

MEMORANDUM

To: Dermatology Program Directors
American Board of Dermatology

FROM: Sandra Benitez, Associate Executive Director
Review Committee for Dermatology

DATE: May 24, 2022

RE: Next Resident Member of the Review Committee for Dermatology

The Review Committee is seeking nominations for its next resident member for a position beginning July 1, 2023.

Qualifications of the Resident Member

The resident member must have a minimum of one year of dermatology residency education remaining after July 1, 2023.

Resident members may not serve on two Review Committees simultaneously and must not be from the same institution as another member of the Review Committee.

Current Review Committee Member Institutions:

- Loma Linda University, California
- HCA Healthcare/Mercer University School of Medicine/
Orange Park Medical Center, Florida
- Iowa City, Iowa
- University of Louisville, Kentucky
- Mayo Clinic Rochester, Minnesota
- NYU Langone Health, New York
- Lebonheur Children's Hospital and University of Tennessee, Tennessee
- University of Texas, Texas

Responsibilities of the Resident Member

The resident member participates as a full voting member in all Review Committee activities, including program review and policy discussion. The resident member is subject to compliance with the same confidentiality, conflict of interest, and fiduciary responsibility policies as the other members. Resident members will sign an agreement with the ACGME and annually complete a disclosure form identifying any relationships, positions, or circumstances in which s/he is involved that s/he believes could contribute to an actual or apparent conflict of duality of interest.

Resident members must have sufficient time to prepare program review information, participate in subcommittee work (as assigned), review agenda items and related documents prior to the meeting, attend/travel to each Review Committee meeting, and participate in other activities of the Review Committee.

The resident member is also a member of the ACGME Council of Review Committee Residents (CRCR). The CRCR is composed of resident members from each Review Committee and is an important part of the ACGME as it provides valuable input and feedback to the ACGME Board of Directors about matters related to residents and fellows, graduate medical education, and accreditation from the resident perspective. The CRCR meets twice per year; dates are listed at the end of this notice.

Note: It is the responsibility of the program director of the resident member's residency or fellowship to ensure that the resident will have the necessary time to review programs, attend Review Committee meetings and CRCR meetings, and participate in activities of the Review Committee for Dermatology and the ACGME as required for Review Committee members. While this nomination is for a term that officially begins July 1, 2023, the resident will begin participating in activities three months prior to that start date to observe one CRCR and one Review Committee meeting.

Additional Information

All new Committee members are required to participate in new member orientation. Dates and times will be arranged by Review Committee staff members. The duration of the Review Committee and CRCR meetings is one to two days, as needed. Members are expected to attend all meetings.

Selection of Next Resident Member

The Review Committee will consider nominations this fall and will forward its selection to the ACGME Board of Directors for approval at its February 2023 meeting. The new resident member's term will begin July 1, 2023, and end June 30, 2025.

To Submit a Nomination

Each submitted nomination must include:

- (1) Two letters of recommendation
 - a. Letter of support from the nominee's program director. This letter *must* include an attestation that the program director will ensure the resident has sufficient time to participate in activities of the Review Committee and the ACGME as required.
 - b. Letter of endorsement from person/group (e.g., department chair, dean, local Graduate Medical Education Committee (GMEC), institutional/local committees, etc.)
- (2) Resident curriculum vitae
- (3) Letter from the resident outlining educational goals, professional interests, and intent to serve, if selected

Submit all nomination materials by **Friday, October 14, 2022**, to Sandra Benitez, sbenitez@acgme.org.

All nominees will be notified of the selection by email after confirmation by the ACGME Board of Directors in February 2023.

Direct questions to Associate Executive Director Sandra Benitez at sbenitez@acgme.org or 312.755.5035.

Meeting Dates and Locations

Event	Date	Location
Review Committee Meeting (Observer):	April 21, 2023	TBD
CRCR Meeting (Observer):	May 4-5, 2023	TBD
Resident member term begins:	July 1, 2023	
CRCC Meeting:	September 24-25, 2023	TBD
Review Committee Meeting:	January 2024 <i>(TBD)</i>	TBD
Review Committee Meeting:	April 2024 <i>(TBD)</i>	TBD
CRCR Meeting:	<i>(TBD)</i>	TBD
CRCR Meeting:	<i>(TBD)</i>	TBD
Review Committee Meeting:	January 2025 <i>(TBD)</i>	TBD
Review Committee Meeting:	April 2025 <i>(TBD)</i>	TBD
CRCR Meeting:	<i>(TBD)</i>	TBD
Resident member term ends:	June 30, 2025	