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Memo to: Delegates, Alternate Delegates
State Medical Associations
National Medical Specialty Societies
AMA Councils
AMA Section Governing Councils
United States Medical School Deans
Residency Review Committees
Organization of Program Directors Associations
Specialty Sections of the AMA
Women Physicians Congress
National Hispanic Medical Association
American Medical Women's Association
Association of American Indian Physicians
Minority Affairs Consortium
American Medical Specialty Boards
National Medical Association
Alliance of Independent Academic Health Centers

From: James L. Madara, MD

Date: November 7, 2011

Subject: Nomination to Residency Review Committees and the
American Medical Specialty Boards

Each year the American Medical Association (AMA) solicits recommendations from numerous sources for possible appointments to Residency Review Committees (RRC) or nominations to American medical specialty boards. The Board of Trustees knows many AMA members are well-qualified for appointment to these committees, but their names and credentials have not been brought to its attention. We request your assistance to identify the most qualified individuals. Nominations are needed to fill fourteen positions on thirteen RRCs. These positions are listed on the attached pages. As background, twenty-seven RRCs propose revisions to the standards for the accreditation of residency programs in their specialty and determine if individual residency programs are, or are not, in substantial compliance with the standards approved by the Accreditation Council for Graduate Medical Education (ACGME).

The AMA has identified the following desired qualifications for nomination to RRCs: 1) specialization in the discipline; 2) national recognition in the specialty; 3) current or recent experience as a residency program director and current involvement in teaching resident physicians; 4) knowledge of the process of accreditation; and 5) knowledge of the AMA as an organization representing the medical profession. Each RRC has also identified specific characteristics which can be found on the attached pages.

The AMA Council on Medical Education initially reviews the credentials of potential nominees and submits its recommendations to the AMA Board of Trustees for final nomination by the AMA. In accordance with the "Policies and Procedures" of the ACGME, residency review committee appointments are reviewed by the respective RRC and must be confirmed by the Board of Directors of the ACGME. RRC appointments are for one six-year term and are non-renewable.

To complete the recommendation form (sample attached) go to the AMA's Council on Medical Education's web site at www.ama-assn.org/go/councilmeded. We strongly encourage submission of the form as a WORD document. We also require an electronic version of an abbreviated current curriculum vitae (not to exceed three pages) of the individual(s) you are recommending for appointment(s). Please email the CV and the nomination form, along with a signed copy of the form indicating the nominee is aware of AMA's conflict of interest statement to Evelyn Sherrill at evelyn.sherrill@ama-assn.org. The forms must be received no later than **February 1, 2012**. Any recommendations submitted in the past must be resubmitted in order for the candidates to be considered by the AMA.

If selected, RRC nominees will be required to complete an ACGME nomination form and the ACGME Review Committee Member Agreement. As the ACGME form is very similar to the AMA form, we advise you and your candidate to retain a copy of the AMA form as it will be of assistance to you in completing the ACGME form. For a copy of the ACGME form and additional information about the ACGME appointment process please click on the following link:

<http://www.acgme.org/acWebsite/rcreviewcommittees.asp>

In addition, nine of the American medical specialty boards ask the AMA to submit recommendations for their respective Board of Directors. Specialty boards that may consider AMA nominations for upcoming vacancies are also attached. A completed form is required for all nominees wishing to be considered for nomination by the AMA to American medical specialty boards with the exception of answering questions 10 through 13. All forms and CVs should be sent to Evelyn Sherrill at evelyn.sherrill@ama-assn.org.

All nominees to Residency Review Committees or American medical specialty boards must be current AMA members.

Once again, your assistance and cooperation are most appreciated. Should you have any questions, please contact Evelyn Sherrill at the e-mail listed above or by phone (312) 464-4515.

Attachments

cc: Board of Trustees
Council on Medical Education

Residency Review Committee for Dermatology

1. Nominees must be currently certified in Dermatology by the American Board of Medical Specialties. Nominees must have completed a Procedural Dermatology fellowship and be actively involved in Procedural Dermatology training.
2. Nominees must not be employed by the same program, institution or affiliated institution as current members. Accordingly, individuals must not be nominated from the following states or institutions:
 - Eastern Virginia Medical School, Norfolk, VA
 - Indiana University, Indianapolis, IN
 - National Capitol Consortium, Silver Springs, MD
 - Northwestern University Feinberg School of Medicine, Chicago, IL
 - University of Iowa, Iowa City, IA
 - University of Pittsburg Medical Center, Pittsburg, PA
 - University of Virginia, Charlottesville, VA
 - Wilford Hall Medical Center, Lackland Air Force Base, TX
3. Nominees must be skilled in the use of computers. Review Committee members must use electronic systems for reimbursement of expenses and many accreditation activities (e.g., program reviews).
4. Nominees must be able to devote sufficient time to the Review Committee's work. The Review Committee for Dermatology meets two times per year for program review usually in March/April and September/October. The duration of meetings is 2 days when reviewing programs and if applicable, 3 days when a business meeting is associated with meeting. RC Members must attend all Review Committee meetings.
5. The nominee must have sufficient time to review program information forms (an estimated 16-20 hours for program review assignments for each meeting, up to 5 full reviews per meeting), to participate in subcommittee work (as assigned), to prepare for each Review Committee meeting by reviewing agenda items and related documents and to travel/attendance to each Review Committee meeting, to attend the ACGME Review Committee New Member Orientation (usually held in May), and to participate in other activities of the Review Committee.
6. Nominees must have at least 3 years' experience as a program director with no more than 3 years since serving in that capacity.
7. Nominees must participate in major specialty societies, or have current or past association with Graduate Medical Education.
8. Nominees' programs must have statuses of accreditation or continued accreditation.

