

Request for Resident Member Nomination Institutional Review Committee

The ACGME Institutional Review Committee (“the Committee”) seeks nominations for one resident member with a term to begin on July 1, 2023. Nominees must be enrolled in an ACGME-accredited residency or fellowship program at the time of the appointment and may not serve more than one year beyond completion of residency or fellowship. The resident member’s term is two years.

Qualifications of the Committee’s Resident Member

The Committee can appoint no more than two concurrent members from the same state. No more than one member can be 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, nominees should not be from the following Sponsoring Institutions or the core-based statistical areas in which they are located:

- 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
- University of Washington, Seattle, Washington

It is preferable, though not obligatory, that the resident member have current or prior service experience as a member of the Graduate Medical Education Committee (GMEC) and as a leader among residents in the Sponsoring Institution. The resident member must have knowledge of ACGME accreditation processes and must have served on institutional or program committees relevant to graduate medical education.

The resident member must be able to participate in remote committee meetings and be able to use common platforms (e.g., Zoom, Skype, Microsoft Teams), in addition to using common software (e.g., Microsoft Word, Adobe Acrobat Reader) and ACGME’s web-based software for Committee activities.

Responsibilities of the Resident Member

The resident member participates as a voting member in all Committee activities, including accreditation reviews and policy discussions. The resident member is required to comply with the same confidentiality, conflict of interest, duality of interest, and fiduciary responsibility policies as other members.

Members must attend all Committee meetings. The Committee typically meets three or four times per year (two or three meetings for institutional accreditation reviews, and one meeting for 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)

**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.*

The resident member is also a member of the ACGME Council of Review Committee Residents (CRCR). The CRCR is composed of resident members from all ACGME Review Committees and provides valuable input to the ACGME Board of Directors related to residents, graduate medical education, and accreditation from the resident perspective. Relevant CRCR meeting dates are as follows:

- September 24-25, 2023, Chicago, Illinois

Note: It is the responsibility of the program director of the resident member’s residency or fellowship program to ensure that the resident will have the necessary time to review at least five institutions per meeting, attend Committee and CRCR meetings, and participate in activities of the Committee and the ACGME as required. While the resident member’s term officially begins July 1, 2023, the resident’s participation in Committee activities will begin approximately three months prior to that start date in order to participate in orientation activities that include observing an IRC meeting.

Selection of Next Resident Member

The Committee will consider nominations in the fall of 2022 and will forward the selected nominee's nomination materials to the ACGME Board of Directors for final review.

To Submit a Nomination

To nominate a resident for this position, submit the following documents under one cover letter by **Monday, September 5, 2022**:

- a letter of recommendation signed by the nominee's program director and designated institutional official (DIO) of the Sponsoring Institution ensuring that the resident/fellow will have sufficient time to review at least five institutions per meeting, attend IRC and CRCR meetings, and participate in activities of the IRC and the ACGME as expected
- an up-to-date curriculum vitae from the nominee
- a one-page personal statement outlining the nominee's educational goals, professional interests, and intent to serve if elected to the committee

Submit nominations to irc@acgme.org by **Monday, September 5, 2022**. If the organization's process for selecting nominees will not accommodate the requested deadline, notify a Committee staff member as soon as possible.

All organizations submitting nominations will be notified of the selection by email after ACGME Board approval.

Additional Information

Committee and CRCR meetings are multi-day sessions, requiring travel arrangements which include flying in on the day before the meeting and flying out on the evening of the last day of the meeting.

All related travel and meeting expenses are covered by the ACGME.

More information about the ACGME can be found at www.acgme.org. Information specific to the Committee is on the Institutional Review Committee web page on the ACGME website.

Please contact irc@acgme.org with specific questions.

**ACCREDITATION COUNCIL FOR GRADUATE MEDICAL EDUCATION
FACT SHEET (Updated July 17, 2020)**

What is the Accreditation Council for Graduate Medical Education?

The ACGME is a private, 501(c)(3), not-for-profit organization that sets standards for US graduate medical education (residency and fellowship) programs and the institutions that sponsors them, and renders accreditation decisions based on compliance with these standards. In academic year 2019-2020, there were approximately 865 ACGME-accredited institutions sponsoring more than 12,700 residency and fellowship programs in 182 specialties and subspecialties. Accreditation is achieved through a voluntary process of evaluation and review based on published accreditation standards. ACGME accreditation provides assurance that a Sponsoring Institution or program meets the quality standards (Institutional and Program Requirements) of the specialty or subspecialty practice(s) for which it prepares its graduates. ACGME accreditation is overseen by a Review Committee made up of volunteer specialty experts from the field that set accreditation standards and provide peer evaluation of Sponsoring Institutions and specialty and subspecialty residency and fellowship programs.

Why was the ACGME established?

The ACGME was established in 1981 out of a consensus need in the medical community for an independent accrediting organization for graduate medical education programs. Its forerunner was the Liaison Committee for Graduate Medical Education.

How is the ACGME governed?

