



Institutional Review Committee Member Nomination Request

The ACGME's Institutional Review Committee ("the Committee") seeks nominations for two open positions with six-year terms that will begin July 1, 2019. ACGME Policies and Procedures specify that employees of ACGME member organizations¹ may not serve as voting members of the Committee.

When selecting nominees to recommend to the ACGME Board of Directors, the Committee will consider skills, professional qualifications, geographic representation, individual diversity of current members, and diversity of Sponsoring Institution types. The Committee will also consider nominees with respect to the following criteria:

1. **DIO Experience.** Nominees must have current or previous experience as a designated institutional official (DIO).

2. **Geographic Distribution.** The Committee can appoint no more than two concurrent members from the same state. No more than one member can be appointed from the same Sponsoring Institution or city/metropolitan area (i.e., core-based statistical area as defined by US Office of Management and Budget). Accordingly, individuals should not be nominated from the following Sponsoring Institutions or the core-based statistical area in which they are located:
 - University of Arkansas College of Medicine, Little Rock, Arkansas
 - University of Colorado School of Medicine, Aurora, Colorado
 - Carmel, Indiana
 - University of Kentucky College of Medicine, Lexington, Kentucky
 - Maine Medical Center, Portland, Maine
 - Henry Ford Health System, Detroit, Michigan
 - Mayo Clinic College of Medicine and Science, Rochester, Minnesota
 - Still OPTI, Kirksville, Missouri
 - Monmouth Medical Center, Long Branch, New Jersey
 - University of Oklahoma College of Medicine, Oklahoma City, Oklahoma
 - University of Virginia Medical Center, Charlottesville, Virginia

3. **Association with an ACGME-accredited Sponsoring Institution.** Nominees must be associated with an ACGME-accredited Sponsoring Institution with an accreditation status of Continued Accreditation.

4. **Computer Skills.** Nominees must be skilled in the use of computers. Committee members must use common software (e.g., Word, Acrobat), as well as web-based software for Committee activities.

¹ The ACGME has seven member organizations: American Board of Medical Specialties (ABMS); American Hospital Association (AHA); American Medical Association (AMA); Association of American Medical Colleges (AAMC); Council of Medical Specialty Societies (CMSS); American Osteopathic Association (AOA); and American Association of Colleges of Osteopathic Medicine (AACOM).

5. **Time Commitment.** Nominees must be able to devote sufficient time to the Committee's work. Members must attend all Committee meetings. The Committee typically meets three or four times per year (two or three meetings for institutional accreditation reviews, and one meeting for other Committee business). Committee meetings are typically held in winter, spring, and fall of each year; if there is a fourth meeting, it is typically held in late summer. Relevant 2019 Committee meeting dates are as follows:
 - May 29-31, 2019, Chicago, Illinois (*observation meeting*)
 - October 28-30, 2019, Chicago, Illinois (*first meeting as member*)
6. **Ability to Fulfill Committee Responsibilities.** The duration of meetings is typically two-and-a-half days. Committee work also includes periodic conference calls.

In addition to traveling to and attending all Committee meetings, specific work assignments of Committee members include: completing institutional review assignments for presentation; subcommittee work (as assigned); additional discussion via e-mail and/or special conference calls (as needed); and pre-meeting review of agenda items and related documents.

The Committee also values diversity among its members and welcomes nominations from Sponsoring Institutions that oversee one, two, or three programs; Sponsoring Institutions that support osteopathic education; graduate medical education consortia; and other types of organizations. The Committee affirms its commitment to choosing members who represent the diversity of Sponsoring Institutions and the graduate medical education community.

Current members of an ACGME Review Committee will not be considered for appointment to the Institutional Review Committee for two years after the end of their current term.

Nominees must complete pages 1 and 2 of the ACGME Institutional Review Committee Nominee Form. The form and the nominee's full curriculum vitae must be submitted to irc@acgme.org by **September 14, 2018**. If your organization's process for selecting nominees will not accommodate the requested deadline, please notify ACGME Institutional Accreditation staff members as soon as possible. A sample Committee member agreement and ACGME Policies and Procedures that pertain to Committee membership are available for review.

Self-nominations are accepted. Nominees who are selected to become Committee members will sign an agreement with ACGME, and will annually complete a disclosure form. (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 the Committee meeting they attend as observers in May 2019.

Information about the Committee and the ACGME can be found on the ACGME website, www.acgme.org. Policies and procedures applicable to the Committee and other ACGME Review Committees can be found at <http://www.acgme.org/About-Us/Policies-and-Related-Materials>.