

MEMORANDUM



TO: Psychiatry Program Directors  
American Psychiatric Association  
American Board of Psychiatry & Neurology  
American Medical Association

FROM: Louise King, MS, Executive Director  
Review Committee for Psychiatry

DATE: March 26, 2014

RE: Next Resident Member of the Review Committee for Psychiatry

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

**Qualifications of the Resident Member**

Nominees must be enrolled in a 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 term is a minimum of one year and reappointment is permitted.

Resident members 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:

University of California Davis School of Medicine, Sacramento, CA  
University of California Irvine Medical Center, Orange, CA  
Yale University Child Study Center, New Haven, CT  
Malcom Randall VA Medical Center, Gainesville, FL  
University of Florida College of Medicine-JAX, Jacksonville, FL  
Tripler Army Medical Center, Honolulu, HI  
Lurie Children's Hospital, Chicago, IL  
Washington University School of Medicine, St. Louis, MO  
University Hospitals Case Medical Center, Cleveland, OH  
Oregon Health and Sciences University, Portland, OR  
Perelman School of Medicine University of Pennsylvania, Philadelphia, PA  
Alpert Medical School of Brown University, North Kingstown, RI  
Baylor College of Medicine, Houston, TX  
University of Texas Health Science Center at San Antonio, San Antonio, TX  
Medical College of Wisconsin, Milwaukee, WI

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) or on the resident forum at his or her program's sponsoring institution. At the very least, the resident member should have knowledge of the ACGME accreditation process and have served on institutional or program committees to enhance graduate medical education.

### **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. Resident members 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, graduate medical education, and accreditation from the resident 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 residency or fellowship to ensure that the resident 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 is required for Review Committee members. While this nomination is for a term that officially begins July 1, 2015, 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.*

### **Selection of Next Resident Member**

Nominating organizations must submit at least two nominees for the opening. The Review Committee will review nominations by August 2014, and will forward its selection to the ACGME Board of Directors for approval at the September 2014 meeting.

### **To Submit a Nomination**

Each submitted nomination must include a letter of recommendation from the nominee's program director ensuring that he or she 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.

Submit nominations by **August 1, 2014** to Debra Martin, by either fax (312.755.7498 ATTN: Debra Martin) or e-mail (dmartin@acgme.org). A member of the Review Committee staff will confirm that your nomination has been received.

All program directors and associations who submit nominations will be notified of the selection by e-mail after the ACGME Board meeting in September 2014.

### **Additional Information**

The Review Committee New Member Orientation (spring 2015, specific date TBD) is an all-day session (early morning until late afternoon) and the resident member will have to schedule travel plans accordingly, including flying to Chicago on the day before the orientation meeting and flying out the evening of the meeting.

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

The Review Committee for Psychiatry meets twice per year at the ACGME offices in Chicago. Meetings usually take place on a Friday and Saturday.

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

More information about the ACGME can be found at [www.acgme.org](http://www.acgme.org). Information specific to the Review Committee for Psychiatry is on the Review Committee web page (<https://www.acgme.org/acgmeweb/tabid/147/ProgramandInstitutionalAccreditation/MedicalSpecialties/Psychiatry.aspx>) on the ACGME website.

A fact sheet about the ACGME and its Review Committees is attached.

Please contact Accreditation Administrator Debra Martin (312.755.7471 or [dmartin@acgme.org](mailto:dmartin@acgme.org)) with specific questions.

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|---------------------------------------|-----------------------|--------------|
| Nominations due:                      | August 1, 2014        |              |
| Review Committee selection made by:   | September 1, 2014     |              |
| Program directors notified by:        | October 1, 2014       |              |
| CRCR Meeting (Observing):             | January 15-16, 2015   | Location TBD |
| Review Committee Orientation:         | Spring 2015           | Chicago, IL  |
| Review Committee Meeting (Observing): | April, 2015           | Chicago, IL  |
| Resident member term begins:          | July 1, 2015          |              |
| CRCR Meeting:                         | September 27-28, 2015 | Chicago, IL  |
| Review Committee Meeting:             | October 11-12, 2013   | Chicago, IL  |
| CRCR Meeting:                         | January 14-15, 2016   | Chicago, IL  |
| Review Committee Meeting:             | April 2016            | Chicago, IL  |
| CRCR Meeting:                         | January, 2016         | Chicago, IL  |
| CRCR Meeting:                         | September, 2016       | Chicago, IL  |
| Review Committee Meeting:             | October, 2016         | Chicago, IL  |
| CRCR Meeting:                         | January, 2017         | Chicago, IL  |
| Review Committee Meeting:             | April, 2017           | Chicago, IL  |
| Resident member term ends:            | June 30, 2017         |              |

Cc: Debra Martin

**ACCREDITATION COUNCIL FOR GRADUATE MEDICAL EDUCATION  
FACT SHEET  
(Updated July 2013)**

**What is the Accreditation Council for Graduate Medical Education?**

The ACGME is a private, non-profit organization that accredits more than 9,300 medical residency and fellowship programs that educate more than 117,000 residents/fellows in over 133 specialties and subspecialties. Its mission is to improve the quality of patient care through improving and maintaining the quality of graduate medical education for physicians in training in the United States.