The members of the ACGME Board of Directors are nominated by the American Association of Colleges of Osteopathic Medicine (AACOM), American Association of Medical Colleges (AAMC), American Board of Medical Specialties (ABMS), American Hospital Association (AHA), American Medical Association (AMA), American Osteopathic Association (AOA), and Council of Medical Specialty Societies (CMSS). The Board also includes two resident members, three public directors, the Chair of the Council of Review Committee Chairs, one-to-four at-large directors, and two non-voting federal government representatives. One appointed by the Department of Health and Human Services and the other by the Under Secretary for Health for the Veterans Health Administration.

The ACGME governance structure also includes a Council of Review Committee Chairs, consisting of the chairs of the 29 Review and Recognition Committees; a Council of Review Committee Residents, consisting of the resident members of each Review and Recognition Committee; and a Council of Public Members, consisting of the public members of each Review and Recognition Committee.

The ACGME Board of Directors includes several standing committees:

- Audit Committee
- Awards Committee
- Compensation Committee
- Committee on Finance
- Committee on Requirements
- Education Committee
- Executive Committee
- Governance Committee
- Journal Oversight Committee
- Monitoring Committee

- Policy Committee

What is a Review Committee?

A Review Committee is an ACGME committee that handles the accreditation activities for a specialty or sponsoring institution, and functions according to ACGME policies and procedures. Each Review Committee has 8-25 volunteers and meets two-to-three times per year. The function of a Review Committee and the Transitional Year Review Committee is 1) to set accreditation standards and 2) to provide peer evaluation of specialty and subspecialty residency and fellowship programs. The Institutional Review Committee 1) sets accreditation standards, and 2) provides peer evaluation of the institutions that sponsor those residency and fellowship programs. The purpose of the evaluation is to assess whether the program or sponsoring institution is in substantial compliance with the published set of requirements, and to confer an accreditation status on these programs and Sponsoring Institutions.

What is a Recognition Committee?

A Recognition Committee is an ACGME committee that grants recognition of the osteopathic principles dimension of accredited programs that comply substantially with the Requirements for Osteopathic Recognition. The Osteopathic Principles Committee has 16 volunteer members, including one resident and an allopathic member, who meet several times a year.

What qualifications do ACGME Review Committee members possess?

Each member of a Review Committee—with the exception of the resident member and the public member—must be certified by the appropriate ABMS member board or the appropriate specialty board of the AOA; should be actively involved in GME; should demonstrate substantial experience in administration and teaching in the specialty (e.g., as a program director, an active faculty member, or a participating site director); should have knowledge of the accreditation process; and should be associated with a program in good standing with the ACGME.

Each member of the Institutional Review Committee—with the exception of the resident member and the public member—should possess demonstrated experience in educational administration, institutional oversight, and/or institutional review; and should be associated with a Sponsoring Institution that holds a status of Initial Accreditation or Continued Accreditation.

How do ACGME Review and Recognition Committee members manage conflicts of interest?

Review and Recognition Committee members serve six-year terms, except for resident members, who serve two-year terms. Review and Recognition Committee members do not represent the nominating bodies but have a fiduciary responsibility to the ACGME and must act on behalf of the ACGME in all Committee matters. Members commit to support and comply with ACGME policies and procedures, including those regarding fiduciary duty, conflict and duality of interest, and confidentiality. They must not provide any type of consultation to accredited programs or institutions during their tenure on the Committee.

How does the accreditation process work?

The work of reviewing specific Sponsoring Institutions or programs and making accreditation decisions is carried out by one and 29 Review Committees—one for each major specialty, as well as one for transitional year programs, and one for institutions sponsoring accredited programs.

ACGME field staff representatives (site visitors) conduct site visits to Sponsoring Institutions and programs. Site visitors prepare reports about the Sponsoring Institutions or programs they review based on in-depth interviews with program directors, faculty members, residents/fellows, and designated institutional officials, as well as review of specified supporting documents.

Assigned Review Committee reviewers evaluate programs and Sponsoring Institutions based on the reports submitted by the site visitors, information submitted by the programs or sponsoring institutions, and related accreditation documents and data. The Review Committee meets to review this information and identify areas for improvement and areas of possible non-compliance with the requirements. The full Review Committee determines the appropriate accreditation decision for each Sponsoring Institution or program under review.

If they substantially comply with the ACGME requirements, new programs are granted Initial Accreditation and existing accredited programs are granted Continued Accreditation. Sponsoring Institutions and programs that have deficiencies may be given a status of Continued Accreditation with Warning or Probationary Accreditation. Sponsoring Institutions and programs that subsequently fail to demonstrate they have corrected deficiencies may have their accreditation withdrawn.

Sponsoring Institutions and programs may appeal adverse accreditation actions to an Appeals Panel composed of volunteer physicians in the specialty, or, in the case of the Transitional Year or Institutional Review Committees, physicians knowledgeable about transitional year programs or Sponsoring Institutions. Although Withdrawal of Accreditation is often preceded by Probationary Accreditation, programs with egregious violations of program standards or that have experienced a catastrophic loss of resources may have their accreditation expeditiously withdrawn.

Is accreditation voluntary or mandatory?

Accreditation is voluntary. However, programs must be ACGME-accredited to receive graduate medical education funds from the Center for Medicare and Medicaid Services. Residents/fellows must graduate from ACGME-accredited programs to be eligible to take their board certification examinations, but candidates should check with each specialty board regarding the independent policy of each. In addition, many states require completion of one or more years in an ACGME-accredited program for physician licensure.