Call for Candidates for AMA Nomination for the ACGME Review Committee for Otolaryngology

The AMA is soliciting AMA member candidates for nomination by the AMA Board of Trustees for two positions on the Accreditation Council for Graduate Medical Education Review Committee for Otolaryngology (ACGME RC-OTO).

TERM
The term of the positions is 6 years, from July 1, 2022, through June 30, 2028.

TIME REQUIREMENT
Nominees must be able to devote sufficient time to the Review Committee’s work. The Review Committee meets two times per year for program review during the months of January and April and one time in the fall (August/September) for interim requests and other Review Committee business. Normally the January/April meetings are in-person, but at this time all meetings are virtual. The duration of meetings is 1.5 to 2 days when reviewing programs or when a retreat or business meeting is associated with the program review meeting. The fall virtual meeting usually will not exceed 2 hours. Review Committee members must attend all Review Committee meetings.

Nominees will need sufficient time to fulfill the responsibilities to the Committee. This includes: an estimated 35-40 hours for program review assignments (up to 10-15 full reviews per meeting), subcommittee work (as assigned), as well as prep time for each RC meeting to review agenda items (and related documents) and actual travel/ attendance to each RC meeting.

Anticipated dates for ACGME New Member Orientation and Review Committee Activities:

- One RC Meeting as observer/ACGME New Member Orientation – April 2022
- Two accreditation meetings per year – usually during the months of January and April
- One additional virtual meeting – August/September
CRITERIA FOR AMA NOMINATION TO ACGME RC-OTO

ACGME RC-OTO Requirements for these Opportunities

1. Nominees must be currently certified by the American Board of Otolaryngology-Head and Neck Surgery.
   - For Position 1, nominees must have expertise in Head and Neck Surgery or Laryngology.
   - For Position 2, nominees must have expertise in Otolaryngology Head and Neck Surgery or Neurotology.

2. In order to ensure a quorum for all Review Committee decisions, individuals should not be nominated from the following states:
   - California
   - Illinois
   - South Dakota
   - Tennessee
   - Texas

3. Nominees must have at least 3 years’ experience as a program director or chairperson in an ACGME-accredited program with no more than 5 years since serving in that capacity.

4. Nominees must participate in major specialty societies or have current or past association with Graduate Medical Education.

5. Each nominee’s program must have the status of continued accreditation.

6. Nominees must have evidence of service in otolaryngology societies or other national professional organizations/societies.

7. Nominees must have appointment at the rank of associate professor or professor.

8. Nominees must demonstrate evidence of scholarly achievements.

9. Nominees must be skilled in the use of computers. Review Committee members must use electronic systems for reimbursement of expenses and most accreditation activities (e.g., program review).

10. Nominees must have knowledge and skills in analysis of data sets and a basic knowledge of interpreting statistics regarding resident experience and program performance for accreditation.

11. Additional characteristics that are desired, but not required:
   - To promote racial diversity, the Review Committee seeks underrepresented minority nominees.
   - Recent experience as a program director.

12. Nominees must be able to devote sufficient time to the Review Committee’s work. The Review Committee meets two times per year for program review during the months of January and April and one time in the fall (August/September) for interim requests and
other Review Committee business. Normally the January/April meetings are in-person, but at this time all meetings are virtual. The duration of meetings is 1.5 to 2 days when reviewing programs or when a retreat or business meeting is associated with the program review meeting. The fall virtual meeting usually will not exceed 2 hours. Review Committee members must attend all Review Committee meetings.

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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.

TO APPLY FOR NOMINATION
To apply for nomination, complete and email the following documents to mary.grandau@ama-assn.org by Monday, February 8, 2021:


2. Current abbreviated curriculum vitae [not to exceed three (3) pages].


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

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