Additional Characteristics that are desired, but not required:

1. Geographic diversity suggests a west coast member
2. Either presently is or has been a program director of a Single Program Sponsoring Institution Dermatology program

Please note that, on rare occasion, and only after careful consideration, a Review Committee may not recommend for confirmation the nominees provided to the ACGME Board of Directors. On such occasions, the Review Committee has requested that the Review Committee appointing organization provide an additional nominee.

Candidate(s) who are current members of the Institutional or Transitional Year Review Committee will not be considered for appointment to a Residency Review Committee unless in the last year of their term.

Likewise, candidate(s) who are current members of a Residency Review Committee will not be considered for appointment to the Institutional or Transitional Year Review Committee unless in the last year of their term.

Anticipated meeting dates for the new member(s) are as follows:

Review Committee Meeting to observe:	TBD
ACGME New Member Orientation:	May 2013
Two Review Committee Meetings per year:	Usually during the months of March/April and September/October

Residency Review Committee for Emergency Medicine

1. Nominees must be currently certified in Emergency Medicine by the American Board of Medical Specialties.
2. Nominees must not be employed by the same program, institution or affiliated institution as current members. Accordingly, individuals must not be nominated from the following states or institutions:
 - Duke University Medical Center, Durham, NC
 - Emory University, Atlanta, GA
 - New York Presbyterian, New York, NY
 - Summa Health System, Silver Lake, OH
 - Truman Medical Center, Kansas City, MO
 - University of California, San Francisco, CA
 - University of Chicago Pritzker School of Medicine, Chicago, IL
 - Washington University in St. Louis School of Medicine, St. Louis, MO
 - Wayne State University School of Medicine, Detroit, MI
3. Nominees must be skilled in the use of computers. Review Committee members must use electronic systems for reimbursement of expenses and many accreditation activities (e.g., program reviews).
4. Nominees must be able to devote sufficient time to the Review Committee's work. The Review Committee for Emergency Medicine meets two times per year for program review usually in February and September. The duration of meetings is 1 ½ days when reviewing programs and if applicable, 2 or 2 ½ days when a business meeting is associated with meeting. RC Members must attend all Review Committee meetings.
5. The nominee must have sufficient time to review program information forms (an estimated 24-30 hours for program review assignments for each meeting, up to 7-8 full reviews per meeting), to participate in subcommittee work (as assigned), to prepare for each Review Committee meeting by reviewing agenda items and related documents and to travel/attendance to each Review Committee meeting, to attend the ACGME Review Committee New Member Orientation (usually held in May), and to participate in other activities of the Review Committee.
6. Nominees must have at least 5 years' experience as a program director with no more than 5 years since serving in that capacity.
7. Nominees must participate in major specialty societies, or have current or past association with Graduate Medical Education.
8. Nominees' programs must have statuses of accreditation or continued accreditation.

Additional Characteristics that are desired, but not required:

1. Preferred Emergency Medical Service Experience
2. Diversity
3. Geographic Location, Northwestern, Southern or Southeastern United States.

Please note that, on rare occasion, and only after careful consideration, a Review Committee may not recommend for confirmation the nominees provided to the ACGME Board of Directors. On such occasions, the Review Committee has requested that the Review Committee appointing organization provide an additional nominee.

Candidate(s) who are current members of the Institutional or Transitional Year Review Committee will not be considered for appointment to a Residency Review Committee unless in the last year of their term.

Likewise, candidate(s) who are current members of a Residency Review Committee will not be considered for appointment to the Institutional or Transitional Year Review Committee unless in the last year of their term.

Anticipated meeting dates for the new member(s) are as follows:

Review Committee Meeting to observe:	February 2013
ACGME New Member Orientation:	May 2013
Two Review Committee Meetings per year:	Usually during the months of February and September
Retreat or Business Meeting:	One retreat or business meeting may be additional time added to a regularly scheduled RRC meeting

Residency Review Committee for Family Medicine

1. Nominees must be currently certified in Family Medicine by the American Board of Medical Specialties.
2. Nominees must not be employed by the same program, institution or affiliated institution as current members. Accordingly, individuals must not be nominated from the following states or institutions:
 - Columbus Regional Family Medicine Residency Program, Columbus, GA
 - Halifax Family Medicine Residency Program, Daytona Beach, FL
 - Institute for Palliative Medicine at San Diego Hospice, San Diego, CA
 - Medical University of South Carolina, Charleston, SC
 - University of Colorado Health Science, Aurora, CO
 - University of Kansas School of Medicine, Wichita, KS
 - University of Utah School of Medicine, Salt Lake City, UT
 - University of Washington School of Medicine, Boise, ID
3. Nominees must be skilled in the use of computers. Review Committee members must use electronic systems for reimbursement of expenses and many accreditation activities (e.g., program reviews).
4. Nominees must be able to devote sufficient time to the Review Committee's work. The Review Committee for Family Medicine meets three times per year for program review usually in January, May and September. The duration of meetings is 2 ½ days when reviewing programs and if applicable, 3 days when a business meeting is associated with meeting. RC Members must attend all Review Committee meetings.
5. The nominee must have sufficient time to review program information forms (an estimated 30-40 hours for program review assignments for each meeting, up to 12-15 full reviews per meeting), to participate in subcommittee work (as assigned), to prepare for each Review Committee meeting by reviewing agenda items and related documents and to travel/attendance to each Review Committee meeting, to attend the ACGME Review Committee New Member Orientation (usually held in May), and to participate in other activities of the Review Committee.
6. Nominees must participate in major specialty societies, or have current or past association with Graduate Medical Education.
7. Nominees' programs must have statuses of accreditation or continued accreditation.

