



APPOINTMENT PROCESS FOR ACGME REVIEW AND RECOGNITION COMMITTEE MEMBERS

Review Committees

There are three types of Review Committee(s): Specialty Review Committee, Transitional Year Review Committee, and Institutional Review Committee. Each sets accreditation standards, provides peer evaluation of programs or Sponsoring Institutions to assess the degree to which these comply with the published educational requirements, and confers an accreditation status on each program or Sponsoring Institution with regard to meeting those standards.

Recognition Committee

The Osteopathic Principles Committee grants recognition of the osteopathic principles dimension of ACGME-accredited programs that meet the Osteopathic Recognition Requirements.

Review Committees have physician members, at least one of whom is a resident at the time of appointment, and a public member. Members (except the resident and public member) are nominated by Review Committee-specific appointing organizations, and are confirmed by the ACGME Board of Directors. The nominating organizations are 1) the American Medical Association (AMA)'s Council on Medical Education, 2) the American Board of Medical Specialties (ABMS) specialty board that certifies physicians within the specialty, 3) the American Osteopathic Association (AOA) for specialties that have had accredited osteopathic programs, and, in most cases, 4) the professional college or other professional organization or society associated with the specialty.

The Institutional Review Committee and Transitional Year Review Committee have physician members, including a resident and a public member, appointed by the ACGME Board of Director's Executive Committee and confirmed by the ACGME Board of Directors.

The members of the Osteopathic Principles Committee are nominated by the AOA and confirmed by the ACGME Board of Directors.

Appointment of Review Committee Members (Except Resident Members)

The process takes approximately 12 months from the call for nominations until the member's term begins. Each appointing organization provides two candidates for any vacant position; the Review Committee selects one candidate based on professional qualifications, geographic distribution, and Committee diversity to recommend to the ACGME Board of Directors for confirmation. Qualifications considered for physician members include:

- ABMS or AOA certification
- Active involvement in graduate medical education (GME)

- Substantial experience in the administration and/or teaching of the specialty (e.g., as a program director, active faculty member, or participating site director)
- Knowledge of the accreditation process
- Association with a program in good accreditation standing (i.e., a program that does not have probationary status)

Qualifications considered for public members include:

- Professional and educational experience
- Prior committee, board, and group experience
- Personal or patient experience with the health care system

Individuals who meet these qualifications and are interested in serving on a Review Committee should indicate their interest to one of the specialty-specific appointing organizations in order to be considered for nomination.

Appointment of IRC and TYRC Members (Except Resident Members)

The process takes approximately 12 months from the call for nominations until the member's term begins. Candidates are solicited from ACGME member organizations (the American Association of Colleges of Osteopathic Medicine (AACOM), Association of American Medical Colleges (AAMC), ABMS, American Hospital Association (AHA), AMA, AOA, and College of Medical Specialty Societies (CMSS)), the ACGME Board of Directors, the ACGME's Council of Review Committee Chairs, and the GME community at large. Qualifications considered include:

- Association with an institution or transitional year program in good accreditation standing (i.e., one that does not have probationary status)
- Familiarity with the institutional review process and the Institutional Requirements or the program review process and the Program Requirements for Graduate Medical Education in the Transitional Year, as appropriate
- Experience with or current responsibility for implementation of the requirements
- Experience in institutional administration, institutional oversight, and/or institutional review or with a TY program as appropriate

Qualifications considered for public members include:

- Professional and educational experience
- Prior committee, board, and group experience
- Personal or patient experience with the health care system

Appointment of Resident Members to Review Committees

The process takes approximately 12 months from the call for nominations until the member's term begins. The Review Committee Executive Director requests nominations through the ACGME *e-Communication* and/or via letter to the specialty-specific professional organizations that have resident groups.

Review Committee resident members are also members of the ACGME Council of Review Committee Residents (CRCR). The CRCR meets twice each year; it advises the ACGME Board, providing valuable input and feedback about resident matters, GME, and accreditation.

The required nomination documents vary slightly by Review Committee, but usually include:

- A letter of recommendation
- A statement of support from the program director
- Curriculum vitae
- Letter from the resident outlining his/her educational goals, professional interests, and intent to serve, if selected

Resident members must be enrolled in an ACGME-accredited residency or fellowship program at the time of appointment, and may not serve more than one year beyond completion of residency or fellowship.

Similar to the process of selecting non-resident members, the Review Committee reviews the nomination documents and selects one candidate to recommend for confirmation by the ACGME Board of Directors.

