

**MUA/P Advisory Group**

**Resident/Fellow Member Nomination Request**

The ACGME Advisory Group for Medically Underserved Areas and Populations (“the Group”) seeks nominations for one resident/fellow member with a term to begin in December 2022. 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/fellow member’s term is two years.

**Qualifications of the Group’s Resident/Fellow Member**

The Group 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).

It is preferable, though not obligatory, that the resident/fellow member have current or prior service experience as a member of the Graduate Medical Education Committee and as a leader among residents/fellows at their Sponsoring Institution.

The resident/fellow member must be able to participate in remote Group meetings and be able to use common platforms (e.g., Zoom, Skype, Microsoft Teams), in addition to using common software (e.g., Microsoft Word, Adobe Acrobat Reader) and the ACGME’s web-based software for Group activities.

**Responsibilities of the Resident Member**

Members must attend all Group meetings. The Group will typically meet two times per year. The Group’s meeting agendas will consist of items related to implementation of the ACGME’s MUA/P framework. Members will need to spend two to three hours per meeting to review written materials. Group meetings will typically be held in November/December and May/June of each year. If there is a third meeting, it will likely be held virtually in the summer or fall. Relevant 2022-2023 Committee meeting dates are as follows:

* December 1-2, 2022, Chicago, Illinois (in-person meeting)\*
* June 15-16, 2023, Chicago, Illinois (in-person meeting)\*
* December 7-8, 2023, Chicago, Illinois (in-person meeting)\*

The duration of a Group meeting will typically be one-and-a-half days. Group work may also include periodic video conference calls.

In addition to traveling to and attending all Group meetings, Group members are responsible for advising the ACGME in the development of:

1. organizational knowledge of issues related to GME and MUA/P
2. outreach efforts to designated institutional officials (DIOs), program directors, and others
3. educational opportunities to facilitate the development of GME

The resident/fellow member will participate in all Group activities. The resident/fellow member is required to comply with the same confidentiality, conflict of interest, duality of interest, and fiduciary responsibility policies as other members.

*Note: It is the responsibility of the program director of the resident/fellow member’s residency or fellowship program to ensure that the resident/fellow will have the necessary time to review meeting materials, attend Group* *meetings, and participate in activities of the Group* *as required.*

**To Submit a Nomination**

To nominate a resident/fellow for this position, submit the following documents under one cover letter by **Wednesday, June 1, 2022**:

* a letter of recommendation signed by the nominee’s program director and DIO of the Sponsoring Institution ensuring that the resident/fellow will have sufficient time to participate in activities of the Group as expected
* an up-to-date curriculum vitae from the nominee
* a one-page personal statement outlining the nominee’s educational goals, professional interests, and intent to serve if selected to the Group

Submit nomination materials to muap@acgme.org by **Wednesday, June 1, 2022**. If the organization’s process for selecting nominees will not accommodate the requested deadline, notify the ACGME’s MUA/P and GME staff as soon as possible at this same email address.

All organizations submitting nominations will be notified of the selection by email after the MUA/P Advisory Group Steering Committee has completed its nomination process.

**Additional Information**

All related travel and meeting expenses are covered by the ACGME.

Nominees who are selected to become Group members will sign an agreement with the 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 the first Group meeting in December 2022.

\**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.*

*As the ACGME prepares to begin hosting in-person meetings again, we want to inform you about our vaccination policy for gaining entry to the ACGME office at 401 North Michigan Avenue in Chicago. Everyone, including volunteers, visitors, employees, and contractors, needs to be fully vaccinated, including a booster, and must show proof of vaccination and booster. The CDC defines “fully vaccinated” as follows:*

* *Two weeks after second dose in a two-dose series, such as the Pfizer or Moderna vaccine; or,*
* *Two weeks after a single-dose vaccine, such as the Johnson & Johnson Janssen vaccine.*

*The ACGME is currently reviewing its mask policy, which will depend on local conditions. The ACGME is also in the process of developing a website where vaccination information can be uploaded. More details will be available in the coming weeks.*

*Thank you for your support in safeguarding the health of our employees, volunteers, visitors, and the entire graduate medical education community.*

More information about the ACGME can be found at [www.acgme.org](http://www.acgme.org). Information specific to the Group is on the [MUA/P web page](https://www.acgme.org/what-we-do/accreditation/medically-underserved-areas-and-populations/) of the ACGME website.

Email muap@acgme.org with specific questions.