MEMORANDUM

TO: Orthopaedic Surgery Community

FROM: Pamela L. Derstine, PhD, MHPE
Executive Director, Review Committee for Orthopaedic Surgery

DATE: June 15, 2020

RE: Next Resident Member of the Review Committee for Orthopaedic Surgery

The Review Committee for Orthopaedic Surgery is requesting nominations for its next resident member to serve a two-year term July 1, 2021-June 30, 2023.

Qualifications of the Resident Member
The resident member must be enrolled in an ACGME-accredited orthopaedic surgery program at the time of the appointment and may not serve more than one year beyond completion of residency.

The resident member must have the ability to critically review residency program data in orthopaedic surgery in accordance with the guidelines established by the ACGME, and must be able to communicate resident issues to the Review Committee.

A resident member may not serve on two Review Committees simultaneously and must not be from the same state or institution as another member of the Review Committee. Currently these include:

- Mayo Clinic, Jacksonville, Florida
- Emory University, Atlanta, Georgia
- University of Kansas Medical Center, Kansas City, Kansas
- Johns Hopkins University, Baltimore, Maryland
- University of Michigan, Ann Arbor, Michigan
- Orthopaedic Specialists, PC, St. Louis, Missouri
- Dartmouth-Hitchcock Medical Center, Lebanon, New Hampshire
- University of Rochester Medical Center, Rochester, New York
- Wake Forest, North Carolina
- University of Pittsburgh Medical Center, Pittsburgh, Pennsylvania
- University of Vermont Medical Center, Burlington, Vermont

Responsibilities of the Review Committee Resident Member
The resident member participates as a full voting member in all Review Committee activities, including program review and policy discussion. The resident member is subject to the same Confidentiality, Conflict and Duality of Interest, and Fiduciary Responsibility Policies as other members. The resident member must work on projects as the need arises, and must be able to devote 15-20 hours to program review before each Review Committee meeting.

The resident member is also a member of the ACGME Council of Review Committee Residents (CRCR), which is composed of the resident members of each Review and Recognition Committee, and is very important to the ACGME because it provides valuable input and feedback to the ACGME Board about matters related to residents,
fellows, graduate medical education, and accreditation. The CRCR meets twice a year; dates are listed below.

*Note: It is the program director’s responsibility to ensure that the resident member will have sufficient time to review programs, attend Review Committee and CRCR meetings, and participate in activities of the Review Committee and the ACGME as expected. While this nomination is for a term that begins July 1, 2021, the resident member will start orientation/observation activities six months prior to the official start date, to include a formal orientation meeting and one Review Committee meeting.*

**Selection of Next Resident Member**
The Committee will review nominations in September 2020 and forward its selection to the ACGME Board of Directors for approval at its November 2020 meeting.

**To Submit a Nomination**
Interested residents must submit a statement describing their interest in and special qualifications for serving on the Review Committee to their program director along with a current curriculum vitae.

The program director must then submit the resident’s statement of interest along with a letter of recommendation that also confirms the resident will have sufficient time to review programs, attend Review Committee and CRCR meetings, and participate in activities of the Committee and the ACGME as expected.

Email nominations by August 31, 2020 to Associate Executive Director Jennifer Luna: jluna@acgme.org. A member of the Review Committee staff will confirm the nomination was received.

Program directors that submit a nomination will be notified of the selection by email after confirmation by the ACGME Board of Directors.

**Additional Information**
In conjunction with observational attendance at a Review Committee meeting on April 23-24, 2021 there will be a half-day New Member Orientation prior to or immediately following the Review Committee meeting.

Review Committee members must use electronic systems for reimbursement of expenses and many accreditation activities (e.g., program reviews). The resident member will travel two-three times per year to meet as a member of the Review Committee. These meetings last for one and one-half days. All related travel and meeting expenses are covered by the ACGME.

CRCR meetings are all-day sessions, requiring similar travel arrangements.

*Note: During and in response to the COVID-19 pandemic, conduct of in-person meetings will depend on ACGME organization-wide decisions and prioritization of the health and safety of staff members and volunteers. This information will be communicated as decisions are made.*

Information about the Review Committee for Orthopaedic Surgery and the ACGME can be found at www.acgme.org. Policies and procedures for Review Committees are located in the ACGME Manual of Policies and Procedures (located in the “About Us” section of the website).

Contact Associate Executive Director Jennifer Luna with specific questions: jluna@acgme.org or 312.755.5036.
**Notable Dates***

Nominations due: August 31, 2020

Review Committee selection made by: September 15, 2020

Program directors notified by: November 30, 2020

Review Committee meeting and orientation (observer): April 22-24, 2021
Chicago, Illinois

CRCR meeting (observing): May 2021 (TBD)
Chicago, Illinois

**Resident member’s term begins:** July 1, 2021

Review Committee meeting: Fall (TBD) 2021
Chicago, Illinois

CRCR meeting: September 2021 (TBD)
Chicago, Illinois

Review Committee meeting: January 21-22, 2022
Chicago, Illinois

Review Committee meeting: April 22-23, 2022
Chicago, Illinois

CRCR meeting: May 2022 (TBD)
Chicago, Illinois

Review Committee meeting: Fall (TBD) 2022
Chicago, Illinois

CRCR meeting: September 2022 (TBD)
Chicago, Illinois

**Resident member’s term ends:** June 30, 2023

*Note: During and in response to the COVID-19 pandemic, conduct of in-person meetings will depend on ACGME organization-wide decisions and prioritization of the health and safety of staff members and volunteers. This information will be communicated as decisions are made.*

CC: Jennifer Luna