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**Request for Member Nominations**

**Health Care Administration, Leadership, and Management  
Temporary Advisory Committee**

The Institutional Review Committee (IRC) seeks nominations for four open positions on a temporary advisory committee with a term beginning September 1, 2022 and ending June 30, 2024. ACGME Policies and Procedures specify that a committee may have a temporary advisory committee to review applications for accreditation from programs in a new specialty and make recommendations to the committee relating to those applications. Members of this temporary advisory committee would assist the IRC in reviewing applications for accreditation in the ACGME’s new Sponsoring Institution-based fellowship in health care administration, leadership, and management. ACGME Policies and Procedures specify that employees of ACGME Member Organizations[[1]](#footnote-1) may not serve as voting members of an ACGME committee.

When selecting nominees to recommend to the ACGME Board of Directors, the IRC will consider skills, professional qualifications, geographic representation, individual diversity of current members, and diversity of professional backgrounds.

The IRC values diversity and seeks to include perspectives from a variety of institutional settings. The IRC affirms its commitment to choosing members who reflect the diversity of health care executives, Sponsoring Institutions, and the GME community.

The IRC will consider nominees with respect to the following criteria:

1. **Health Care Executive Experience.** Nominees must have current or previous experience as a health care executive, such as a chief executive officer, chief quality officer, chief nursing officer, or chief medical information officer.
2. **Geographic Distribution.** The IRC can appoint no more than two concurrent members from the same state. No more than one member can be appointed from the same Sponsoring Institution or city/metropolitan area (i.e., core-based statistical area as defined by US Office of Management and Budget). Accordingly, individuals should not be nominated from the following Sponsoring Institutions, locations, or associated core-based statistical areas:

* Family Medicine Residency of Idaho, Boise, Idaho
* Hackensack Meridian Health, Neptune, New Jersey
* Henry Ford Hospital, Detroit, Michigan
* Howard University Hospital, Washington, DC
* Legacy Health, Portland, Oregon
* Mike O'Callaghan Military Medical Center, Nellis Air Force Base, Nevada
* Moseley, Virginia
* St. Luke’s University, Bethlehem, Pennsylvania
* Summa Health, Akron, Ohio
* The Medical Center Navicent Health, Macon, Georgia
* University of Kentucky College of Medicine, Lexington, Kentucky
* University of Oklahoma College of Medicine, Oklahoma City, Oklahoma
* University of Washington, Seattle, Washington

1. **Computer Skills.** Nominees must be able to use common software (e.g., Microsoft Word, Adobe Acrobat Reader), as well as the ACGME’s web-based software for conducting committee activities. Nominees must be able to participate in remote meetings, and to use common remote meeting platforms (e.g., Zoom, Skype, Microsoft Teams).
2. **Time Commitment.** Nominees must be able to devote sufficient time to the Advisory Committee’s work. Members must attend all committee meetings; the IRC typically meets three or four times per year. The Advisory Committee’s meeting agendas consist of Sponsoring Institution-based fellowship application and data reviews, and other committee business. Advisory Committee members will be expected to commit to 1.5 days of committee work during each meeting; exact dates of member participation are subject to modification. Committee meetings are typically held in winter, spring, and fall of each year. If there is a fourth meeting, it is typically held in late summer. Relevant meeting dates are as follows:

* October 18-21, 2022, Chicago, Illinois
* January 3-6, 2023, Chicago, Illinois
* May 2-5, 2023, Chicago, Illinois
* October 10-13, 2023, Chicago, Illinois
* January 16-19, 2024, Chicago, Illinois
* May 21-24, 2024, Chicago, Illinois

1. **Ability to Fulfill Advisory Committee Responsibilities.** The duration of Advisory Committee meetings will typically be two days (including travel). Committee work also includes periodic conference calls.

In addition to traveling to and attending all Advisory Committee meetings, specific work assignments of members include: completing fellowship review assignments for presentation; additional discussion via email and/or special conference calls (as needed); and pre-meeting review of agenda items and related documents.

\**Note: During and in response to the COVID-19 pandemic, conduct of in-person meetings and masking policies 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.*

*To gain entry to the ACGME office at 401 North Michigan Avenue in Chicago, the ACGME has developed the following vaccination policy. Everyone, including volunteers, visitors, employees, and contractors, needs to be fully vaccinated, including a booster, and must show proof of COVID-19 vaccination and booster. The CDC defines “fully vaccinated” as follows:*

* *Two weeks after second dose in a two-dose series, such as the Pfizer or Moderna vaccine; or,*
* *Two weeks after a single-dose vaccine, such as the Johnson & Johnson Janssen vaccine.*

Nominations must include a complete Health Care Administration, Leadership, and Management Advisory Committee Nomination Form. The Nomination Form and the nominee’s full curriculum vitae must be submitted by email to [irc@acgme.org](mailto:irc@acgme.org) by **Friday,** **July 29, 2022**. The inclusion of a nomination letter is optional, and self-nominations are accepted.

Nominees who are selected will sign an agreement with the ACGME and complete a disclosure form annually (the disclosure form identifies any relationships, positions, or circumstances in which nominees are involved that they believe could contribute to an actual or apparent conflict or duality of interest). New members will complete these documents at or before attending a meeting. A sample Advisory Committee Member Agreement and ACGME Policies and Procedures that pertain to committee membership are available for review.

Information about the IRC and the ACGME can be found on the ACGME website, [www.acgme.org](http://www.acgme.org). ACGME policies and procedures can be found at <http://www.acgme.org/About-Us/Policies-and-Related-Materials>.

1. The ACGME has seven Member Organizations: American Board of Medical Specialties (ABMS); American Hospital Association (AHA); American Medical Association (AMA); Association of American Medical Colleges (AAMC); Council of Medical Specialty Societies (CMSS); American Osteopathic Association (AOA); and American Association of Colleges of Osteopathic Medicine (AACOM). [↑](#footnote-ref-1)