

ACGME Coordinator Advisory Group Group Charge

1. Purpose

The Coordinator Advisory Group serves as a consultative body to the ACGME administration concerning coordinator, graduate medical education, learning environment, and accreditation matters.

2. Responsibilities

a. The Coordinator Advisory Group meets twice per year, typically in May and September. Tentative dates are listed below and are subject to change.

- September 8-9, 2022
- May 4-5, 2023
- September 7-8, 2023
- May 2-3, 2024
- September 5-6, 2024
- May 1-2, 2025
- September 4-5, 2025
- May 7-8, 2026

b. Teleconferences may be scheduled between meetings as needed.

3. Committee Membership

a. The Coordinator Advisory Group is comprised of 12 members.

- (1) Three members each from: hospital-based, medical, and surgical specialties, with a balance in core residency and subspecialty fellowship programs
- (2) Three members who are institutional coordinators

b. Members must be nominated by the program director if they are program coordinators, or by the designated institutional official (DIO) if they are institutional coordinators.

- (1) Nominations for new members will be solicited via the ACGME *e-Communication*.
- (2) The nominating program director or DIO must submit the nomination packet.

c. Members will serve three-year terms, from July 1, 2023 through June 30, 2026. An orientation meeting will be held in May 2023.

4. Criteria for Selection

- a. Must be listed in ADS as either the program coordinator for an ACGME-accredited residency or fellowship program or as the institutional coordinator
- b. Minimum of five years' experience as a program or institutional coordinator
- c. Active involvement in specialty group preferred
- d. Academic interest (published or presented nationally) preferred

Note: Diversity of geography, type, and size of program and institution, specialty, professional experience, gender, race/ethnicity will be considered in the selection process.