

September 30, 2009



**Accreditation Council for
Graduate Medical
Education**

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To: ACGME Board of Directors
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American Board of Medical Specialties

From: Linda Thorsen, MA
Executive Director, RRC for Transitional Year
312-755-5029

Re: Appointment of Transitional Year Review Committee (TYRC)
Members

On October 1, 2009, the term of Louis Ling, MD will end and the TYRC is seeking your recommendation for the vacancy. The new member's term will begin July 1, 2010. Under the revised process for appointment to Review Committees, the Review Committee will select one of the nominees to recommend for confirmation by the ACGME Board. ACGME Policy specifies that employees of the RRC Appointing Organization may not serve as voting members of the Review Committee.

The member of the TYRC will be selected from nominations submitted for a six-year term. The member will be required to attend the ACGME Orientation Program (typically in March of each year) for new Review Committee members prior to their first TYRC meeting. In addition, the member is required to attend TYRC meetings twice per year in May and November. The applicant will need sufficient time to review program information forms (PIF) (estimated 25 hours prep time for each TYRC meeting), attend TYRC meetings and participate in activities of the TYRC. Travel and meeting expenses will be reimbursed by the ACGME.

The Transitional Year Review Committee will select the candidate based on the current needs of the Committee, professional qualifications, geographic distribution and diversity in gender and race, to recommend for confirmation. In making their selection, the Committee will seriously consider the following:

1. Nominees must hold current certification by the American Board of Medical Specialties in Emergency Medicine. Additional Transitional Year program director experience is requested. Each nominee's program must have the status of accreditation or continued accreditation.
2. Nominees must not be employed by the same programs, institutions or affiliated institutions as current members; the Review Committee requests that nominees from the following institutions not be considered.

University of Southern California, CA
Christiana Care Health System, DE
John A. Burns School of Medicine, HI
Maine Medical Center, ME
Mayo School of Health Science, MN
Morristown Memorial Hospital, NJ
University of Pennsylvania, PA
Meriter Hospital, University of Wisconsin, WI

3. Nominee's computer literacy is essential. The ACGME uses an electronic system for reimbursement of expenses and many Review Committees utilize an electronic system for program reviews.

Please note that on rare occasions and only after careful consideration, a Review Committee has chosen not to recommend the candidates provided for a Review Committee to the Board of Directors for confirmation. On such occasions, the Review Committee has requested the Review Committee appointing organization to provide an additional candidate.

Anticipated meeting dates for the new member(s) are as follows:

Meeting to Observe: May 6-8, 2010

**ACGME Review Committee
New Member Orientation:** Spring 2011

**Review Committee
Meeting Dates:** Two accreditation meetings per year usually during the months of November and May.

A packet of information for you to distribute to the nominees is located on the ACGME website. This packet includes several documents containing information about the appointment process and the ACGME Review Committee Nominee Form to be used for appointments. Nominees will be asked to complete a form that requests information about employment or family relationships that exist with any of the members of the Residency Review Committee (e.g., supervisor, direct reports, marriage, relative) with the goal of avoiding such relationships among members of the committee. Nominees who are approved to become RC members, will sign annually a disclosure form identifying any relationships, positions or circumstances in which s/he is involved that s/he believes could contribute to an actual or apparent conflict of interest or duality of interest.

To access the ACGME Nominee Form, please click on the link <http://www.acgme.org/acWebsite/rcreviewcommittees.asp> and use the instructions attached to this letter to download the documents.

For each vacancy, please provide a completed ACGME RC Nominee Form and an abbreviated Curriculum Vita to Mary Cleveland, 515 N State Street, Chicago, IL, 60654 or email to mcleveland@acgme.org by December 1, 2009.

Please notify Mary Cleveland if your organization's process for selecting nominees will not accommodate the requested deadline as soon as possible.

Notification will occur after the February 2010 ACGME Board of Directors meeting.

Thank you in advance for your cooperation in attending to this matter as promptly as possible.

Instructions to Access ACGME New RC Member Information

TO DOWNLOAD THE DOCUMENTS:

1. Click on the link provided in the letter above.
2. Right click on one of the four document titles on the ACGME Review Committees webpage. A dialogue box will appear.
3. Click on "Save Target As". Another dialogue box appears showing your desktop. You can save the document to your desktop or click on the drop down menu and choose a different location.
4. Click on "File Name" and name the document (ACGME form, ACGME fact sheet, etc.);
5. Click "Save". The document is now saved to your computer for distribution to your nominees.
6. A completed ACGME Nominee Form and abbreviated Curriculum Vita, from the College, Board or Society must be submitted to:

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Executive Assistant
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Chicago, Illinois, 60654
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mcleveland@acgme.org