Request for Member Nominations
Institutional Review Committee

The ACGME Institutional Review Committee (IRC) seeks nominations for five open positions with six-year terms beginning July 1, 2024. ACGME Policies and Procedures specify that employees of ACGME Member Organizations may not serve as voting members of the IRC. When selecting nominees to recommend to the ACGME Board of Directors, the IRC will consider skills, professional qualifications, geographic representation, individual diversity of current members, and diversity of Sponsoring Institution types.

The IRC values diversity and seeks to include perspectives from a variety of institutional settings. The committee affirms its commitment to choosing members who reflect the diversity of designated institutional officials (DIOs), Sponsoring Institutions, and the graduate medical education (GME) community.

The IRC will consider nominees with respect to the following criteria:

1. **DIO Experience.** Nominees must have current or previous experience as a DIO of an ACGME-accredited Sponsoring Institution.

2. **Geographic Distribution.** The committee can appoint no more than two concurrent members from the same state. No more than one member can be appointed 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, individuals should not be nominated from the following Sponsoring Institutions, locations, or associated core-based statistical areas:

   - Family Medicine Residency of Idaho, Boise, Idaho
   - Hackensack Meridian Health, Neptune, New Jersey
   - Howard University Hospital, Washington, DC
   - Legacy Health, Portland, Oregon
   - Mike O’Callaghan Military Medical Center, Nellis AFB, Nevada
   - Moseley, Virginia
   - St. Luke’s University, Bethlehem, Pennsylvania
   - Summa Health, Akron, Ohio
   - The Medical Center Navicent Health, Macon, Georgia
   - University of Florida College of Medicine, Gainesville, Florida
   - UPMC Medical Education, Pittsburgh, Pennsylvania
   - University of Washington, Seattle, Washington

1 The ACGME has seven Member Organizations: American Board of Medical Specialties (ABMS); American Hospital Association (AHA); American Medical Association (AMA); Association of American Medical Colleges (AAMC); Council of Medical Specialty Societies (CMSS); American Osteopathic Association (AOA); and American Association of Colleges of Osteopathic Medicine (AACOM).
3. **Association with an ACGME-accredited Sponsoring Institution.** Nominees must be associated with an ACGME-accredited Sponsoring Institution with an accreditation status of Continued Accreditation.

4. **Computer Skills.** Nominees must be able to use common software (e.g., Microsoft Word, Adobe Acrobat Reader), as well as the ACGME’s web-based software for committee activities. Nominees must be able to participate in remote committee meetings. Committee members must be able to use common platforms (e.g., Zoom, Skype, Microsoft Teams).

5. **Time Commitment.** Nominees must be able to devote sufficient time to the IRC’s work. Members must attend all committee meetings; the IRC typically meets three or four times per year. The committee’s meeting agendas consist of institutional accreditation reviews and 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 2024 IRC meeting dates are as follows:

   - May 21-24, 2024, Chicago, Illinois (*observation meeting before membership term begins*)
   - September 9-10, 2024, Chicago, Illinois (*first meeting as member*)

6. **Ability to Fulfill Committee Responsibilities.** The duration of an IRC meeting is typically four to five days (including travel). Committee work also includes regular conference calls.

   In addition to traveling to and attending all IRC meetings, specific work assignments of committee members include: completing institutional review assignments for presentation; subcommittee work (as assigned); additional discussion via email and/or special conference calls (as needed); and pre-meeting review of agenda items and related documents.

Nominations must include a complete Institutional Review Committee Nomination Form (for 2024 appointments). The Nomination Form and the nominee’s full curriculum vitae must be submitted by email to irc@acgme.org by **Friday, September 8, 2023**. The inclusion of a nomination letter is *optional*, and self-nominations are accepted.

Nominees who are selected to become IRC members will sign an agreement with ACGME and will complete a disclosure form annually. (The disclosure form identifies any relationships, positions, or circumstances in which nominees are involved that they believe could contribute to an actual or apparent conflict or duality of interest.) New members will complete these documents at or before attending a committee meeting as an observer in May 2024. A sample Review Committee Member Agreement and ACGME Policies and Procedures that pertain to Review Committee membership are available for review.

Information about the IRC and the ACGME can be found on the ACGME website, [www.acgme.org](http://www.acgme.org). Policies and procedures applicable to the Committee and other ACGME Review Committees can be found at [www.acgme.org/about/policies-and-related-materials/](http://www.acgme.org/about/policies-and-related-materials/).