

MEMORANDUM



401 North Michigan Avenue
Suite 2000
Chicago, Illinois 60611

Phone 312.755.5000
Fax 312.755.7498
www.acgme.org

TO: Neurological Surgery Community

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

DATE: June 6, 2022

RE: Next Resident Member of the Review Committee for Neurological Surgery

The Review Committee for Neurological Surgery is requesting nominations for its next resident member, to serve a two-year term July 1, 2023-June 30, 2025.

Qualifications of the Resident Member

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

The resident member must have the ability to critically review residency program data in neurological surgery in accordance with the guidelines established by the ACGME, and must be able to communicate resident issues to the Review Committee.

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

- Washington, DC
- Indiana University School of Medicine, Indianapolis, Indiana
- NYU Langone Health New York University, New York, New York
- Duke University, Durham, North Carolina
- University of Cincinnati, Cincinnati, Ohio
- Case Western Reserve/University Hospitals of Cleveland, Cleveland, Ohio
- Pennsylvania State University College of Medicine, Hershey, Pennsylvania
- Arlington, Virginia
- Harborview Medical Center/University of Washington, Seattle, Washington

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 discussions. The resident member is subject to the same confidentiality, conflict and duality of interest, and fiduciary responsibility policies as other members. The resident member must work on projects as the need arises, and must be able to devote 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), which is composed of the resident members of each Review and Recognition Committee and is very important to the ACGME because it provides

valuable input and feedback to the ACGME Board about matters related to residents, fellows, graduate medical education, and accreditation. The CRCR meets twice a year; dates are listed below.

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, 2023, the resident member will start orientation/observation activities six months prior to the official start date, to include a formal orientation meeting and one Review Committee meeting.

Selection of Next Resident Member

The committee will review nominations in August 2022 and forward its selection to the ACGME Board of Directors for approval at its September 2022 meeting.

To Submit a Nomination

Interested residents must submit a statement describing their interest in and special qualifications for serving on the Review Committee to their program director along with a current curriculum vitae.

The program director must then submit the resident's statement of interest along with a letter of recommendation that confirms the resident 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 required.

Email nominations by **July 15, 2022** to Associate Executive Director Jennifer Luna: jluna@acgme.org. A member of the Review Committee staff will confirm the nomination was received.

Anyone who submits a nomination will be notified of the selection by email after confirmation by the ACGME Board of Directors.

Additional Information

In conjunction with observational attendance at a Review Committee meeting April 28-29, 2023, there will be a half-day New Member Orientation prior to or immediately following the Review Committee meeting.

Review Committee members must use electronic systems for reimbursement of expenses and many accreditation activities (e.g., program reviews). The resident member will travel two to three times per year to meet as a member of the Review Committee. These meetings last for one-and-a-half days. All related travel and meeting expenses are covered by the ACGME.

CRCR meetings are all-day sessions, requiring similar travel arrangements.

Information about the Review Committee for Neurological Surgery 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* (located in the "About Us" section of the website).

Contact Associate Executive Director Jennifer Luna with specific questions: jluna@acgme.org or 312.755.5036.

Notable Dates

Nominations due:	July 15, 2022
Review Committee selection made by:	August 2022
Program directors notified by:	October 2022
Review Committee meeting and orientation: Chicago, Illinois (<i>observing</i>)	April 28-29, 2023
CRCR meeting (<i>observing</i>):	TBD
<i>Resident member's term begins:</i>	<i>July 1, 2023</i>
Review Committee meeting: Chicago, Illinois	Fall 2023 – TBD
CRCR meeting: Chicago, Illinois	TBD
Review Committee meeting: Chicago, Illinois	January 2024 - TBD
Review Committee meeting: Chicago, Illinois	April 2024 - TBD
CRCR meeting: Chicago, Illinois	Spring 2024 - TBD Fall 2024 - TBD
Review Committee meeting: Chicago, Illinois	TBD
CRCR meeting: Chicago, Illinois	Spring 2025 - TBD
<i>Resident member's term ends:</i>	<i>June 30, 2025</i>