus on scores
- Participates in determining if additional information is needed from applicant
- Provides written comments to LR for inclusion in review summary report

3. Requirements:

- Attend initial Reviewer Training (requires travel) and refresher courses (using e-learning format) at own expense (if a Reviewer does not participate in required refresher courses they will be removed from Reviewer status)
- Upon completion of training, acceptance of an appointment for a period of two (2) years
- Agree to make available time to participate in two (2) review cycles yearly for a minimum of two (2) applications each cycle
- Demonstrate ongoing competency through performance evaluation
- Participate in all aspects of a review and meet all the competencies as ascertained by the Pathway to Excellence Program Office
- Sign an Independent Contractor Agreement
- Agree not to engage in any Pathway to Excellence related consulting activities either during the term as a Reviewer or for two (2) years following service as a Reviewer
- Agree not to pursue or accept a business relationship with Applicant including employment during the term as a Reviewer or for two (2) years following service as a Reviewer
- Agree to allow approved ANCC biographical information form be forwarded to CNO of Applicant healthcare organization to ensure transparency of the review process

4. Skills:

- Ability to work independently and as a team member and leader on projects
- Ability to work under pressure and maintain a strict schedule
- Skill in expressing ideas concisely in oral and written forms
- Ability to work well in groups/teams
- Excellent analytical skills (measuring content against criteria)
- Ability to access the Internet, use email, attach electronic files
- Proficiency in word processing skills
- Requires discretion in handling confidential information on a regular basis
- Demonstrates understanding of Pathway to Excellence criteria and of documentation needed to demonstrate compliance with criteria

Questions?

Please contact the Pathway to Excellence office at 301-628-5219 or pathwayinfo@ana.org.