

TO: Otolaryngology-Head and Neck Surgery Community

FROM: Jennifer Luna, Associate Executive Director
Review Committee for Otolaryngology – Head and Neck
Surgery

DATE: July 17, 2023

RE: Call for Resident Member: 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, 2024 and ending June 30, 2026.

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
- University of Iowa, Iowa City, Iowa
- LSU Health Shreveport, Shreveport, Louisiana
- Children’s Minnesota, St. Paul, Minnesota
- Washington University School of Medicine, St. Louis, Missouri
- Penn State Health, Hershey, Pennsylvania
- UPMC Mercy Hospital, Pittsburgh, Pennsylvania
- University of Tennessee Health Science Center, Memphis, 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 discussion. 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 a member of the ACGME Council of Review Committee Residents (CRCR), which is composed 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 September.

Note: It is the program director's responsibility to ensure that 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, 2024, note that the resident/fellow will start orientation/observation activities three months prior to the official start date, to 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 (CV).

The program director must submit the resident's personal statement and CV, along with a letter of recommendation stating that 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 submitted no later than August 25, 2023 to Review Committee Associate Executive Director Ms. Jennifer Luna at 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 as an observer at the Review Committee meeting scheduled for April 12-13, 2024, the resident member will be 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 Review Committee meetings at the ACGME office in Chicago, Illinois. These meetings typically last for one-and-a-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 – select “Otolaryngology – Head and Neck Surgery” under the “Specialties” header.

Policies and procedures for the Review Committees are in the *ACGME Manual of Policies and Procedures*, which can also be found on the ACGME website, in the “About” section.

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

Key Dates

Nominations due:	August 25, 2023
Review Committee meeting (observing):	April 12-13, 2024
Resident member’s term begins:	July 1, 2024
CRCR meeting:	September 2024
Review Committee meeting:	September 2024 <i>Virtual</i>
Review Committee meeting:	January 2025
Review Committee meeting:	April 2025
CRCR meeting:	May 2025
CRCR meeting:	September 2025
Review Committee meeting:	September 2025 <i>Virtual</i>
Review Committee meeting:	January 2026
Review Committee meeting:	April 2026
CRCR meeting:	May 2026
Resident member’s term ends:	June 30, 2026