Additional Characteristics that are desired, but not required:

1. Preferred Core Program Director Experience
2. Diversity
3. Additional Expertise or fellowship certification in Geriatric Medicine
4. Geographic Location: Midwestern or Southern United States
5. Documentation of leadership skills in major specialty societies

Please note that, on rare occasion, and only after careful consideration, a Review Committee may not recommend for confirmation the nominees provided to the ACGME Board of Directors. On such occasions, the Review Committee has requested that the Review Committee appointing organization provide an additional nominee.

Candidate(s) who are current members of the Institutional or Transitional Year Review Committee will not be considered for appointment to a Residency Review Committee unless in the last year of their term.

Likewise, candidate(s) who are current members of a Residency Review Committee will not be considered for appointment to the Institutional or Transitional Year Review Committee unless in the last year of their term.

Anticipated meeting dates for the new member(s) are as follows:

Review Committee Meeting to observe:	May 2013
ACGME New Member Orientation:	May 2013
Three Review Committee Meetings per year:	Usually during the months of January, May and September
One Business Meeting:	Maybe additional time added to a regularly scheduled RRC meeting

Residency Review Committee for Medical Genetics

1. Nominees must be currently certified in Medical Genetics by the American Board of Medical Specialties.
2. To promote racial and gender diversity, the Review Committee seeks female/male minority nominees.
3. Nominees must not be employed by the same program, institution or affiliated institution as current members. Accordingly, individuals must not be nominated from the following states or institutions:
 - Albert Einstein College of Medicine, Bronx, NY
 - Baylor College of Medicine, Houston, TX
 - Tulane University Medical School, New Orleans, LA
 - University Hospitals Case Medical Center, Cleveland, OH
4. Nominees must be skilled in the use of computers. Review Committee members must use electronic systems for reimbursement of expenses and many accreditation activities (e.g., program reviews).
5. Nominees must be able to devote sufficient time to the Review Committee's work. The Review Committee for Medical Genetics meets two times per year for program review usually in April or May and September. The duration of meetings is one day when reviewing programs and if applicable, 1 ½ days when a business meeting is associated with meeting. RC Members must attend all Review Committee meetings.
6. The nominee must have sufficient time to review program information forms (an estimated 10-15 hours for program review assignments for each meeting, up to 4-5 full reviews per meeting), to participate in subcommittee work (as assigned), to prepare for each Review Committee meeting by reviewing agenda items and related documents and to travel/attendance to each Review Committee meeting, to attend the ACGME Review Committee New Member Orientation (usually held in May), and to participate in other activities of the Review Committee.
7. Nominees must participate in major specialty societies, or have current or past association with Graduate Medical Education.
8. Nominees' programs must have statuses of accreditation or continued accreditation.

Please note that, on rare occasion, and only after careful consideration, a Review Committee may not recommend for confirmation the nominees provided to the ACGME Board of Directors. On such occasions, the Review Committee has requested that the Review Committee appointing organization provide an additional nominee.

Candidate(s) who are current members of the Institutional or Transitional Year Review Committee will not be considered for appointment to a Residency Review Committee unless in the last year of their term.

Likewise, candidate(s) who are current members of a Residency Review Committee will not be considered for appointment to the Institutional or Transitional Year Review Committee unless in the last year of their term.

Anticipated meeting dates for the new member(s) are as follows:

Review Committee Meeting to observe:	May 2013
ACGME New Member Orientation:	May 2013
Two Review Committee Meetings per year:	Usually during the months of April or May and September

Residency Review Committee for Nuclear Medicine

First Vacancy:

1. Nominees must be certified currently in Nuclear Medicine by the American Board of Nuclear Medicine.
2. Nominees must not be employed by the same program, institution or affiliated institution as current members. Accordingly, individuals must not be nominated from the following states or institutions:
 - Beth Israel Deaconess Medical Center, Boston, MA
 - Johns Hopkins University, Baltimore, MD
 - University of Michigan, Ann Arbor, MI
 - University of Texas, MD Anderson, Houston, TX
3. Nominees must be skilled in the use of computers. Review Committee members use electronic systems for many accreditation activities (e.g., program reviews) and for reimbursement of expenses.
4. Nominees must be able to devote sufficient time to the Review Committee's work. The Review Committee for Nuclear Medicine meets twice per year usually the first Friday in May and the first Friday in November. The duration of meetings typically is 1 ½ days. RC Members must attend all Review Committee meetings.
5. Nominees must have sufficient time to review programs (an estimated 10 hours for each meeting), to participate in subcommittee work (as assigned), to prepare for each Review Committee meeting by reviewing agenda items and related documents and to travel to and attend every Review Committee meeting, to attend the ACGME Review Committee New Member Orientation (usually held in May), and to participate in other activities of the Review Committee.
6. Nominees must participate in major specialty societies, or have current or past association with Graduate Medical Education.
7. Nominees must be Nuclear Medicine Program Directors.
8. Nominees' programs must have either accreditation or continued accreditation status.
9. Nominees must be from the West Coast of the United States so the Review Committee can maintain a balanced geographic membership.

