



TO: Preventive Medicine Program Directors

FROM: Cindy Riyad, PhD
Executive Director
Review Committee for Preventive Medicine

DATE: May 17, 2024

RE: Next Resident Member of the Review Committee for Preventive
Medicine

The Review Committee for Preventive Medicine is requesting nominations for its next resident member. The resident member will serve a two-year term from July 1, 2025 - June 30, 2027.

Qualifications of the Resident Member

The resident member must be enrolled in an ACGME-accredited preventive medicine residency program at the time of appointment and must have at least one year of education and training left at the start of the term.

The Review Committee may have up to two members from the same state, but members cannot be from the same city/metropolitan area or institution as a current member of the Review Committee. At the time of the next resident member's appointment, the Review Committee membership represents the following:

- Centers for Disease Control and Prevention, Atlanta, Georgia
- Decatur Memorial Hospital, Mt. Zion, Illinois
- Mayo Clinic, Rochester, Minnesota
- NASA Johnson Space Center, Houston, Texas
- Smyrna, Georgia (Public Member)
- Uniformed Services University of the Health Sciences Program, Bethesda, Maryland
- University of Mississippi Medical Center, Jackson, Mississippi
- USAF School of Aerospace Medicine, Xenia, Ohio

Responsibilities of the 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 of interest, duality of interest, and fiduciary responsibility policies as the other members. The resident member must be able to devote 10-12 hours to program review before each Review Committee meeting.

The resident member is also a member of the Council of Review Committee Residents (CRCR). The CRCR is composed of the resident members of each

Review and Recognition Committee and is an important part of the ACGME because it provides valuable input and feedback to the ACGME Board of Directors about matters related to residents, graduate medical education, and accreditation from the resident/fellow perspective. The CRCR meets twice a year, typically in May and September.

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, 2025, the resident member will start orientation/observation activities eight months prior to the official start date.

To Submit a Nomination

To nominate a resident, please submit the following:

- ACGME Review Committee Resident Member Nomination Form (attached), to be completed by the resident/fellow and include the statement of intent
- Resident's full curriculum vitae
- Two letters of recommendation

The resident's statement of intent must include a response to the following question: "What are the two most important educational changes you believe are necessary for the specialty?" One of the two letters of recommendation must be from the nominee's program director and must include assurance that the resident member 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 to Associate Executive Director Rebecca Fessler at rfessler@acgme.org by July 31, 2024. A Review Committee staff member will confirm receipt of the nomination.

Selection of Next Resident Member

The Review Committee will review nominations in August 2024 and forward its selection to the ACGME Board of Directors for approval at its September 2024 meeting. All program directors who submit nominations will be notified of the selection by email after the ACGME Board meeting.

Additional Information

An orientation will be planned prior to the Review Committee's November 13-14, 2024 meeting, followed by participation in that meeting as an observer. Review Committee meetings usually last one to two days. The Review Committee meets twice per year, usually in November and April, and members must attend all meetings. All travel- and meeting-related expenses are covered by the ACGME.

Information about the Review Committee for [Preventive Medicine](#) 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](#) which can be found in the "About" section of the website.

Contact Associate Executive Director Rebecca Fessler with specific questions: rfessler@acgme.org.

Dates to Note

Nominations due:	July 31, 2024
Review Committee decision made:	August 2024
Program directors notified:	October 2024
Review Committee orientation:	November 2024
Review Committee meetings (observing):	November 13-14, 2024 March 27, 2025
Resident member term begins:	July 1, 2025
CRCR meeting:	September 2025
Resident member term ends:	June 30, 2027

ACGME Review Committee Resident Member Nomination Form

This form is to be completed by the resident/fellow and submitted by the nominator to Rebecca Fessler at rfessler@acgme.org.

Resident/Fellow Information

Name:

Institution Name and Address:

Telephone:

Email:

How did you hear about this position?

Name and contact information for the nominator (if not the resident/fellow or program director):

Program Director Name:

Program Director Email:

Provide a brief explanation of your interest in serving on this committee. Additionally, please include a response to the following question: "What are the two most important educational changes you believe are necessary for the specialty?" (Response may be provided in a separate document.)

Review Committee Function

- I understand that the Review or Recognition Committee is an ACGME Committee that functions according to ACGME Policies and Procedures. The committee is not an independent entity, nor does it belong to a specialty. The committee's function is to establish and revise ACGME accreditation or recognition requirements, subject to approval by the ACGME, and to provide a peer evaluation of residency/fellowship programs in its specialty and accompanying subspecialties or of the institutions that sponsor the specialty and subspecialty residency or fellowship programs. The purpose of the evaluation is to assess whether a program or Sponsoring Institution substantially complies with ACGME accreditation requirements (i.e., Sponsoring Institution and/or

program) and to confer an accreditation or recognition status to Sponsoring Institutions and programs relating to substantial compliance with those standards.

Council of Review Committee Residents Participation

I understand that joining a Review or Recognition Committee as a resident member qualifies me to join the Council of Review Committee Residents (CRCR). The CRCR is composed of the resident members of each Review and Recognition Committee and is an important part of the ACGME because it provides valuable input and feedback to the ACGME Board of Directors about matters related to residents, graduate medical education, and accreditation from the resident/fellow perspective. The Council meets twice annually. Attendance at Council meetings is encouraged.