



## **Barbara Ross-Lee, DO Diversity, Equity, and Inclusion Award Application for ACGME-Accredited Programs**

Name(s), Address(es), and Email(s):

Program Name:

Chair Name:

Chair's Email Address:

Program Director Name:

Program Director's Email Address:

## Checklist for Nomination Materials

### Eligibility Requirements

- ❑ Nominees must not have been a previous recipient of the award, although different programs within a previously recognized sponsoring institution remain eligible to apply.
- ❑ Nominee can be a recognized department that has at least one ACGME-accredited program.

### Nomination Instructions

#### Submit the following items to complete a nomination:

- A completed nomination form
- Four **signed** letters of support (only four letters; additional letters will not be considered)
- Complete description of the graduate medical education (GME)-, program-, or department-led effort to address increasing diversity in GME or pre-GME. This may include efforts directed toward:
  - Increasing recruitment and retention of diverse individuals at single or multiple points in the pathway (pre-residency learners, GME learners (residents/fellows), faculty members, or GME staff members); and/or,
  - Approaches to ensuring an inclusive, equitable, and civil clinical learning environment.
- Detailed description of the novelty of the approach and assessment of the impact of the intervention to date, to include:
  - Numbers of individuals affected;
  - Evidence of success in achieving the goals of the effort;
  - Suitability for scalability or portability to other programs, institutions, or specialties;
  - Testimonial of learners, residents/fellows, or faculty members affected by the innovation; and,
  - Any external recognition, publication reference, or media coverage of the effort.

Scan the required components noted above, and send in one PDF file via email to Rosita Ragin ([rragin@acgme.org](mailto:rragin@acgme.org)) by **Wednesday, April 28, 2021 at 5:00 p.m. Central**. Material received in piecemeal or that includes unsigned letters will not be accepted.

#### About the Letters of Support

- Letters must provide concrete examples of how the nominee has fulfilled the required elements described above.
- Letters should be addressed to ACGME Awards Committee.
- One of the letters must be from current residents/fellows.
- One of the letters must be from a program director.
- One of the letters must be from the designated institutional official or chair of the Graduate Medical Education Committee.
- The remaining letter may come from another person(s) involved in GME who can attest to the nominee's impact on improving diversity and inclusion.
- Comments from a group (faculty members, residents/fellows, program coordinators, etc.) should be compiled into one "group letter." **No more than four letters of support for each nominee will be considered.**



## **Nomination Form for Programs**

Describe how the program increases recruitment and retention of diverse individuals at single or multiple points in the pathway (pre-residency learners, residents/fellows, faculty members, or GME staff members).

Describe how the program ensures an inclusive, equitable, and civil clinical learning environment.

How does the program engage its physician workforce to address health care disparities at the local, regional, and/or national level?



### **Nomination Form for Programs (Continued)**

Describe how the program's efforts to increase diversity and/or eliminate health care disparities could be 1) adopted by institutions in other regions of the country and 2) work for either small or large programs.

Describe in detail any novel approach the program has developed to increase diversity, equity, and inclusion.

Describe how the program assesses the impact of your interventions to date (e.g., from institutional data and/or personal experiences in the letters provided by residents, fellows, and faculty members).