Occasionally, the Review Committee may not recommend for confirmation the nominees provided to the ACGME Board of Directors. On such occasions, the Review Committee will request that the appointing organization provide an additional nominee.

Candidate(s) who are current members of the Institutional or Transitional Year Review Committee will not be considered for appointment to a Residency Review Committee unless in the last year of their term.

Likewise, candidate(s) who are current members of a Residency Review Committee will not be considered for appointment to the Institutional or Transitional Year Review Committee unless in the last year of their term.

Anticipated meeting dates for the new member(s) are as follows:

Review Committee Meeting to observe:	May 2013
ACGME New Member Orientation:	May 2013
Two Review Committee Meetings per year:	Usually during the months of May and November

Second Vacancy

1. Nominees must be currently certified in Nuclear Medicine by the American Board of Medical Specialties.
2. Nominees must not be employed by the same program, institution or affiliated institution as current members. Accordingly, individuals must not be nominated from the following states or institutions:
 - Beth Israel Deaconess Medical Center, Boston, MA
 - Johns Hopkins University, Baltimore, MD
 - North Shore-Long Island Jewish Hospital – New Hyde Park, NY
 - University of Michigan, Ann Arbor, MI
 - Medical University of South Carolina, Charleston, SC
3. Nominees must be skilled in the use of computers. Review Committee members must use electronic systems for reimbursement of expenses and many accreditation activities (e.g., program reviews).
4. Nominees must be able to devote sufficient time to the Review Committee's work. The Review Committee for Nuclear Medicine meets two times per year usually in May and November. The duration of meetings is 1 ½ days when reviewing programs. RC Members must attend all Review Committee meetings.
5. The nominee must have sufficient time to review program information forms (an estimated 15-20 hours for program review assignments for each meeting, up to 3 full reviews per meeting), to participate in subcommittee work (as assigned), to prepare for each Review Committee meeting by reviewing agenda items and related documents and to travel/attendance to each Review Committee meeting, to attend the ACGME Review Committee New Member Orientation (usually held in May), and to participate in other activities of the Review Committee.
6. Nominees must have at least three years' experience as a program director with no more than five years since serving in that capacity.
7. Nominees must participate in major specialty societies, or have current or past association with Graduate Medical Education.

8. Nominees' programs must have statuses of accreditation or continued accreditation.

Please note that, on rare occasion, and only after careful consideration, a Review Committee may not recommend for confirmation the nominees provided to the ACGME Board of Directors. On such occasions, the Review Committee has requested that the Review Committee appointing organization provide an additional nominee.

Candidate(s) who are current members of the Institutional or Transitional Year Review Committee will not be considered for appointment to a Residency Review Committee unless in the last year of their term.

Likewise, candidate(s) who are current members of a Residency Review Committee will not be considered for appointment to the Institutional or Transitional Year Review Committee unless in the last year of their term.

Anticipated meeting dates for the new member(s) are as follows:

Review Committee Meeting to observe:	November 2012
ACGME New Member Orientation:	May 2013
Two Review Committee Meetings per year:	Usually during the months of May and November

Residency Review Committee for Orthopaedic Surgery

1. Nominees must be currently certified in Orthopaedic Surgery by the American Board of Medical Specialties. Nominees with a lifetime certificate must be recertified within the last 10 years.
2. Nominees must not be employed by the same program, institution or affiliated institution as current members. Accordingly, individuals must not be nominated from the following states or institutions:
 - Hospital for Special Surgery, New York, NY
 - Howard University Hospital, Washington, DC
 - Shriners Hospital for Children, Sacramento, CA
 - University of Arkansas for Medical Sciences, Little Rock, AR
 - University of Iowa Hospitals, Iowa City, IA
 - University of Louisville, Louisville, KY
 - University of Maryland School of Medicine, Baltimore, MD
3. Nominees must be skilled in the use of computers. Review Committee members must use electronic systems for reimbursement of expenses and many accreditation activities (e.g., program reviews).
4. Nominees must be able to devote sufficient time to the Review Committee's work. The Review Committee for Orthopaedic Surgery meets two times per year for program review usually in January and June. The duration of meetings is two days when reviewing programs and if applicable, three days when a business meeting is associated with meeting. RC Members must attend all Review Committee meetings.
5. The nominee must have sufficient time to review program information forms (an estimated 45-60 hours for program review assignments for each meeting, up to 10-15 full reviews per meeting), to participate in subcommittee work (as assigned), to prepare for each Review Committee meeting by reviewing agenda items and related documents and to travel/attendance to each Review Committee meeting, to attend the ACGME Review Committee New Member Orientation (usually held in May), and to participate in other activities of the Review Committee.
6. Nominees must participate in major specialty societies, or have current or past association with Graduate Medical Education.
7. Nominees' programs must have statuses of accreditation or continued accreditation.

Additional Characteristics that are desired, but not required:

1. Nominees should have current or recent experience as a program director (5 years preferred).
2. Expertise in Orthopaedic Oncology or Foot/Ankle is preferred.
3. Nominating Organizations are encouraged to recognize the value of diversity in our specialty.

Please note that, on rare occasion, and only after careful consideration, a Review Committee may not recommend for confirmation the nominees provided to the ACGME Board of Directors. On such occasions, the Review Committee has requested that the Review Committee appointing organization provide an additional nominee.

Candidate(s) who are current members of the Institutional or Transitional Year Review Committee will not be considered for appointment to a Residency Review Committee unless in the last year of their term.

Likewise, candidate(s) who are current members of a Residency Review Committee will not be considered for appointment to the Institutional or Transitional Year Review Committee unless in the last year of their term.

