

## Request for Member Nominations Institutional Review Committee

The ACGME Institutional Review Committee (the Committee) seeks nominations for four open positions with a six-year term beginning July 1, 2025. ACGME Policies and Procedures specify that employees of ACGME member organizations<sup>1</sup> 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 values diversity and seeks to include perspectives from a variety of institutional settings. The Committee affirms its commitment to choosing members who reflect the diversity of designated institutional officials (DIOs), Sponsoring Institutions, and the graduate medical education (GME) community.

The Committee will consider nominees with respect to the following criteria:

1. **DIO Experience.** Nominees must have current or previous experience as a 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, locations, or associated core-based statistical areas:
  - Santa Barbara Cottage Hospital, Santa Barbara, California
  - University of Florida College of Medicine, Gainesville, Florida
  - The Medical Center Navicent Health, Macon, Georgia
  - Family Medicine Residency of Idaho, Boise, Idaho
  - University of Kentucky, Lexington, Kentucky
  - Ochsner Medical Center, Jefferson, Louisiana
  - Henry Ford Health System, Detroit, Michigan
  - Central Michigan University Medical Education Partners, Saginaw, Michigan
  - Mike O'Callaghan Military Medical Center, Nellis Air Force Base, Nevada
  - Cooper University Hospital, Camden, New Jersey
  - Hackensack Meridian Health, Neptune, New Jersey
  - Summa Health, Akron, Ohio
  - Legacy Health, Portland, Oregon

---

<sup>1</sup> 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).

- St. Luke's University, Bethlehem, Pennsylvania
  - UPMC Medical Education, Pittsburgh, Pennsylvania
  - San Antonio Uniformed Services Health Education Consortium, San Antonio, Texas
  - University of Washington, Seattle, Washington
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 able to use common software (e.g., Microsoft Word, Adobe Acrobat Reader), as well as the ACGME's web-based software for Committee activities. Nominees must be able to participate in remote Committee meetings. Committee members must be able to use common videoconferencing platforms (e.g., Zoom, Skype, Microsoft Teams).
  5. **Time Commitment.** Nominees must be able to devote sufficient time to the Committee's work, and members must attend all Committee meetings. The Committee's meeting agendas consist of institutional accreditation reviews and other Committee business. The Committee typically meets three or four times per year, in winter, spring, and fall. If there is a fourth meeting, it is typically held in late summer. Relevant 2025 Committee meeting dates are as follows:
    - May 12-15, 2025, Chicago, Illinois (*observation meeting before membership term begins*)
    - October 20-23, 2025, Chicago, Illinois (*first meeting as member*)
  6. **Ability to Fulfill Committee Responsibilities.** The duration of a Committee meeting is typically four to five days (including travel). Committee work also includes regular 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 email and/or special conference calls (as needed), and pre-meeting review of agenda items and related documents.

*\*Note: During and in response to the COVID-19 pandemic, conduct of in-person meetings and masking policies 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.*

*After careful review of current Center for Disease Control and Prevention (CDC) recommendations, the vaccination status of ACGME employees, the level of community spread of COVID-19, and the ending of the COVID-19 national emergency, the ACGME Leadership has decided to end the requirement for COVID-19 vaccination, including the bivalent booster, to enter the ACGME office or travel for ACGME business as of April 20, 2023. This includes all ACGME volunteers, vendors, and visitors. The ACGME strongly recommends that everyone be vaccinated and keep their status up to date as defined by the CDC.*

Nominations must include a complete Institutional Review Committee Nomination Form (for 2025 appointments). The Nomination Form and the nominee's full curriculum vitae must be submitted to [irc@acgme.org](mailto:irc@acgme.org) by **Monday, September 30, 2024**. The inclusion of a nomination letter is *optional*, and self-nominations are accepted.

Nominees who are selected to become Committee members will sign an agreement with the ACGME and will complete a disclosure form annually. (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 or before attending a Committee meeting as observers in May 2025. A sample Committee member agreement and ACGME Policies and Procedures that pertain to Committee membership are available for review.

Information about the Committee and the ACGME can be found on the ACGME website, [www.acgme.org](http://www.acgme.org). Policies and procedures applicable to the Committee and other ACGME Review Committees can be found at <https://www.acgme.org/about/policies-and-related-materials/>.