

TO: Family Medicine Program Directors  
American Board of Family Medicine  
American Academy of Family Physicians

FROM: Sandra Benitez, Associate Executive Director  
Review Committee for Family Medicine

DATE: May 25, 2023

RE: Call for Resident Member: Review Committee for  
Family Medicine

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The Review Committee for Family Medicine is requesting nominations for its next resident member.

**Qualifications of the Resident Member**

Nominees must be enrolled in a family medicine residency program at the time of the appointment and may not serve more than one year beyond completion of that residency. The term of the resident member is two years. Upon completion of a two-year term, the resident member may not be appointed again to the same Review Committee.

Resident members may not serve on two Review Committees simultaneously and must not be from the same state or institution as another current member of the Committee.

Review Committee members' institutions and states:

Roy J. Lucille A. Carver College of Medicine, Iowa  
Saint Alphonsus Medical Group, Idaho  
Ascension Genesys, Michigan  
Cone Health Sports Medicine Center, North Carolina  
Drexel University, Pennsylvania  
Garnet Health Medical Center, New York  
University of Cincinnati College of Medicine, Ohio  
Jefferson Health Northeast, Pennsylvania  
Kaiser Permanente, Washington

## **Responsibilities of the Review Committee Resident Member**

The resident member participates as a full voting member in all Review Committee activities, including program review and policy discussion. The resident member is subject to the same confidentiality, conflict of interest, duality of interest, and fiduciary responsibility policies as the other members.

Time devoted to the Review Committee includes an estimated **20 hours** for program review assignments prior to each meeting, subcommittee work as assigned, prep time for each Review Committee meeting to review agenda items and related documents, and travel/attendance for each Review Committee meeting. Review Committee members must attend all Review Committee meetings.

The resident member is also a member of the ACGME Council of Review Committee Residents (CRCR). The CRCR is composed of the resident members of each Review Committee and provides valuable input and feedback to the ACGME Board of Directors about matters related to residents, graduate medical education, and accreditation.

## **Selection Process**

The Review Committee will review nominations and forward its selection for the next resident member to the ACGME Board of Directors for approval.

## **To Submit a Nomination**

To submit a nomination for this vacancy, please provide the name of the nominee, the nominee's full Curriculum Vitae; a letter from the nominee outlining educational goals, professional interests, and intent to serve if selected; and a letter of support from the nominee's residency program director ensuring the nominee will have sufficient time to review programs, attend Review Committee and CRCR meetings, and participate in activities of the Committee and the ACGME as expected. Send these materials to Ms. Sandra Benitez, [sbenitez@acgme.org](mailto:sbenitez@acgme.org), by September 1, 2023.

## **Additional Information**

The Review Committee meets three times per year in January, April, and October. The January meeting is two and a half days, and the April and October meetings are one and a half days in length.

The CRCR meets twice per year, for two days, in May and September.

All meetings take place at the ACGME offices in Chicago, Illinois, and all meeting-related expenses are covered by the ACGME.

See the [ACGME](#) website for more information about the ACGME. Information specific to the Review Committee for Family Medicine is on the [Family Medicine](#) section of the ACGME website.

Email Sandra Benitez, [sbenitez@acgme.org](mailto:sbenitez@acgme.org), with specific questions.

### **Key Dates**

Nominations due:	September 1, 2023
Review Committee meeting (observing):	April 18-19, 2024
Resident member's term begins:	July 1, 2024
CRCR meeting:	May 2-3, 2024
CRCR meeting:	September 2024
Review Committee meeting:	October 2024
Review Committee meeting:	January 2025
Review Committee meeting:	April 2025
CRCR meeting:	May 2025
CRCR meeting:	September 2025
Review Committee meeting:	October 2025
Review Committee meeting:	January 2026
CRCR meeting:	May 2026
Review Committee meeting:	April 2026
Resident member's term ends:	June 30, 2026