

## MEMORANDUM



Accreditation Council for  
Graduate Medical Education

401 North Michigan Avenue  
Suite 2000  
Chicago, Illinois 60611

Phone 312.755.5000  
Fax 312.755.7498  
www.acgme.org

TO: Orthopaedic Surgery Community

FROM: Jennifer Luna  
Associate Executive Director, Review Committee for Orthopaedic Surgery

DATE: July 18, 2024

RE: Next Resident Member of the Review Committee for Orthopaedic Surgery

---

The Review Committee for Orthopaedic Surgery is requesting nominations for its next resident member to serve a two-year term from July 1, 2025 to June 30, 2027.

### **Qualifications of the Resident Member**

The resident member must be enrolled in an ACGME-accredited orthopaedic surgery program at the time of the appointment and may not serve more than one year beyond completion of residency.

The resident member must have the ability to critically review residency program data in orthopaedic surgery in accordance with the guidelines established by the ACGME, and must be able to communicate resident issues to the Review Committee.

A resident member may not serve on two Review Committees simultaneously and must not be from the same state or institution as another member of the Review Committee. Currently these include:

- Loma Linda University, Loma Linda, California
- Rush University Medical Center, Chicago, Illinois
- Tulane University, New Orleans, Louisiana
- Medstar Union Memorial Hospital, Baltimore, Maryland
- UMass Memorial Medical Center, Worcester, Massachusetts
- University of Minnesota, Minneapolis, Minnesota
- Erie, Pennsylvania
- University of Pittsburgh Medical Center, Pittsburgh, Pennsylvania
- University of South Carolina, Greenville, South Carolina
- East Tennessee State University, Johnson City, 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 discussions. The resident member is subject to the same confidentiality, conflict and duality of interest, and fiduciary responsibility policies as other members. The resident member must work on projects as the need arises, and 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 of each Review and Recognition Committee, and is very important to the ACGME because it provides valuable input and feedback to the ACGME Board of Directors about matters related

to residents, fellows, graduate medical education, and accreditation. The CRCR meets twice a year; dates are listed below.

*Note: It is the program director's responsibility to ensure 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.*

### **Selection of Next Resident Member**

The Committee will review nominations in September 2024 and forward its selection to the ACGME Board of Directors' Executive Committee for approval at its November 2024 meeting.

### **To Submit a Nomination**

Interested residents must submit a statement describing their interest in and special qualifications for serving on the Review Committee to their program director along with a current curriculum vitae.

The program director must then submit the resident's statement of interest along with a letter of recommendation that confirms the resident 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 required.

Email nominations **by September 1, 2024**, to Associate Executive Director Jennifer Luna: [jluna@acgme.org](mailto:jluna@acgme.org). A member of the Review Committee staff will confirm the nomination was received.

Program directors who submit a nomination will be notified of the selection by email after confirmation by the ACGME Board of Directors.

### **Additional Information**

In conjunction with observational attendance at a Review Committee meeting on April 25-26, 2025, there will be a half-day New Member Orientation prior to or immediately following the Review Committee meeting.

Review Committee members must use electronic systems for reimbursement of expenses and many accreditation activities (e.g., program reviews). The resident member will travel two to three times per year to meet as a member of the Review Committee. These meetings last for one-and-a-half days. All related travel and meeting expenses are covered by the ACGME.

CRCR meetings are all-day sessions, requiring similar travel arrangements.

Information about the Review Committee for Orthopaedic Surgery and the ACGME can be found at [www.acgme.org](http://www.acgme.org). Policies and procedures for Review Committees are detailed in the *ACGME Manual of Policies and Procedures* (located on the [Policies and Related Materials page](#) accessed from the "About" section of the website).

Contact Associate Executive Director Jennifer Luna with specific questions: [jluna@acgme.org](mailto:jluna@acgme.org) or 312.755.5036.

**Notable Dates**

Nominations due:	September 1, 2024
Review Committee selection made by:	September 10, 2024
Program directors notified by:	November 2024
Review Committee meeting ( <i>observing</i> ) Chicago, Illinois	April 25-26, 2025
CRCR meeting ( <i>observing</i> ): Chicago, Illinois	May 8-9, 2025
<b><i>Resident member's term begins:</i></b>	<b><i>July 1, 2025</i></b>
Review Committee meeting: Zoom	September 2025 - TBD
CRCR meeting: Chicago, Illinois	September 28-29, 2025
Review Committee meeting: Chicago, Illinois	January 2026 - TBD
Review Committee meeting: Chicago, Illinois	April 2026 - TBD
CRCR meetings: Chicago, Illinois	May 7-8, 2026 September 27-28, 2026 May 6-7, 2027
<b><i>Resident member's term ends:</i></b>	<b><i>June 30, 2027</i></b>