Appointment of Osteopathic Principles Committee Members, including Resident Members

The process takes approximately 12 months from the call for nominations until the member's term begins. The AOA nominates candidates for any vacant AOA position and the ACGME Executive Committee nominates candidates for any vacant allopathic position; the Osteopathic Principles Committee selects one candidate based on professional qualifications, geographic distribution, and Committee diversity to recommend to the ACGME Board of Directors for confirmation. Qualifications considered include:

- Appropriate specialty certification
- Active involvement in GME
- Substantial experience in administration and/or teaching (e.g., as a program director, active faculty member, or participating site director)
- Knowledge of the accreditation process
- Association with a program in good accreditation standing (i.e., a program that does not have probationary status)

Resident members must be enrolled in an accredited residency or fellowship program at the time of appointment, and may not serve more than one year beyond completion of residency or fellowship.

Individuals who meet these qualifications and are interested in serving on the Osteopathic Principles Committee should indicate their interest to the AOA or ACGME as appropriate.

Responsibilities of Review and Recognition Committee Members

During the six months before his/her term begins, a new member goes through an orientation process that includes:

- observing a Review or Recognition Committee meeting, as applicable; and,
- participating in the formal New Member Orientation.

Each member signs an agreement to:

- support ACGME policies and follow ACGME procedures;
- give priority to attending meetings;
- acknowledge the responsibilities related to the number of meetings, the workload, and other tasks associated with membership; and,
- be evaluated on his/her performance by the other members of the Review Committee and ACGME senior staff; this evaluation is shared with the applicable appointing organization.

Members complete the web-based ACGME Disclosure Form in compliance with ACGME policies and procedures related to fiduciary duty, conflict and duality of interest, and confidentiality.

Review and Recognition Committee members may not act for or on behalf of the Committee or the ACGME without explicit authorization by the ACGME. This does not preclude members from reporting on general Committee activities to appropriate organizations.

Ex-Officio Members

Each appointing organization may send one ex-officio member, without vote, to attend Review or Recognition Committee meetings. Ex-officio members are subject to the same conflict and duality of interest and confidentiality policies as voting members, and must complete the web-based ACGME Disclosure Form. An ex-officio member participates in policy discussion, but does not participate in program/sponsoring institutional review, except that the ex-officio member from the relevant certifying board can provide information on board score performance.

Terms

Review and Recognition Committee members serve six-year terms and resident members serve two-year terms, beginning in July of their appointment year. After completing his/her term, a member may not be appointed again to the same Review Committee.

Reference: ACGME Manual of Policies and Procedures, Section 9.00

ACCREDITATION COUNCIL FOR GRADUATE MEDICAL EDUCATION FACT SHEET

What is the Accreditation Council for Graduate Medical Education?

The ACGME is a private, non-profit, professional organization responsible for the accreditation of approximately 9,500 residency and fellowship programs and approximately 700 institutions that sponsor these programs in the United States. Residency and fellowship programs educate over 120,000 resident physicians in 130 specialties and subspecialties. The ACGME's mission is to improve health care and population health by assessing and advancing the quality of resident physicians' education through accreditation.

Why was the ACGME established?

The ACGME was established in 1981 out of a consensus need in the medical community for an independent accrediting organization for graduate medical education programs. Its forerunner was the Liaison Committee for Graduate Medical Education.

How is the ACGME governed?

The members of the ACGME Board of Directors are nominated by the American Association of Colleges of Osteopathic Medicine (AACOM), American Association of Medical Colleges (AAMC), American Board of Medical Specialties (ABMS), American Hospital Association (AHA), American Medical Association (AMA), American Osteopathic Association (AOA), and Council of Medical Specialty Societies (CMSS). The Board also includes two resident members, three public directors, the Chair of the Council of Review Committee Chairs, one-to-four at-large directors, and two non-voting federal government representatives. One appointed by the Department of Health and Human Services and the other by the Under Secretary for Health for the Veterans Health Administration.

The ACGME governance structure also includes a Council of Review Committee Chairs—consisting of the chairs of the 29 Review Committees—and a Council of Review Committee Residents—consisting of the resident members of each of the Review Committees and the Council of Public Members consisting of the public members of each Review Committee.

The ACGME Board of Directors includes several standing committees:

- Audit Committee
- Compensation Committee
- Awards Committee
- Committee on Finance
- Committee on Requirements
- Education Committee
- Executive Committee
- Governance Committee
- Journal Oversight Committee
- Monitoring Committee

What is a Review Committee?

