

## Criteria for a Public Member Review Committee for Neurology

### Public Member Goals

To balance the needs of graduate medical education (GME) with the protection of the public; bring perspectives that are free of insider bias.

### Public Member Role

Public members are full voting member of the Review Committee, able to participate in policy and review work. The public member may not serve as chair of the committee, because of the role of the chair in working with program director associations.

The Review Committee will select the nominee based on the Committee's current needs, professional qualifications, geographic distribution, and diversity. The Committee will recommend the nominee for confirmation by the ACGME Board of Directors. In making its selection, the Review Committee will assess each nominee's qualifications according to the following criteria:

1. Nominees should have evidence of a distinguished and advanced career.
2. Nominees should have the experience and skills that will allow them to quickly understand the work of the Review Committee. Examples include a background in:
  - a. Informatics
  - b. Medical Education/Medical Education Research
  - c. Patient Safety
  - d. Program Evaluation/Outcomes Research
  - e. Public Health
  - f. Statistics/Epidemiologist
3. Nominees should have demonstrated a history of leadership and membership in public organizations.
4. Nominees must not be a physician or involved in the administration of a graduate medical education program (e.g., program coordinator; designated institutional official).
5. Nominees must not be a member or employee of an organization that has a vested interest in the outcome of the work of the Review Committee.
6. Nominees must be able to ethically maintain the confidentiality of the work of the Review Committee.
7. Nominees must not be employed by the same program, institution, or affiliated institution as current Review Committee members:
  - Emory University, Atlanta, Georgia
  - SUNY Upstate Medical University, Syracuse, New York
  - University of Colorado, Aurora, Colorado
  - University of Virginia, Charlottesville, Virginia
  - University of Michigan, Ann Arbor, Michigan
  - Baylor College of Medicine, Houston, Texas
  - Michigan Institute for Neurological Disorders, Farmington Hills, Michigan
  - Boston Children's Hospital, Boston, Massachusetts

8. Nominees must be skilled in the use of computers, as Review Committee members use electronic systems for many accreditation activities.
9. Nominees must be able and willing to devote sufficient time to the Review Committee's work. The Review Committee meets a minimum of two times per year for program review. The duration of these meetings is one to one-and-a-half days. Review Committee members must attend all scheduled meetings.

Prior to the term start date, new members are expected to observe one Review Committee meeting and participate in a new member orientation. The orientation will cover topics such as ACGME Policies and Procedures and Program Requirements. Review Committee staff members will train new members on the Accreditation Data System (ADS) and the program review process.

Additionally, Review Committee public members are invited to participate on the Council of Public Members. The Council meets twice annually in May and November. Attendance at Council meetings is encouraged.

The anticipated timing for meetings follows:

|                                      |                   |
|--------------------------------------|-------------------|
| Review Committee meeting to observe: | April 2022        |
| Review Committee meetings per year:  | January and April |

*\*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.*

Information about the Review Committee for Neurology, as well as the ACGME, can be found at [www.acgme.org](http://www.acgme.org). [Policies and Procedures for Review Committees](#) can be found in the [About Us](#) section of the website.

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