Anticipated meeting dates for the new member(s) are as follows:

Review Committee Meeting to observe:	June 2013
ACGME New Member Orientation:	May 2013
Two Review Committee Meetings per year:	Usually during the months of January and June

Residency Review Committee for Pathology

1. Nominees must be currently certified in Pathology by the American Board of Medical Specialties and must have additional expertise or fellowship certification in Pediatric Pathology or Hematology.
2. Nominees must not be employed by the same program, institution or affiliated institution as current members. Accordingly, individuals must not be nominated from the following states or institutions:
 - Mayo Clinic, MN
 - Riverside Methodist Hospital, OH
 - University of Central Florida, FL
 - University of South Dakota, SD
 - University of Virginia, VA
3. Nominees must be skilled in the use of computers. Review Committee members must use electronic systems for reimbursement of expenses and many accreditation activities (e.g., program reviews).
4. Nominees must be able to devote sufficient time to the Review Committee's work. The Review Committee for Pathology meets two times per year for program review usually in April and October. The duration of meetings is 1.5 – 2 days. RC Members must attend all Review Committee meetings.
5. The nominee must have sufficient time to review program information forms (estimated 30-40 hours for program review assignments for each meeting, up to 20 full reviews per meeting), to participate in subcommittee work (as assigned), to prepare for each Review Committee meeting by reviewing agenda items and related documents and to travel/attendance to each Review Committee meeting, to attend the ACGME Review Committee New Member Orientation (usually held in May), and to participate in other activities of the Review Committee.
6. Nominees must participate in major specialty societies, or have current or past association with Graduate Medical Education.
7. Nominees' programs must have statuses of accreditation or continued accreditation.

Please note that, on rare occasion, and only after careful consideration, a Review Committee may not recommend for confirmation the nominees provided to the ACGME Board of Directors. On such occasions, the Review Committee has requested that the Review Committee appointing organization provide an additional nominee.

Candidate(s) who are current members of the Institutional or Transitional Year Review Committee will not be considered for appointment to a Residency Review Committee unless in the last year of their term.

Likewise, candidate(s) who are current members of a Residency Review Committee will not be considered for appointment to the Institutional or Transitional Year Review Committee unless in the last year of their term.

Anticipated meeting dates for the new member(s) are as follows:

Review Committee Meeting to observe:	October 2012 or April 2013
ACGME New Member Orientation:	May 2013
Two Review Committee Meetings per year:	Usually during the months of April and October

Residency Review Committee for Pediatrics

1. Nominees must be currently certified in Pediatrics by the American Board of Medical Specialties and must have additional expertise or fellowship certification in one or more of the following:
 - a. Pediatric Critical Care Medicine
 - b. Pediatric Gastroenterology
 - c. Pediatric Rheumatology
 - d. Pediatric Cardiology
2. Nominees must be female and a member of an unrepresented minority group.
3. Nominees must not be employed by the same program, institution or affiliated institution as current members. Accordingly, individuals must not be nominated from the following states or institutions:
 - A.I. duPont Hospital for Children, Wilmington, DE
 - Children's Hospital of Michigan, Detroit, MI
 - Cincinnati Children's Hospital Medical Center, Cincinnati, OH
 - Duke University Medical Center, Durham, NC
 - Oregon Health & Sciences University, Portland, OR
 - Uniformed Services University of Health Sciences, Bethesda, MD
 - University of California, San Francisco, CA
 - University of South Alabama College of Medicine, Mobile, AL
 - University of Wisconsin, Madison, WI
 - Washington University in St. Louis School of Medicine, St. Louis, MO
4. Nominees must be skilled in the use of computers. Review Committee members must use electronic systems for reimbursement of expenses and many accreditation activities (e.g., program reviews).
5. Nominees must be able to devote sufficient time to the Review Committee's work. The Review Committee for Pediatrics meets two times per year for program review usually in April and October. The duration of meetings is 3 ½ days when reviewing programs and if applicable two days for an additional Business meeting. RC Members must attend all Review Committee meetings.
6. The nominee must have sufficient time to review program information forms (up to 80 hours for program review assignments for each meeting, approximately 16-20 full reviews per meeting), to participate in subcommittee work (as assigned), to prepare for each Review Committee meeting by reviewing agenda items and related documents and to travel/attendance to each Review Committee meeting, to attend the ACGME Review Committee New Member Orientation (usually held in May), and to participate in other activities of the Review Committee.
7. Nominees must have experience as a program director or other major role in GME.
8. Nominees must participate in major specialty societies, or have current or past association with Graduate Medical Education.
9. Nominees' programs must have statuses of accreditation or continued accreditation.

Additional Characteristics that are desired, but not required:

1. Ability to express views clearly and concisely
2. Demonstrate ability to work collaboratively
3. Fairness

Please note that, on rare occasion, and only after careful consideration, a Review Committee may not recommend for confirmation the nominees provided to the ACGME Board of Directors. On such occasions, the Review Committee has requested that the Review Committee appointing organization provide an additional nominee.

Candidate(s) who are current members of the Institutional or Transitional Year Review Committee will not be considered for appointment to a Residency Review Committee unless in the last year of their term.

Likewise, candidate(s) who are current members of a Residency Review Committee will not be considered for appointment to the Institutional or Transitional Year Review Committee unless in the last year of their term.

