



TO: Osteopathic Neuromusculoskeletal Medicine Physicians

FROM: Tiffany Moss, MBA
Executive Director, Osteopathic Accreditation

DATE: June 11, 2019

RE: Nominations for a New Osteopathic Neuromusculoskeletal
Medicine Review Committee Member

The Review Committee for Osteopathic Neuromusculoskeletal Medicine is soliciting nominations for a new member. Self-nominations are encouraged. The term of appointment is six years, beginning on July 1, 2020.

The Committee will review all nominations received and select a nominee based on current needs, professional qualifications, geographic distribution, and diversity in gender. It will then send its recommendation for confirmation to the ACGME Board of Directors. In making its selection, the Review Committee will assess each applicant's qualifications according to the following criteria:

1. **Nominees must be the program director of an ACGME-accredited osteopathic neuromusculoskeletal medicine program.** Program directors of osteopathic neuromusculoskeletal medicine programs in ACGME pre-accreditation or continued pre-accreditation will also be considered.
2. Nominees should have at least two years' experience as a program director.
3. Nominees must have current certification through the American Osteopathic Board of Neuromusculoskeletal Medicine or the American Osteopathic Board of Special Proficiency in Osteopathic Manipulative Medicine.
4. ACGME policy specifies that employees of the Review Committee's nominating organization may not serve as voting members of the Review Committee.
5. A Review Committee may have two members from the same state, but these members cannot be from the same institution or city/metropolitan area. Accordingly, nominees should not be from the following institutions and areas:

- University of New England - Biddeford, Maine
- International Travel Medicine, LLC - Tulsa, Oklahoma
- Newman Osteopathic & Wellness – Wilton Manors, Florida
- Touro University - Vallejo, California

Nominees from Maine cannot be considered at this time, because two current members of the Review Committee are from the state.

6. Nominees must not be nominated to more than one ACGME Review or Recognition Committee with an overlapping term.
7. Applicants must be skilled in the use of computers. Committee members use electronic systems for program reviews, reimbursement of expenses, and many accreditation-related activities.
8. Nominees must be able to devote sufficient time to the Review Committee's work. The Review Committee meets in person three to four times per year, and via teleconference as needed. The duration of these meetings is typically one to two days, which may include any combination of weekdays and weekends. Members are expected to attend all Committee meetings and teleconferences. In addition, new members are expected to attend one meeting prior to their appointment as an observer.
9. Nominees must have sufficient time to review program information (an estimated 10-30 hours of work for each meeting), to participate in subcommittee work as assigned, and to prepare for each meeting by reviewing agenda items and related documents. Applicants will also need to set aside the time required to travel to each meeting and to participate in other Review Committee activities.
10. Nominees should be actively involved in osteopathic graduate medical education, and should demonstrate substantial experience in administration and/or teaching, preferably in an osteopathic neuromusculoskeletal medicine program.

Information about the Review Committee for Osteopathic Neuromusculoskeletal Medicine and 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, which can be found](#) the "About Us" section of the website, under "Policies and Related Materials."

Nominees must complete the Applicant/Nomination Form. The nominee who is confirmed as a Review Committee member will also sign an agreement with the ACGME and annually complete a disclosure form identifying any relationships, positions, or circumstances in which he or she is involved that he or she believes could contribute to an actual or apparent conflict or duality of interest.

Interested parties may request an Application/Nomination Form via e-mail to ONMM@acgme.org. The completed Applicant/Nomination Form and a current

curriculum vitae for the nominee must be submitted by **August 16, 2019** via e-mail to ONMM@acgme.org.

Direct any questions about the nomination process or about the role of a Review Committee member to Executive Director Tiffany Moss:
ONMM@acgme.org.