

**Call for Candidates for AMA Nomination for  
the Accreditation Council for Continuing Medical Education  
Accreditation Review Committee**

The AMA is soliciting AMA member candidates for nomination by the AMA Board of Trustees for a position on the **Accreditation Council for Continuing Medical Education (ACCME) Accreditation Review Committee (ARC)**.

**TERM**

The term of this position is 2 years (no more than 6 years' service), from January 1, 2021, through December 31, 2022.

**TIME REQUIREMENTS**

- Participation in orientation activities.
- Provide thoughtful, non-biased reviews of applications, reports, and other materials in advance of meetings.
- During first two years on the committee, commitment to attend in person all parts of the three 2-day meetings of the ARC per year. 2021 ARC Meetings are scheduled for February 10, 2021; June 16, 2021; and October 20, 2021.

**CRITERIA FOR NOMINATION TO ACCME ARC**

**ACCME Requirements**

1. Independence from commercial interests. (A commercial interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.)
2. Active participation in continuing medical education (CME).
3. Adherence to the requirement that prohibits private consulting related to accreditation.
4. Have prior knowledge within the profession of CME and a minimum of 3 years' experience to include ongoing involvement with (a) an ACCME accredited provider; or (b) a state medical society accredited provider; or (c) an ACCME recognized state medical society. (Involvement is defined as taking an active role in the development, implementation, and evaluation of ongoing CME activities as a volunteer or staff person. It may also involve the assessment of an overall program of CME. It may NOT include service as a private consultant for CME accreditation purposes. Please note: Individuals who have been employed by the ACCME within 18 months of application are not eligible for consideration.)
5. Have experience participating in a regulatory accreditation process. Examples of this experience are: (a) participation in an ACCME accreditation or recognition review; (b) participation in a JCAHO, ACGME, or LCME review; or (c) participation in an accreditation review for an ACCME recognized state medical society.
6. Willingness to work on behalf of the ACCME as a volunteer, complying with the ACCME's conflict of interest policies.

7. In addition, ARC candidates should be knowledgeable and experienced with respect to the philosophy and process of CME, as well as the ACCME and its requirements, so that they are able to:
- Integrate data and information about an applicant for accreditation which has been acquired through the self-study report, survey, activity review and monitoring process; and
  - Draft and present thoughtful, non-biased accreditation recommendations for discussion by the ARC in preparation for consideration and action by the Decision Committee.

### **AMA Requirements**

Each nominee recommended by the AMA must be a member of the AMA at the time of nomination. If appointed, he/she must maintain AMA member status throughout the term of appointment. AMA membership does not guarantee a position. Non-members may activate their membership online at <https://member.ama-assn.org/join-renew/> or call AMA Member Relations at 800.262.3211.

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### **TO APPLY FOR NOMINATION**

To apply for nomination, complete and email the following documents to Mary Grandau at [mary.grandau@ama-assn.org](mailto:mary.grandau@ama-assn.org). The documentation must be received no later than our extended deadline of **Thursday, February 6, 2020**.

1. Completed electronic **Application for AMA Nomination for External Leadership Position – ACCME ARC** (MS Word document preferred). This document is included on the AMA Council on Medical Education [Medical Education Leadership Opportunities](#) page as part of the position posting.
2. Current **abbreviated curriculum vitae** [not to exceed three (3) pages].
3. Current **full curriculum vitae**.
4. *Optional*: Up to two letters of recommendation addressed to the AMA.

Note: If nominated, letters of recommendation may be included as part of the nominee materials sent to the requesting organization.

Please direct questions to:

Mary Grandau  
Program Administrator  
AMA Council on Medical Education  
Ph: 312-464-4515  
[mary.grandau@ama-assn.org](mailto:mary.grandau@ama-assn.org)