A Review Committee is an ACGME committee that handles the accreditation activities for a specialty or Sponsoring Institution, and functions according to ACGME policies and procedures. Each Review Committee has 8-25 volunteers and meets two-to-three times per year. The function of a Review Committee and the Transitional Year Review Committee is 1) to set accreditation standards and 2) to provide peer evaluation of specialty and subspecialty residency and fellowship programs. The Institutional Review Committee 1) sets accreditation standards and 2) provides peer evaluation of the institutions that sponsor those residency and fellowship programs. The purpose of the evaluation is to assess whether the program or Sponsoring Institution is in substantial compliance with the published set of requirements, and to confer an accreditation status on these programs and Sponsoring Institutions.

What is a Recognition Committee?

A Recognition Committee is an ACGME committee that grants recognition of the osteopathic principles dimension of accredited programs that comply substantially with the Requirements for Osteopathic Recognition. The Osteopathic Principles Committee has 16 volunteer members, including one resident and an allopathic member, who meet several times a year.

What qualifications do ACGME Review and Recognition Committee members possess?

Each member of a Review or Recognition Committee—with the exception of the resident member and the public member—must be certified by the appropriate ABMS member board or the appropriate specialty board of the AOA; should be actively involved in GME; should demonstrate substantial experience in administration and teaching in the specialty (e.g., as a program director, an active faculty member, or a participating site director); should have knowledge of the accreditation process; and should be associated with a program in good standing with the ACGME.

Each member of the Institutional Review Committee—with the exception of the resident member and the public member—should possess demonstrated experience in educational administration, institutional oversight, and/or institutional review; and should be associated with a Sponsoring Institution that holds a status of Initial Accreditation or Continued Accreditation.

How do ACGME Review and Recognition Committee members manage conflicts of interest?

Review and Recognition Committee members serve six-year terms, except for resident members, who serve two-year terms. Review and Recognition Committee members do not represent the nominating bodies, but have a fiduciary responsibility to the ACGME and must act on behalf of the ACGME in all Committee matters. Members commit to support and comply with ACGME policies and procedures, including those regarding fiduciary duty, conflict and duality of interest, and confidentiality. They must not provide any type of consultation to accredited programs or sponsoring institutions during their tenure on the Committee.

How does the accreditation process work?

The work of reviewing specific programs or sponsoring institutions and making accreditation decisions is carried out by one and 29 Review Committees - one for each

major specialty, as well as one for transitional year programs, and one for institutions sponsoring accredited programs.

ACGME field staff representatives (site visitors) conduct site visits to programs and sponsoring institutions. Site visitors prepare reports about the programs or Sponsoring Institutions they review based on in-depth interviews with program directors, faculty members, residents/fellows, and designated institutional officials, as well as review of specified supporting documents.

Assigned Review Committee reviewers evaluate programs and Sponsoring Institutions based on the reports submitted by the site visitors, information submitted by the programs or sponsoring institutions, and related accreditation documents and data. The Review Committee meets to review this information and identify areas for improvement and areas of possible non-compliance with the requirements. The full Review Committee determines the appropriate accreditation decision for each program or Sponsoring Institution under review.

If they substantially comply with the ACGME requirements, new programs are granted Initial Accreditation and existing accredited programs are granted Continued Accreditation. Programs and Sponsoring Institutions that have deficiencies may be given a status of Continued Accreditation with Warning or Probationary Accreditation. Programs and Sponsoring Institutions that subsequently fail to demonstrate they have corrected deficiencies may have their accreditation withdrawn.

Programs and sponsoring institutions may appeal adverse accreditation actions to an Appeals Panel composed of volunteer physicians in the specialty, or, in the case of the Transitional Year Review Committee or Institutional Review Committee, physicians knowledgeable about transitional year programs or sponsoring institutions. Although Withdrawal of Accreditation is often preceded by Probationary Accreditation it's not mandatory pursuant to ACGME policies and procedures. Programs with egregious violations of program standards or that have experienced a catastrophic loss of resources may have their accreditation expeditiously withdrawn.

Is accreditation voluntary or mandatory?

Accreditation is voluntary. However, programs must be ACGME-accredited in order to receive graduate medical education funds from the Center for Medicare and Medicaid Services. Residents/fellows must graduate from ACGME-accredited programs to be eligible to take their board certification examinations, but candidates should check with each specialty board regarding the independent policy of each. In addition, many states require completion of one or more years in an ACGME-accredited program for physician licensure.