

Request for Member Nominations Institutional Review Committee

The ACGME Institutional Review Committee (“the Committee”) seeks nominations for one open position with a six-year term beginning July 1, 2023. ACGME Policies and Procedures specify that employees of ACGME member organizations¹ may not serve as voting members of the Committee.

When selecting nominees to recommend to the ACGME Board of Directors, the Committee will consider skills, professional qualifications, geographic representation, individual diversity of current members, and diversity of Sponsoring Institution types.

The Committee values diversity and seeks to include perspectives from a variety of institutional settings. Nominations of designated institutional officials (DIOs) who oversee three or fewer programs, osteopathic education, and/or graduate medical education (GME) consortia are welcome. The Committee affirms its commitment to choosing members who reflect the diversity of DIOs, Sponsoring Institutions, and the GME community.

The Committee will consider nominees with respect to the following criteria:

1. **DIO Experience.** Nominees must have current or previous experience as a DIO.
2. **Geographic Distribution.** The Committee can appoint no more than two concurrent members from the same state. No more than one member can be appointed from the same Sponsoring Institution or city/metropolitan area (i.e., core-based statistical area as defined by US Office of Management and Budget). Accordingly, individuals should not be nominated from the following Sponsoring Institutions, locations, or associated core-based statistical areas:
 - Family Medicine Residency of Idaho, Boise, Idaho
 - Hackensack Meridian Health, Neptune, New Jersey
 - Henry Ford Hospital, Detroit, Michigan
 - Howard University Hospital, Washington, DC
 - Legacy Health, Portland, Oregon
 - Mike O’Callaghan Military Medical Center, Nellis AFB, Nevada
 - Moseley, Virginia
 - St. Luke’s University, Bethlehem, Pennsylvania
 - Summa Health, Akron, Ohio
 - The Medical Center Navicent Health, Macon, Georgia
 - University of Kentucky College of Medicine, Lexington, Kentucky
 - University of Oklahoma College of Medicine, Oklahoma City, Oklahoma

¹ The ACGME has seven member organizations: American Board of Medical Specialties (ABMS); American Hospital Association (AHA); American Medical Association (AMA); Association of American Medical Colleges (AAMC); Council of Medical Specialty Societies (CMSS); American Osteopathic Association (AOA); and American Association of Colleges of Osteopathic Medicine (AACOM).

- University of Washington, Seattle, Washington
3. **Association with an ACGME-accredited Sponsoring Institution.** Nominees must be associated with an ACGME-accredited Sponsoring Institution with an accreditation status of Continued Accreditation.
 4. **Computer Skills.** Nominees must be able to use common software (e.g., Microsoft Word, Adobe Acrobat Reader), as well as the ACGME’s web-based software for Committee activities. Nominees must be able to participate in remote committee meetings. Committee members must be able to use common platforms (e.g., Zoom, Skype, Microsoft Teams).
 5. **Time Commitment.** Nominees must be able to devote sufficient time to the Committee’s work. Members must attend all Committee meetings; the Committee typically meets three or four times per year. The Committee’s meeting agendas consist of institutional accreditation reviews, and other Committee business. Committee meetings are typically held in winter, spring, and fall of each year. If there is a fourth meeting, it is typically held in late summer. Relevant 2023 Committee meeting dates are as follows:
 - May 2-5, 2023, Chicago, Illinois (*observation meeting before membership term begins*)
 - October 10-13, 2023, Chicago, Illinois (*first meeting as member*)
 6. **Ability to Fulfill Committee Responsibilities.** The duration of a Committee meeting is typically four days (including travel). Committee work also includes periodic conference calls.

In addition to traveling to and attending all Committee meetings, specific work assignments of Committee members include: completing institutional review assignments for presentation, subcommittee work (as assigned), additional discussion via email and/or special conference calls (as needed), and pre-meeting review of agenda items and related documents.

**Note: During and in response to the COVID-19 pandemic, conduct of in-person meetings and masking policies will depend on ACGME organization-wide decisions and prioritization of the health and safety of staff members and volunteers. This information will be communicated as decisions are made.*

To gain entry to the ACGME office at 401 North Michigan Avenue in Chicago, the ACGME has developed the following vaccination policy. Everyone, including volunteers, visitors, employees, and contractors, needs to be fully vaccinated, including a booster, and must show proof of vaccination and booster. The CDC defines “fully vaccinated” as follows:

- *Two weeks after second dose in a two-dose series, such as the Pfizer or Moderna vaccine; or,*
- *Two weeks after a single-dose vaccine, such as the Johnson & Johnson Janssen vaccine.*

Nominations must include a complete Institutional Review Committee Nomination Form (for 2023 appointments). The Nomination Form and the nominee’s full curriculum vitae must be

submitted to irc@acgme.org by **Monday, September 5, 2022**. The inclusion of a nomination letter is optional, and self-nominations are accepted.

Nominees who are selected to become Committee members will sign an agreement with ACGME and will complete a disclosure form annually. (The disclosure form identifies any relationships, positions, or circumstances in which nominees are involved that they believe could contribute to an actual or apparent conflict or duality of interest.) New members will complete these documents at or before attending a Committee meeting as observers in May 2023. A sample Committee member agreement and ACGME Policies and Procedures that pertain to Committee membership are available for review.

Information about the Committee and the ACGME can be found on the ACGME website, www.acgme.org. Policies and procedures applicable to the Committee and other ACGME Review Committees can be found at <http://www.acgme.org/About-Us/Policies-and-Related-Materials>.