

TO: Otolaryngology – Head and Neck Surgery Community

FROM: Corey J. Parker, MPA, Executive Director,
Review Committee for Otolaryngology

DATE: June 18, 2021

RE: Next Resident Member of the Review Committee for Otolaryngology
– Head and Neck Surgery

The Review Committee for Otolaryngology – Head and Neck Surgery is requesting nominations for its next resident member. The appointment is for a two-year term beginning July 1, 2022 and ending June 30, 2024.

Qualifications of the Resident Member

The resident member must be enrolled in an ACGME-accredited otolaryngology – head and neck surgery residency program at the time of appointment and may not serve more than one year beyond completion of residency or fellowship.

The resident member must be able to critically review otolaryngology – head and neck surgery residency/fellowship program data in accordance with the guidelines established by the ACGME.

The resident member must be able to communicate resident issues to the Review Committee.

The resident member may not serve on two Review Committees simultaneously and must not be from the same state or institution as other members of the Review Committee. Currently these include:

- David Geffen School of Medicine at UCLA, Los Angeles, California
- Northwestern University, Chicago, Illinois
- UPMC Mercy Hospital, Pittsburgh, Pennsylvania
- University of Tennessee Health Science Center, Memphis, Tennessee
- Vanderbilt University Medical Center, Nashville, Tennessee

Responsibilities of the Review Committee Resident Member

The resident member participates as a full voting member in all Review Committee activities, including program review and policy revisions. The resident member is subject to the same confidentiality, conflict of interest, duality of interest, and fiduciary responsibility policies as all members.

The resident member must be able to devote 15-20 hours to program review before each Review Committee meeting.

The resident member is also expected to be part of the ACGME Council of Review Committee Residents (CRCR), which is comprised of the resident members from each Review and Recognition Committee. CRCR participation is very important to

the ACGME because it provides valuable input and feedback to the ACGME Board about matters related to residents, graduate medical education, and accreditation. The CRCR meets twice a year in May and October.

Note: It is the program director's responsibility to ensure the resident member will have sufficient time to review programs, attend Review Committee and CRCR meetings, and participate in activities of the Review Committee and the ACGME as expected. While this nomination is for a term that begins July 1, 2022, the resident/fellow will start orientation/observation activities three months prior to the official start date, including a formal orientation meeting and observation of one Review Committee meeting.

The resident member must work on projects as the need arises.

To Submit a Nomination

Interested residents must submit a personal statement describing their interest and professional qualifications for serving on the Review Committee to their Program Director, along with a current Curriculum Vitae.

The program director must submit the resident's personal statement and CV, as well as a letter of recommendation that ensures the resident will have sufficient time to review programs, attend Review Committee and CRCR meetings, and participate in activities of the Committee and the ACGME when necessary.

All nominations must be received no later than August 27, 2021, to Associate Executive Director Ms. Jennifer Luna: jluna@acgme.org. Once the submission is received, a member of the Review Committee staff will confirm the nomination via email.

All nominees will be notified of the Review Committee's decision after final confirmation by the ACGME Board of Directors.

Additional Information

In addition to attendance at the Review Committee meeting scheduled for April 8-9, 2022, for observation, the resident member is required to participate in a half-day New Member Orientation prior to or immediately following the April Review Committee meeting.

Review Committee members must use electronic systems for reimbursement of expenses and other accreditation activities (e.g., program reviews). The resident member is expected to travel two or three times per year to meet as a member of the Review Committee at the ACGME office in Chicago, Illinois. These meetings typically last for one-and-one-half days. All related travel and meeting expenses are covered by the ACGME. In addition, CRCR meetings are all-day sessions, requiring similar travel arrangements.

Information about the Review Committee for Otolaryngology – Head and Neck Surgery and the ACGME can be found at www.acgme.org. Policies and procedures for Review Committees are in the *ACGME Manual of Policies and Procedures* (found in the "About Us" section of the website).

Contact Associate Executive Director Ms. Jennifer Luna with any questions via email or phone: jluna@acgme.org or 312.755.5036.