**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 (GME) programs. The ACGME was incorporated in 2000.

**How is the ACGME governed?**

The members of the ACGME Board of Directors are nominated in equal number by the Association of American of Medical Colleges, American Board of Medical Specialties, American Hospital Association, American Medical Association and Council of Medical Specialty Societies. The Board also includes two resident members, the Chair of the Council of Review Committees Chairs (CRCC), several public members and at-large members. Two federal representatives appointed by the Department of Health and Human Services and the Veterans Health Administration may attend meetings of the Board, but have no vote.

The ACGME structure also includes a Council of Review Committees, composed of the chairs of the 26 Review Committees (RCs), the Transitional Year Review Committee (TYRC), and the Institutional Review Committee (IRC); and a Council of Review Committee Residents (CRCR), composed of the resident members of the Review Committees.

**What is a Review Committee (RCs, TYRC, IRC)?**

A Review Committee handles the accreditation activities for a specialty or sponsoring institution, and functions according to ACGME policies and procedures. Each Review Committee is comprised of seven to 20 volunteers (including public members) and meets two-to-four times per year for a period of one-to-three days. The ACGME monitors and delegates accreditation authority to each Review Committee for up to five years. The Review Committee is not an independent entity, nor does it belong to a specialty. The Review Committee's function is to set accreditation standards and to provide a peer evaluation of residency/fellowship programs in its specialty and accompanying subspecialties (or in the case of the IRC, institutions that sponsor these programs). The purposes of the evaluation are to assess whether a program or sponsoring institution substantially complies with a published set of educational standards, and to confer an accreditation status to programs and sponsoring institutions which substantially meet those standards.

**What qualifications must ACGME Review Committee members possess?**

Review Committee members are volunteer physicians nominated by the applicable medical specialty organization, medical specialty board and the AMA Council on Medical Education (or, in the case of the TYRC and IRC, by the ACGME) and confirmed by the ACGME Board of Directors. Review Committee members must be certified by the appropriate ABMS Board (excludes resident and public members and members of the IRC); must be actively involved in GME; should have substantial experience in the administration of and/or teaching in the specialty (e.g., program director or designated institutional official, active faculty member, or local site director); and should have knowledge of the accreditation process. Additional essential attributes include computer literacy, superior writing skills, objectivity, knowledge of good educational principles, and abilities to make appropriate decisions based on facts, to work well in small groups, and to weigh how changes in national policy for GME affect the specialty. In considering prospective members for a review committee, the ACGME also considers diversity within the specialty, geographic distribution, and types of institutions represented.

A public member of an ACGME Review Committee is taken from the public, as opposed to from among those with personal professional perspectives relating to graduate medical education such as physician and resident physician members of ACGME Review Committees. The personal perspective of the public member of an ACGME Review Committee is intended to be that of a person in the general public who is affected by graduate medical education.

**What responsibilities do ACGME Review Committee members have?**

Review Committee members serve a maximum tenure of six years. Review 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 Review Committee matters. New members learn about the accreditation process and about ACGME policies which govern Review Committee activities. Members commit to support and comply with ACGME policies and procedures, including those about fiduciary duty, conflict and duality of interest, and confidentiality. All Review Committee members annually sign an agreement committing to this service and complete a form disclosing conflicts and dualities of interest. They must not provide any type of consultation to accredited programs or institutions during their tenure on the committee. Review Committee members understand that a breach of these policies could result in irreparable damage to the Review Committees, the ACGME and its mission, and may result in their dismissal from the Review Committee.

**How does the accreditation process work?**

The work of reviewing specific programs or sponsoring institutions and making accreditation decisions is carried out by 28 Review Committees – one for each major specialty, as well as one for transitional year programs, and one for institutions sponsoring accredited programs.

Residency programs submit data every year which is reviewed by the Review Committee staff. Using criteria developed by the Review Committee, the staff identifies programs that need further review.

Review Committee members prepare review reports based on the information submitted by the field staff, information submitted by the program or institution, and related accreditation documents. Review Committees meet to review the information and the reviewers present a summary of each program, including identified areas of possible non-compliance. The full Review Committee determines the appropriate accreditation decision for each program or sponsoring institution under review.

If they substantially comply with the ACGME Common, specialty- or subspecialty-specific requirements, and Institutional Requirements, new programs receive Initial Accreditation and continuing programs receive Continued Accreditation. Programs and sponsoring institutions that have deficiencies may be given statuses of Accreditation with Warning or Probationary Accreditation. Programs and sponsoring institutions that subsequently fail to demonstrate they have corrected their deficiencies may have their accreditation withdrawn.

Programs and sponsoring institutions may appeal adverse accreditation actions to an appeals panel composed of volunteer physicians in their specialty, or, in the case of TYRC or IRC, physicians knowledgeable about the transitional year programs or sponsoring institutions. Although withdrawal of accreditation is usually 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.