Anticipated meeting dates for the new member(s) are as follows:

Review Committee Meeting to observe:	October 2012
ACGME New Member Orientation:	May 2013
Two Review Committee Meetings per year:	Usually during the months of April and October
One Retreat or Business Meeting:	As needed, typically in July

Residency Review Committee for Psychiatry

1. Nominees must be currently certified in Psychiatry by the American Board of Medical Specialties and must have additional expertise or fellowship certification in one or more of the following:
 - a. Forensic Psychiatry
 - b. Psychosomatic Medicine
 - c. Geriatric Psychiatry
 - d. Addiction Psychiatry
2. Nominees must not be employed by the same program, institution or affiliated institution as current members. Accordingly, individuals must not be nominated from the following states or institutions:
 - Brigham and Women's Hospital, Boston, MA
 - Cambridge Hospital, Cambridge, MA
 - Children's Memorial Hospital, Chicago, IL
 - Medical College of Wisconsin, Milwaukee, WI
 - Oregon Health & Science University, Portland, OR
 - University Hospitals Case Medical Center, Cleveland, OH
 - University of California Davis School of Medicine, Sacramento, CA
 - University of Florida College of Medicine, Jacksonville, FL
 - University of Texas/Medical Branch at Galveston, Galveston, TX
 - Yale University Child Study Center, New Haven CT
3. Nominees must be skilled in the use of computers. Review Committee members must use electronic systems for reimbursement of expenses and many accreditation activities (e.g., program reviews).
4. Nominees must be able to devote sufficient time to the Review Committee's work. The Review Committee for Psychiatry meets two times per year for program review usually in April and October. The duration of meetings is 1 ½ days when reviewing programs and if applicable, 2 days when a business meeting is associated with meeting. RC Members must attend all Review Committee meetings.
5. The nominee must have sufficient time to review program information forms (an estimated 25-30 hours for program review assignments for each meeting, up to 10 full reviews per meeting), to participate in subcommittee work (as assigned), to prepare for each Review Committee meeting by reviewing agenda items and related documents and to travel/attendance to each Review Committee meeting, to attend the ACGME Review Committee New Member Orientation (usually held in May), and to participate in other activities of the Review Committee.
6. Nominees must have at least 5 years' experience as a program director with no more than 5 years since serving in that capacity.
7. Nominees must participate in major specialty societies, or have current or past association with Graduate Medical Education.
8. Nominees' programs must have statuses of accreditation or continued accreditation.

Additional characteristics that are desired but not required:

1. To promote racial and gender diversity, the Review Committee seeks female as well as minority nominees.

Please note that, on rare occasion, and only after careful consideration, a Review Committee may not recommend for confirmation the nominees provided to the ACGME Board of Directors. On such occasions, the Review Committee has requested that the Review Committee appointing organization provide an additional nominee.

Candidate(s) who are current members of the Institutional or Transitional Year Review Committee will not be considered for appointment to a Residency Review Committee unless in the last year of their term.

Likewise, candidate(s) who are current members of a Residency Review Committee will not be considered for appointment to the Institutional or Transitional Year Review Committee unless in the last year of their term.

Anticipated meeting dates for the new member(s) are as follows:

Review Committee Meeting to observe:	April 2013
ACGME New Member Orientation:	May 2013
Two Review Committee Meetings per year:	Usually during the months of April and October

Residency Review Committee for Radiation Oncology

1. Nominees must be currently certified in Radiation Oncology by the American Board of Medical Specialties.
2. Nominees must not be employed by the same program, institution or affiliated institution as current members. Accordingly, individuals must not be nominated from the following states or institutions:
 - Duke University School of Medicine, Durham, NC
 - Huntsman Cancer Hospital, Salt Lake City, UT
 - Rush University, Chicago, IL
 - University of Colorado, Denver, CO
 - University of Florida, Gainesville, FL
 - Yale-New Haven Medical Center, New Haven, CT
3. Nominees must be skilled in the use of computers. Review Committee members must use electronic systems for reimbursement of expenses and many accreditation activities (e.g., program reviews).
4. Nominees must be able to devote sufficient time to the Review Committee's work. The Review Committee for Radiation Oncology meets two times per year for program review usually in March and September. The duration of meetings is 1 ½ days when reviewing programs. RC Members must attend all Review Committee meetings.
5. The nominee must have sufficient time to review program information forms (an estimated 15-20 hours for program review assignments for each meeting, up to 5-8 full reviews per meeting), to participate in subcommittee work (as assigned), to prepare for each Review Committee meeting by reviewing agenda items and related documents and to travel/attendance to each Review Committee meeting, to attend the ACGME Review Committee New Member Orientation (usually held in May), and to participate in other activities of the Review Committee.
6. Nominees must have at least 5 years' experience as a program director with no more than 5 years since serving in that capacity.
7. Nominees must participate in major specialty societies, or have current or past association with Graduate Medical Education.
8. Nominees' programs must have statuses of accreditation or continued accreditation.

Please note that, on rare occasion, and only after careful consideration, a Review Committee may not recommend for confirmation the nominees provided to the ACGME Board of Directors. On such occasions, the Review Committee has requested that the Review Committee appointing organization provide an additional nominee.

Candidate(s) who are current members of the Institutional or Transitional Year Review Committee will not be considered for appointment to a Residency Review Committee unless in the last year of their term.

Likewise, candidate(s) who are current members of a Residency Review Committee will not be considered for appointment to the Institutional or Transitional Year Review Committee unless in the last year of their term.

