

TO: Graduate Medical Education Community

FROM: Jennifer Luna, Associate Executive Director
Review Committee for Otolaryngology – Head and Neck
Surgery

DATE: July 17, 2023

RE: Solicitation of Public Member: Review Committee for
Otolaryngology – Head and Neck Surgery

The Review Committee for Otolaryngology – Head and Neck Surgery is soliciting nominees for its next public member.

A public member serves on the Review Committee to share the perspective of the public, foster accountability to the needs of the public, enrich the work of the Committee through outside expertise, and create transparency to the work of the Committee. The public member participates as a full voting member in all Review Committee activities, including program review and policy discussion. The public member must comply with the same confidentiality, conflict and duality of interest, and fiduciary responsibility policies as all other Review Committee members.

The Review Committee will solicit nominees based on the Committee's current needs while ensuring geographic distribution and gender, ethnic, and racial diversity among the Committee membership. Examples of areas of needed expertise include, but are not limited to, the following:

- a) Patient safety
- b) Public health
- c) Informatics
- d) Health care administration
- e) Advocacy
- f) Health policy
- g) Program evaluation
- h) Medical education/medical education research
- i) Statistics/epidemiology

In making its selection, the Committee will use the following criteria:

1. Nominees should have evidence of a distinguished and advanced career.
2. Nominees should have demonstrated a history of leadership and membership in public organizations.

3. Nominees must not be a physician; nurses and affiliated health care providers are permitted
4. Nominees must not be a member or employee of an organization that has a vested interest in the outcome of the work of the Review Committee (e.g., hospital with ACGME-accredited residency or fellowship programs).
5. Nominees must be able to ethically maintain the confidentiality of the work of the Review Committee.
6. Nominees must not be employed by the same program, institution, or affiliated institution as current Review Committee members.
7. Nominees must be skilled in the use of computers and electronic systems.
8. Nominees must be able and willing to devote sufficient time to the Review Committee's work.

The term of the Review Committee appointment is six years beginning July 1, 2024. The Review Committee meets two times per year for program review in January and April, and holds a virtual meeting in September to address business needs. The duration of January and April meetings is one-and-a-half days. The September meeting is two to three hours. Review Committee members typically devote 20-30 hours to program review before each meeting.

The selected candidate will be encouraged to attend two two-day meetings of the ACGME's Council of Public Members annually in May and November.

All meeting-related travel and expenses are covered by the ACGME.

The public member may not serve on two Review Committees simultaneously and must not be from the same state or institution as other members of the Review Committee. Currently these include:

- David Geffen School of Medicine at UCLA, Los Angeles, California
- Northwestern University, Chicago, Illinois
- University of Iowa, Iowa City, Iowa
- LSU Health Shreveport, Shreveport, Louisiana
- Children's Minnesota, St. Paul, Minnesota
- Washington University School of Medicine, St. Louis, Missouri
- Penn State Health, Hershey, Pennsylvania
- UPMC Mercy Hospital, Pittsburgh, Pennsylvania
- University of Tennessee Health Science Center, Memphis, Tennessee

If interested in submitting a nomination, contact Review Committee Associate Executive Director Jennifer Luna (jluna@acgme.org) for a nomination form or with any questions. Completed forms must be returned to Ms. Luna no later than August 25, 2023.