



# Call for Candidates for AMA Nomination for the ACGME Review Committee for Otolaryngology-Head and Neck Surgery

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-Head and Neck Surgery** (ACGME RC-OTO-HNS).

## TERM

The term of the positions is 6 years, from July 1, 2024, through June 30, 2030.

## TIME REQUIREMENT

Nominees must be able to devote sufficient time to the Review Committee's work. The Review Committee meets at a maximum two times per year for program reviews during the months of January and April and one time in September (remote session) for interim requests and other Review Committee business. 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. Remote meetings 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 Review Committee Activities:

- One RC Meeting as an observer and orientation – April 2024
- Two RC accreditation meetings per year – usually during January and April
- One additional virtual meeting – September

# CRITERIA FOR AMA NOMINATION TO ACGME RC-OTO-HNS

## ACGME RC-OTO-HNS Requirements for these Opportunities

1. Nominees must be currently certified by the American Board of Otolaryngology-Head and Neck Surgery and must have expertise in **Neurotology**.
2. This Committee limits the number of Review Committee members from the same state to one. Accordingly, individuals should not be nominated from the following states:
  - California
  - Illinois
  - Louisiana
  - Minnesota
  - Missouri
  - Pennsylvania
  - Tennessee
3. Nominees must participate in major specialty societies or have current or past association with Graduate Medical Education.
4. Each nominee's current program must possess a status of continued accreditation.
5. Nominees must demonstrate evidence of service in otolaryngology societies or other national professional organizations/societies.
6. Nominees must have appointment at the rank of associate professor or professor.
7. Nominees must demonstrate evidence of scholarly achievements.
8. Nominees must have at least 3 years of experience as a program director or chairperson in an ACGME-accredited program with no more than 5 years since serving in that capacity.
9. To promote racial and gender diversity, the Review Committee seeks minority and female nominees.
10. 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 reviews) and video conferencing applications.
11. Nominees must be able to devote sufficient time to the Review Committee's work. The Review Committee meets at a maximum two times per year for program reviews during the months of January and April and one time in September (remote session) for interim requests and other Review Committee business. 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. Remote meetings usually will not exceed 2 hours. Review Committee members must attend all Review Committee meetings.
12. 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.

## 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@ama-assn.org](mailto:mary.grandau@ama-assn.org) by **Friday, April 7, 2023**:

1. Completed electronic **Application for AMA Nomination for External Leadership Position – ACGME RC-OTO-HNS** (MS Word document preferred). This document is included on the AMA [Medical Education Leadership Opportunities](#) Web page.
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)

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