Anticipated meeting dates for the new member(s) are as follows:

Review Committee Meeting to observe:	March 2013
ACGME New Member Orientation:	May 2013
Two Review Committee Meetings per year:	Usually during the months of March and September

Residency Review Committee for Radiology Diagnostic

1. Nominees must be currently certified in Radiology Diagnostic by the American Board of Medical Specialties and must have additional expertise or fellowship certification in Musculoskeletal Radiology.
2. Nominees must not be employed by the same program, institution or affiliated institution as current members. Accordingly, individuals must not be nominated from the following states or institutions:
 - Indiana University School of Medicine, Indianapolis, IN
 - Oakland University – William Beaumont Hospital, Royal Oak, MI
 - University of California, San Francisco, San Francisco, CA
 - University of Texas Medical School at Houston, Houston, TX
 - University of Washington Medical Center, Seattle, WA
3. Nominees must be skilled in the use of computers. Review Committee members must use electronic systems for reimbursement of expenses and many accreditation activities (e.g., program reviews).
4. Nominees must be able to devote sufficient time to the Review Committee's work. The Review Committee for Radiology Diagnostic meets two times per year for program review, usually in late March/early April and November. The duration of meetings is 2 ½ days when reviewing programs. RC Members must attend all Review Committee meetings.
5. The nominee must have sufficient time to review program information forms (an estimated 45-50 hours for program review assignments for each meeting, up to 20 full reviews per meeting), to participate in subcommittee work (as assigned), to prepare for each Review Committee meeting by reviewing agenda items and related documents and to travel/attendance to each Review Committee meeting, to attend the ACGME Review Committee New Member Orientation (usually held in May), and to participate in other activities of the Review Committee.
6. Nominees must have at least three years' experience as a program director.
7. Nominees must possess a significant record of national service, visibility and leadership in the (musculoskeletal radiology) community and subspecialty societies.
8. Nominees' programs must have statuses of accreditation or continued accreditation.

Please note that, on rare occasion, and only after careful consideration, a Review Committee may not recommend for confirmation the nominees provided to the ACGME Board of Directors. On such occasions, the Review Committee has requested that the Review Committee appointing organization provide an additional nominee.

Candidate(s) who are current members of the Institutional or Transitional Year Review Committee will not be considered for appointment to a Residency Review Committee unless in the last year of their term.

Likewise, candidate(s) who are current members of a Residency Review Committee will not be considered for appointment to the Institutional or Transitional Year Review Committee unless in the last year of their term.

Anticipated meeting dates for the new member(s) are as follows:

Review Committee Meeting to observe:	Late March/early April 2013
ACGME New Member Orientation:	May 2013
Two Review Committee Meetings per year:	Usually during late March/early April and November each year

Residency Review Committee for Surgery

1. Nominees must be currently certified in Surgery by the American Board of Medical Specialties and must have additional expertise or fellowship certification in Surgical Critical Care.
2. Nominees must not be employed by the same program, institution or affiliated institution as current members. Accordingly, individuals must not be nominated from the following states or institutions:
 - Albany Medical College, NY
 - Presbyterian University Hospital, PA
 - Stanford University Medical Center, CA
 - University of Buffalo, NY
 - University of South Florida, Tampa, FL
 - University of Missouri, Kansas City, MO
 - University of Vermont, VT
 - Washington Hospital Center, Washington, DC
3. Nominees must be skilled in the use of computers. Review Committee members must use electronic systems for reimbursement of expenses and many accreditation activities (e.g., program reviews).
4. Nominees must be able to devote sufficient time to the Review Committee's work. The Review Committee for Surgery meets three times per year for program review usually in February, June and October. The duration of meetings is 1.5 days when reviewing programs and if applicable, 2 days when a retreat or business meeting is associated with the program review meeting. RC Members must attend all Review Committee meetings.
5. The nominee must have sufficient time to review program information forms (estimated 45 hours for program review assignments for each meeting, up to 15 full reviews per meeting), to participate in subcommittee work (as assigned), to prepare for each Review Committee meeting by reviewing agenda items and related documents and to travel/attendance to each Review Committee meeting, to attend the ACGME Review Committee New Member Orientation (usually held in May), and to participate in other activities of the Review Committee.
6. Nominees must have at least five years' experience as a program director with no more than three years since serving in that capacity.
7. Nominees must participate in major specialty societies, or have current or past association with Graduate Medical Education.
8. Nominees' programs must have statuses of accreditation or continued accreditation.

Additional Characteristics that are desired, but not required:

1. In order to promote gender and ethnic diversity, the Review Committee seeks female and/or minority candidates.

Please note that, on rare occasion, and only after careful consideration, a Review Committee may not recommend for confirmation the nominees provided to the ACGME Board of Directors. On such occasions, the Review Committee has requested that the Review Committee appointing organization provide an additional nominee.

Candidate(s) who are current members of the Institutional or Transitional Year Review Committee will not be considered for appointment to a Residency Review Committee unless in the last year of their term.

Likewise, candidate(s) who are current members of a Residency Review Committee will not be considered for appointment to the Institutional or Transitional Year Review Committee unless in the last year of their term.

