

Institutional Review Committee Member Nominations



401 North Michigan Avenue
Suite 2000
Chicago, Illinois 60611

Phone 312.755.5000
Fax 312.755.7498
www.acgme.org

The ACGME Institutional Review Committee seeks nominations for a membership term to begin on July 1, 2018. The Institutional Review Committee will select three new Institutional Review Committee members to recommend to the ACGME Board of Directors for appointment to six-year terms. ACGME Policies and Procedures specify that employees of ACGME member organizations¹ may not serve as voting members of the Institutional Review Committee.

When selecting nominees to recommend to the ACGME Board of Directors, the Institutional Review Committee will consider the Committee's needs, including skills, professional qualifications, geographic representation, diversity of Sponsoring Institution types, and individual diversity of current members. In its selections, the Committee will consider factors including:

1. **DIO Experience.** Nominees must have current or previous experience as a designated institutional official (DIO).
2. **Geographic Distribution.** Although the Institutional Review Committee can have two members from the same state, they cannot be from the same institution or city/metropolitan area. Accordingly, individuals should not be nominated from the following Sponsoring Institutions and areas:
 - University of Arkansas for Medical Sciences, Little Rock, AR
 - University of Colorado School of Medicine, Aurora, CO
 - Carmel, IN
 - Ochsner Health System, New Orleans, LA
 - Maine Medical Center, Portland, ME
 - Mayo College of Medicine and Science, Rochester, MN
 - A.T. Still University, Kirksville, MO
 - Barnabas Health, West Orange, NJ
 - University of Pittsburgh Medical Center, Pittsburgh, PA
 - University of Virginia Health System, Charlottesville, VA
3. **Association with an ACGME-accredited Sponsoring Institution.** Nominees must be associated with an ACGME-accredited Sponsoring Institution with an accreditation status of Continued Accreditation.
4. **Computer Skills.** Nominees must be skilled in the use of computers. Institutional Review Committee members must use common software (e.g., Word, Acrobat), as well as web-based software for reimbursement of expenses and many Committee activities.

¹ The ACGME has seven member organizations: American Board of Medical Specialties (ABMS); American Hospital Association (AHA); American Medical Association (AMA); Association of American Medical Colleges (AAMC); Council of Medical Specialty Societies (CMSS); American Osteopathic Association (AOA); and American Association of Colleges of Osteopathic Medicine (AACOM).

5. **Time Commitment.** Nominees must be able to devote sufficient time to the Institutional Review Committee's work. Members must attend all Institutional Review Committee meetings. The Institutional Review Committee typically meets three or four times per year (two or three meetings for institutional accreditation reviews, and one meeting for other Committee business). Institutional Review Committee meetings are typically held in winter, spring, and fall of each year; if there is a fourth meeting, it is typically held in late summer. Relevant 2018 Institutional Review Committee meeting dates are as follows:
 - May 2-4, 2018, Chicago, IL (*observation meeting*)
 - October 3-5, 2018, Chicago, IL (*first meeting as member*)
6. **Ability to Fulfill Institutional Review Committee Responsibilities.** The duration of meetings is typically two-and-a-half days. Institutional Review Committee work also includes periodic conference calls.

In addition to traveling to and attending all Committee meetings, specific work assignments of Institutional Review Committee members include: completing institutional review assignments for presentation (20-25 hours per meeting), subcommittee work (as assigned), additional discussion via e-mail and/or special conference calls (as needed), and pre-meeting review of agenda items and related documents.

In addition, the Institutional Review Committee values the perspective of small Sponsoring Institutions, and welcomes nominations from individuals associated with Sponsoring Institutions that oversee one, two, or three programs.

Current members of an ACGME Review Committee will not be considered for appointment to the Institutional Review Committee for two years after the end of their terms.

The ACGME Institutional Review Committee Nominee Form and other relevant documents are attached. Nominees must complete pages 1 and 2 of the ACGME Institutional Review Committee Nominee Form and a full curriculum vitae to irc@acgme.org by **November 17, 2017**. If your organization's process for selecting nominees will not accommodate the requested deadline, please notify Institutional Review Committee staff members as soon as possible. Also included in the attachments are a sample Institutional Review Committee member agreement and ACGME Policies and Procedures that pertain to Institutional Review Committee membership.

Self-nominations are accepted. Nominees who are selected to become Institutional Review Committee members will sign an agreement with ACGME, and will annually complete a disclosure form. (The disclosure form identifies any relationships, positions, or circumstances in which nominees are involved that they believe could contribute to an actual or apparent conflict or duality of interest.) New members will complete these documents at the Institutional Review Committee meeting they will attend as observers in May 2018.

Information about the Institutional Review Committee and the ACGME can be found on the ACGME website, www.acgme.org. Policies and procedures applicable to the Institutional Review Committee and other Review Committees can be found at <http://www.acgme.org/About-Us/Policies-and-Related-Materials>.