Institutional Review Committee Resident Member Nomination Request

The ACGME’s Institutional Review Committee (“the Committee”) seeks nominations for one resident member with a term to begin July 1, 2019. Nominees must be enrolled in an ACGME-accredited 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 member’s term is two years.

Qualifications of the Committee’s Resident Member
The Committee can appoint no more than two concurrent members from the same state. No more than one member can be from the same Sponsoring Institution or city/metropolitan area (i.e., core-based statistical area as defined by US Office of Management and Budget). Accordingly, nominees should not be from the following Sponsoring Institutions or the core-based statistical areas in which they are located:

- University of Arkansas College of Medicine, Little Rock, Arkansas
- University of Colorado School of Medicine, Aurora, Colorado
- Carmel, Indiana
- University of Kentucky College of Medicine, Lexington, Kentucky
- Maine Medical Center, Portland, Maine
- Henry Ford Health System, Detroit, Michigan
- Mayo Clinic College of Medicine and Science, Rochester, Minnesota
- Still OPTI, Kirksville, Missouri
- Monmouth Medical Center, Long Branch, New Jersey
- University of Oklahoma College of Medicine, Oklahoma City, Oklahoma
- University of Virginia Medical Center, Charlottesville, Virginia

It is preferable, though not obligatory, that the resident member have current or prior service experience as a member of his or her institutional Graduate Medical Education Committee (GMEC) or as a participant in a resident forum at the Sponsoring Institution. The resident member must have knowledge of ACGME accreditation processes and must have served on institutional or program committees relevant to graduate medical education.

Responsibilities of the Resident Member
Members must attend all Committee meetings. The Committee typically meets three or four times per year (two or three meetings for institutional accreditation reviews, and one meeting for other Committee business). Committee meetings are typically held in winter, spring, and fall of each year; if there is a fourth meeting, it is typically held in late summer. Relevant 2019 Committee meeting dates are as follows:

- May 29-31, 2019, Chicago, Illinois (observation meeting)
- October 28-30, 2019, Chicago, Illinois (first meeting as member)

The resident member participates as a voting member in all Committee activities, including accreditation reviews and policy discussions. The resident
member is required to comply with the same confidentiality, conflict of interest, duality of interest, and fiduciary responsibility policies as other members.

The resident member is also a member of the ACGME Council of Review Committee Residents (CRCR). The CRCR is composed of the resident members from all ACGME Review and Recognition Committees, and provides valuable input to the ACGME Board of Directors related to residents and fellows, graduate medical education, and accreditation from the resident/fellow perspective. Relevant CRCR meeting dates are as follows:

- May 2-3, 2019, Chicago, Illinois
- September 29-30, 2019, Chicago, Illinois
- April 30-May 1, 2020, Chicago, Illinois
- September 27-28, 2020, Chicago, Illinois

Note: It is the responsibility of the program director of the resident member’s residency or fellowship program to ensure that the resident member will have the necessary time to review at least five institutions per meeting, attend Committee and CRCR meetings, and participate in activities of the Committee and the ACGME as required. While the resident member’s term officially begins July 1, 2019, his or her participation in Committee activities will begin approximately three months prior to that start date in order to participate in orientation activities that include observing an Committee meeting and a CRCR meeting.

Selection of Next Resident Member
The Committee will consider nominations in the fall of 2018 and will forward the selected nominee’s nomination materials to the ACGME Board of Directors for final review.

To Submit a Nomination
To nominate a resident for this position, submit the following documents under one cover letter by September 14, 2018:

- a letter of recommendation, signed by the nominee’s program director and the designated institutional official (DIO) of the Sponsoring Institution, ensuring that he or she will have sufficient time to review at least five institutions per meeting, attend Committee and CRCR meetings, and participate in activities of the Committee and the ACGME as expected

- an up-to-date curriculum vitae from the nominee

- a personal statement outlining the nominee’s educational goals, professional interests, and intent to serve if elected to the Committee

Please submit nominations to irc@acgme.org by September 14, 2018. If your organization’s process for selecting nominees will not accommodate the requested deadline, please notify Institutional Review Committee staff members as soon as possible.

All organizations submitting nominations will be notified of the selection by e-mail after ACGME Board approval.

Additional Information
Institutional Review Committee and CRCR meetings are multi-day sessions, requiring travel arrangements which include flying in on the day before the meeting and flying out on the evening of the last day of the meeting.

All related travel and meeting expenses are covered by the ACGME.
More information about the ACGME can be found at www.acgme.org. Information specific to the Committee is on the Institutional Review Committee web page on the ACGME website, under the Designated Institutional Officials header.

Please e-mail irc@acgme.org with specific questions.