Anticipated meeting dates for the new member(s) are as follows:

Review Committee Meeting to observe:	June 2012
ACGME New Member Orientation:	May 2013
Three Review Committee Meetings per year:	Usually during the months of February, June and October

Residency Review Committee for Thoracic Surgery

1. Nominees must be currently certified in Thoracic Surgery by the American Board of Medical Specialties.
2. Nominees must not be employed by the same program, institution or affiliated institution as current members. Accordingly, individuals must not be nominated from the following states or institutions:
 - Children's Memorial Hospital, IL
 - Medical College of South Carolina, SC
 - Ohio State University, OH
3. Nominees must be skilled in the use of computers. Review Committee members must use electronic systems for reimbursement of expenses and many accreditation activities (e.g., program reviews).
4. Nominees must be able to devote sufficient time to the Review Committee's work. The Review Committee for Thoracic Surgery meets two times per year for program review usually in January and July. The duration of meetings is 1.5 days when reviewing programs. RC Members must attend all Review Committee meetings.
5. The nominee must have sufficient time to review program information forms (estimated 35 hours for program review assignments for each meeting, up to 7 full reviews per meeting), to participate in subcommittee work (as assigned), to prepare for each Review Committee meeting by reviewing agenda items and related documents and to travel/attendance to each Review Committee meeting, to attend the ACGME Review Committee New Member Orientation (usually held in May), and to participate in other activities of the Review Committee.
6. Nominees must have at least 5 years' experience as a program director with no more than 3 years since serving in that capacity.
7. Nominees must participate in major specialty societies, or have current or past association with Graduate Medical Education.
8. Nominees' programs must have statuses of accreditation or continued accreditation.

Additional Characteristics that are desired, but not required:

1. To promote racial and gender diversity, the Review Committee seeks female and/or minority nominees.

Please note that, on rare occasion, and only after careful consideration, a Review Committee may not recommend for confirmation the nominees provided to the ACGME Board of Directors. On such occasions, the Review Committee has requested that the Review Committee appointing organization provide an additional nominee.

Candidate(s) who are current members of the Institutional or Transitional Year Review Committee will not be considered for appointment to a Residency Review Committee unless in the last year of their term.

Likewise, candidate(s) who are current members of a Residency Review Committee will not be considered for appointment to the Institutional or Transitional Year Review Committee unless in the last year of their term.

Anticipated meeting dates for the new member(s) are as follows:

Review Committee Meeting to observe:	January 2013
ACGME New Member Orientation:	May 2013
Two Review Committee Meetings per year:	Usually during the months of January and June

American Medical Specialty Boards

Allergy and Immunology
(A Conjoint Board of the American
Board of Pediatrics and the American
Board of Internal Medicine)
Emergency Medicine
Family Medicine
Orthopaedic Surgery
Physical Medicine and Rehabilitation
Preventive Medicine
Psychiatry and Neurology
Radiology
Surgery

Medical Education Committee Recommendation Form

E-mail completed form with required documentation by February 1, 2012, to:

evelyn.sherrill@ama-assn.org or mail to Evelyn Sherrill, American Medical Association,
515 North State Street, Chicago, IL 60654

AMA's Conflict of Interest Policy and Principles: Please review carefully the information provided at the end of this form.



Nominee Information

Name:

First	Middle Initial	Last
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Address:

Street Address

City/State:

City	State	Zip Code
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Telephone:

Daytime Phone	Fax:
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E-mail address:

Date of Birth:

Place of Birth:

City and State

Medical School:

Year Graduated:

Medical Specialty:

Board Certification(s):

Nominee is an AMA Member: Yes No AMA Member Since:

Nominee is an AMA Delegate: Yes No

Nominee has agreed to serve: Yes No

Submitted By:

Name of person/organization submitting the nomination

E-mail Address:

E-mail address of person submitting the nomination

I nominate the above for the following Committee:



Supporting Information

1. **Current Professional Position and Responsibilities**
(i.e. practice, administrative, research, academic)

2. **Current Academic Appointment(s)**

3. **Describe current or past involvement in Graduate Medical Education**
(If Program Director, please indicate years)

4. **Leadership Experience in Medical Education at Local/State/National Level**

5. **Principal Professional State and Specialty Medical Society Memberships**
(List most current positions held and dates of service)

6. **Current/Prior Membership on AMA Councils/Committees**
(List Councils or Committees and dates of service)

7. **Sponsor's Narrative Statement**
(Describe nominee's accomplishments and contributions using not less than 50, nor more than 250 words)

8. **Candidate's Statement of Interest**
(Not less than 50, nor more than 250 words)

9. **Endorsements**
(Are welcome, but not required)



Please sign the following form and email the document to Evelyn Sherrill at evelyn.sherrill@ama-assn.org.

14. AMA's Conflict of Interest Policy and Principles
<http://www.ama-assn.org/ama1/pub/upload/mm/37/coi-policy.doc>

Please review carefully the AMA's Conflict of Interest Policy and Principles [which provide explanatory text and examples]. If you are successful in attaining the AMA leadership position which you are seeking, you will need to complete and return a conflict of interest disclosure form.

As you carefully review these documents, please also consider if there are pending matters [or matters which you anticipate may occur during your term of office] which could, in your view, reasonably be anticipated to adversely impact your license to practice medicine or your ability to discharge fully the duties you are seeking--without embarrassment to yourself or to the AMA.

If you have questions about these documents [including how to complete the conflict of interest disclosure form], the AMA's General Counsel is available to provide guidance. The General Counsel is also available to discuss any other matters you may wish to raise.

Please confirm you've reviewed the AMA's Conflict of Interest Policy and Principles [and understand the guidance provided above] by signing your nomination form below.

I have reviewed the AMA's Conflict of Interest Policy and Principles and, if elected/appointed, will at that time complete a Conflict of Interest and Disclosure form.

Signature

Date

Please print name

Evelyn Sherrill
Program Administrator, Council on Medical Education
American Medical Association
515 North State Street
Chicago, IL 60654
Phone: (312) 464-4515
E-mail: evelyn.sherrill@ama-assn.org