



TO: Medical Genetics and Genomics Program Directors

FROM: Cindy Y. Riyad, PhD
Executive Director
Review Committee for Medical Genetics and Genomics

DATE: June 23, 2023

RE: Next Resident Member of the Review Committee

The Review Committee for Medical Genetics and Genomics is requesting nominations for its next resident member. The resident member will serve a two-year term from July 1, 2024 to June 30, 2026.

Qualifications of the Resident Member

At the time of appointment, the resident member must be enrolled in an ACGME-accredited medical genetics or genomics residency program or a combined program approved by both the American Board of Medical Genetics and Genomics and the other appropriate American Board of Medical Specialties (ABMS) member board. The resident member must have at least one year of residency remaining 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 institution or city/metropolitan area. Accordingly, individuals should not be nominated from the following institutions and areas:

- Brigham and Women's Hospital; Boston, Massachusetts
- Case Western Reserve University/University Hospitals of Cleveland; Cleveland, Ohio
- Children's Hospital of Philadelphia; Philadelphia, Pennsylvania
- Detroit Medical Center/Wayne State University School of Medicine; Detroit, Michigan
- Emory University School of Medicine; Atlanta, Georgia
- Marietta, Georgia (Public Member)
- Medical College of Wisconsin; Milwaukee, Wisconsin
- National Institutes of Health/National Human Genome Research Institute; Bethesda, Maryland
- University of Alabama at Birmingham; Birmingham, Alabama
- University of Nebraska Medical Center; Omaha, Nebraska

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.

Resident members must be able to devote approximately 10 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 Committee and is an important part of the ACGME as 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 Committee and ACGME as expected. While this nomination is for a term that begins July 1, 2024, the resident member will start orientation/observation activities approximately six months prior to the official start date.

To Submit a Nomination

To nominate a resident, submit the following:

- Resident's Nomination Form (below) with statement of intent and purpose
- 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.

E-mail nominations to Associate Executive Director Rebecca Fessler at rfessler@acgme.org by **August 1, 2023**. Rebecca will confirm receipt of nominations.

Selection of Next Resident Member

The Review Committee will review nominations in August 2023 and forward its selection to the Board of Directors for approval at its September 21-23, 2023 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 December 7-8, 2023 meeting, followed by participation in the meeting as an observer. Committee meetings are usually one to one-and-a-half days in length, based on the business agenda. The Review Committee meets twice per year, in December and April, and members must attend all meetings. All travel- and meeting-related expenses are covered by the ACGME.

More information about the ACGME can be found at www.acgme.org. Information specific to the Review Committee for Medical Genetics and Genomics is on the [specialty section](#) of the ACGME website. Review Committee policies and procedures can be found in the [ACGME Manual of Policies and Procedures](#).

Contact Rebecca with questions via email at rfessler@acgme.org or via phone at 312.755.7056.

Key Dates

(Note: dates are subject to change, but advanced notice will be given)

Nominations due:	August 1, 2023
Review Committee meeting (observing):	December 7-8, 2023
Review Committee meeting (virtual; observing):	April 2, 2024
Resident member's term begins:	July 1, 2024
CRCR meeting:	September 2024
Review Committee meeting:	December 12-13, 2024
Review Committee meeting:	April 1, 2025
CRCR meeting:	May 2025
CRCR meeting:	September 2025
Review Committee meeting:	December 2025
Review Committee meeting:	April 2026
CRCR meeting:	May 2026
Resident member's term ends:	June 30, 2026

ACGME Review Committee Resident Member Nomination Form

Email this completed form, a signed letter of recommendation, and the resident/fellow nominee's CV 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.

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 serves as an advisory body to the ACGME concerning resident matters, graduate medical education (GME), and accreditation. The Council is composed of the current resident members of the ACGME Board of Directors and each Review Committee. The Council meets twice annually. Attendance at Council meetings is encouraged.