

MEMORANDUM



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To: Family Medicine Program Directors
American Board of Family Medicine
American Academy of Family Medicine

FROM: Eileen Anthony, Executive Director
Review Committee for Family Medicine

DATE: May 2, 2017

RE: Next Resident Member of the Review Committee for Family Medicine

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

Qualifications of the Resident Member

A family medicine resident, currently in good standing, in the PGY-2 level (as of July 1, 2018) of a three-year ACGME-accredited family medicine program is eligible for nomination.

Resident members may not serve on two Review Committees simultaneously, and must not be from the same institution as another current member of the Review Committee. Resident members may be from the same state as another member of the Committee; however, there cannot be more than two members from the same state on the Committee at a time. Accordingly, individuals should not be nominated from the following institutions and areas:

- University of Arizona, Tucson, AZ
- Kaiser Permanente Medical Office, Santa Ana, CA
- University of San Diego Health System, La Jolla, CA
- Columbus Regional Family Medicine, Columbus, GA
- Southern Illinois University SOM, Springfield, IL
- University of Kansas, Wichita, KS
- UMass Memorial Group, Barre, MA
- Mercy Hospital – St. Louis, Creve Coeur, MO
- Carolinas Health Care System Blue Ridge, Morgantown, NC
- University of Rochester Family Medicine, Rochester, NY
- Rutgers Robert Wood Johnson Medical School, New Brunswick, NJ
- Aria Health, Langhorne, PA
- Virginia Commonwealth University, Fairfax, VA

Responsibilities of the Resident Member

The resident member of the Review Committee participates as a full voting member in all Review Committee activities, including program review and policy discussion. The resident member is subject to complying with the same confidentiality, conflict of interest, duality of interest, and fiduciary responsibility policies as the other members. The resident member must be able to devote 10-15 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). The CRCR is composed of the resident members of each Review Committee, and is an important part of the ACGME because it provides valuable input and feedback to the ACGME Board of Directors about matters related to residents and fellows, graduate medical education, and accreditation from the resident/fellow perspective. The CRCR meets twice a year; dates are listed below.

Note: *It is the responsibility of the program director of the resident member's program to ensure that the resident/fellow will have the necessary time to review programs, attend Review Committee and CRCR meetings, and participate in activities of the Review Committee and the ACGME as required for Review Committee members. While this nomination is for a term that officially begins July 1, 2018, the resident/fellow will start activities six months prior to that start date in order to participate in a formal orientation meeting and to observe one Review Committee meeting.*

To Submit a Nomination

Please submit the following required documents:

- A letter of recommendation
- A statement of support from the program director
- Resident's Curriculum Vitae
- Letter from the resident outlining his/her educational goals, professional interests, and intent to serve, if selected.

E-mail completed nominations to Sandra Benitez, sbenitez@acgme.org by September 1, 2017. A member of the Review Committee staff will confirm that your nomination has been received.

The Committee will review the nominations and forward its selection to the ACGME Board of Directors for approval at its February 2018 meeting.

Resident Candidates will be notified of the Review Committee's selection by e-mail after confirmation by the Board of Directors.

Additional Information

Review Committee members must use electronic systems for reimbursement of expenses and accreditation activities (e.g., program reviews). The Review Committee meets three times per year, typically in January, April, and October.

CRCR meetings are all-day sessions, and the resident member will have to schedule travel plans accordingly, including flying to Chicago on the day before the meeting and flying out the evening of the meeting.

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

More information about the ACGME can be found at www.acgme.org. Information specific to the Review Committee for Family Medicine is on the Family Medicine section of the ACGME website (<http://www.acgme.org/Specialties/Overview/pfcatid/8>)

Contact Senior Accreditation Administrator Sandra Benitez, with any questions:
sbenitez@acgme.org

Nominations due:	September 1, 2017
Orientation and Review Committee Meeting (Observing):	April 26-27, 2018
CRCR Meeting (Observational)	May 3-4, 2018
Resident member term begins:	July 1, 2018
CRCR Meeting:	Sept. 30-Oct. 1, 2018
Review Committee Meeting:	Oct. 18-19, 2018
Review Committee Meeting:	January 2019
Review Committee Meeting:	April 2019
CRCR Meeting:	May 2-3, 2019
CRCR Meeting:	Sept. 29-30, 2019
Review Committee Meeting:	October 2019
Review Committee Meeting:	January 2020
Review Committee Meeting:	April 2020
CRCR Meeting:	April 30-May 1, 2020
Resident member term ends:	June 30, 2020