MEMORANDUM

To: Family Medicine Program Directors
American Board of Family Medicine
American Academy of Family Medicine

FROM: Eileen Anthony, Executive Director
Review Committee for Family Medicine

DATE: May 31, 2019

RE: Next Resident Member of the Review Committee for Family Medicine

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

Qualifications of the Resident Member
A family medicine resident, currently in good standing, in the PGY-2 level (as of July 1, 2020) of a three-year ACGME-accredited family medicine program is eligible for nomination.

Resident members may not serve on two Review Committees simultaneously, and must not be from the same state or institution as another current member of the Committee. Currently these include:

| University of Arizona Tucson, Arizona | Greater Lawrence Family Health Center Lawrence, Massachusetts |
| Kaiser Permanente Medical Office Santa Ana, California | Mercy Hospital – St. Louis Creve Coeur, Missouri |
| University of Colorado Denver, SOM Aurora, Colorado | St. Luke’s Hospital Family Medicine Perrysburg, Ohio |
| Osceola Regional Medical Center Kissimmee, Florida | Jefferson Health Northeast Langhorne, Pennsylvania |
| AHA-AMA Initiative to Control Blood Pressure Chicago, Illinois | UT Health Science Center San Antonio, Texas |
| Southern Illinois University SOM Springfield, Illinois | Virginia Commonwealth University Fairfax, Virginia |
| UMass Memorial Group Barre Family Health Center Barre, Massachusetts |

Responsibilities of the Resident Member
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 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 and Recognition 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 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 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, 2020, the resident will begin participating in activities three months prior to that start date in order to observe one CRCR and one Review Committee meeting.

To Submit a Nomination
Please submit the following required documents:

- A letter of recommendation
- A statement of support from the program director
- Resident’s Curriculum Vitae
- Letter from the resident outlining his/her educational goals, professional interests, and intent to serve, if selected

E-mail completed nominations to Sandra Benitez, sbenitez@acgme.org by August 16, 2019.

Additional Information
The Review Committee meeting dates for 2020 are:

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<th>Review Committee meeting to observe</th>
<th>April 30 - May 1, 2020</th>
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<td>Three Review Committee meetings per year held in Chicago, Illinois</td>
<td>January, April, and October</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.

Information about the Review Committee for Family Medicine, as well as the ACGME, can be found at www.acgme.org. Policies and Procedures for Review Committees are located in the ACGME Manual of Policies and Procedures, found in the ‘About Us’ section of the website.

Contact Associate Executive Director Sandra Benitez, sbenitez@acgme.org, with specific questions.