

MEMORANDUM



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TO: Neurological Surgery Community

FROM: Jennifer Luna
Associate Executive Director, Review Committee for Neurological
Surgery

DATE: March 13, 2024

RE: Next Resident Member of the Review Committee for Neurological
Surgery

The Review Committee for Neurological Surgery is requesting nominations for its next resident member, to serve a two-year term July 1, 2024-June 30, 2026.

Qualifications of the Resident Member

The resident member must be enrolled in an ACGME-accredited neurological surgery program at the time of the appointment and may not serve more than one year beyond completion of residency.

The resident member must have the ability to critically review residency program data in neurological surgery in accordance with the guidelines established by the ACGME and must be able to communicate resident issues to the Review Committee.

A resident member may not serve on two Review Committees simultaneously and must not be from the same state or institution as another member of the Review Committee. Currently these include:

- Indianapolis, Indiana
- Washington University School of Medicine, St. Louis, Missouri
- NYU Langone Health New York University, New York, New York
- University of Cincinnati, Cincinnati, Ohio
- Harborview Medical Center/University of Washington, Seattle, Washington
- University of Wisconsin-Madison, Wisconsin

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 discussions. The resident member is subject to the same confidentiality, conflict and duality of interest, and fiduciary responsibility policies as other members. The resident member must work on projects as the need arises and must be able to devote 15-20 hours to program review before each Review Committee meeting.

The resident member is also a member of the ACGME Council of Review Committee Residents (CRCR), which is composed of the resident members of each Review and Recognition Committee and is very important to the ACGME because it provides valuable input and feedback to the ACGME Board about matters related to residents,

fellows, graduate medical education, and accreditation. The CRCR meets twice a year; dates are listed below.

Note: It is the program director's responsibility to ensure the resident member will have sufficient time to review programs, attend Review Committee and CRCR meetings, and participate in activities of the Review Committee and the ACGME as expected.

Selection of Next Resident Member

The committee will review nominations in April 2024 and forward its selection to the ACGME Board of Directors for approval at its June 2024 meeting.

To Submit a Nomination

Interested residents must submit a statement describing their interest in and special qualifications for serving on the Review Committee to their program director along with a current curriculum vitae.

The program director must then submit the resident's statement of interest along with a letter of recommendation that confirms the resident will have sufficient time to review programs, attend Review Committee and CRCR meetings, and participate in activities of the Review Committee and the ACGME as required.

Email nominations by **April 19, 2024**, to Associate Executive Director Jennifer Luna: jluna@acgme.org. A member of the Review Committee staff will confirm the nomination was received.

Anyone who submits a nomination will be notified of the selection by email after confirmation by the ACGME Board of Directors.

Additional Information

In conjunction with observational attendance at the Review Committee meeting on August 29, 2024, there will be a New Member Orientation prior to or immediately following that meeting.

Review Committee members must use electronic systems for reimbursement of expenses and many accreditation activities (e.g., program reviews). The resident member will travel two to three times per year to meet as a member of the Review Committee. These meetings last for one-and-a-half days. All related travel and meeting expenses are covered by the ACGME.

CRCR meetings are all-day sessions, requiring similar travel arrangements.

Information about the Review Committee for Neurological Surgery and the ACGME can be found at www.acgme.org. Policies and procedures for Review Committees are detailed in the *ACGME Manual of Policies and Procedures* (located on the [Policies and Related Materials page](#) accessed from the "About" section of the website).

Contact Associate Executive Director Jennifer Luna with specific questions: jluna@acgme.org or 312.755.5036.

Notable Dates

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| Nominations due: | April 19, 2024 |
| Review Committee selection made by: | April 26, 2024 |
| Program directors notified by: | June 2024 |
| <i>Resident member's term begins:</i> | <i>July 1, 2024</i> |
| Review Committee meeting and orientation: (<i>observing</i>) | August 29, 2024 |
| CRCR meeting (<i>observing</i>): | September 29-30, 2024 |
| Review Committee meeting: Chicago, Illinois | January 17-18, 2025 |
| Review Committee meeting: Chicago, Illinois | April 4-5, 2025 |
| CRCR meeting: Chicago, Illinois | May 8-9, 2025 |
| Review Committee meeting: Chicago, Illinois | Fall 2025 - TBD |
| CRCR meeting: Chicago, Illinois | September 28-29, 2025 May 7-8, 2026 |
| <i>Resident member's term ends:</i> | <i>June 30, 2026</i> |