MEMORANDUM

TO:       Allergy and Immunology Program Directors

FROM:     Tiffany Hewitt
          Associate Executive Director, Review Committee for Allergy and Immunology

DATE:     May 12, 2021

RE:       Resident Member of the Review Committee for Allergy and Immunology

The Review Committee for Allergy and Immunology 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 member’s term is two years. Upon completion of this two-year term, the resident member may not be appointed again to the same Review Committee.

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 Committee. Currently these include:
- University Hospitals Rainbow Babies and Children’s Hospital, Cleveland, Ohio
- Augusta University, Augusta, Georgia
- Emory University, Atlanta, Georgia
- U.S. Food and Drug Administration, Silver Spring, Maryland
- Children’s Mercy Hospital, Kansas City, Missouri
- University of Pennsylvania, Philadelphia, Pennsylvania
- Western Technical College, La Crosse, Wisconsin

Resident Member Responsibilities
The resident member participates as a full voting member in all Review Committee activities, including program review and policy discussion. The resident member is subject to compliance with the same confidentiality, conflict of interest, and fiduciary responsibility policies as the other members. Resident members must be able to devote an estimated 15-20 hours to program review before each meeting.
The resident member is also a member of the ACGME Council of Review Committee Residents (CRCR). The CRCR is composed of the resident/fellow members of each Review and Recognition Committee and is an important part of the ACGME. 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 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 to ensure that the resident will have the time necessary 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, 2022, the resident/fellow will begin participating in activities three months prior to that start date in order to observe one CRCR and one Review Committee meeting.

Selection of Next Resident Member
The Review Committee will review nominations in August 2021 and forward its selection to the ACGME Board of Directors for approval at the September 2021 meeting.

To Submit a Nomination
For this vacancy, provide the names of nominees, along with a full Curriculum Vitae and a letter of support from each nominee’s program director ensuring that the nominee 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, to Ms. Larisa Cassie, lcassie@acgme.org, by July 2, 2021. If your organization’s process for selecting nominees (if applicable) will not accommodate the requested deadline, notify Ms. Cassie as soon as possible.

Additional Information
The Review Committee meeting dates for 2022 are as follows:

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<th>Review Committee meeting to observe</th>
<th>March 2022</th>
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<td>Two Review Committee meetings per year held in Chicago, Illinois</td>
<td>January and March</td>
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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 and flying out the evening of the meeting.

| Two CRCR meetings per year held in Chicago, Illinois | September and May |

All travel and meeting-related expenses are covered by the ACGME.
*Note: During and in response to the COVID-19 pandemic, conduct of in-person meetings will depend on ACGME organization-wide decisions and prioritization of the health and safety of staff members and volunteers. This information will be communicated as decisions are made.

Information about the Review Committee for Allergy and Immunology as well as the ACGME, can be found at www.acgme.org. Policies and Procedures for Review Committees can be found in the About Us section of the website.

Email Accreditation Assistant Larisa Cassie, lcassie@acgme.org, with specific questions.