

TO: Allergy and Immunology Program Directors

FROM: Louse Castile, MS
Executive Director, Review Committee for Allergy and Immunology
lcastile@acgme.org

DATE: June 5, 2023

RE: Next Resident Member of the Review Committee for Allergy and Immunology

The Review Committee for Allergy and Immunology is requesting nominations for its next Resident Member.

Qualifications of the Resident Member

Nominees must be enrolled in a residency or fellowship program at the time of the appointment and may not serve more than one year beyond completion of that residency or fellowship. The term of appointment is two years. Upon completion of a two-year term, the individual may not be appointed again to the same Review Committee.

Resident Members may not serve on two Review Committees simultaneously and must not be from the same state or institution as another member of the Review Committee. Currently these include:

University Hospitals Rainbow Babies and Children's Hospital Cleveland, Ohio	Perelman School of Medicine University of Pennsylvania Philadelphia, Pennsylvania
Augusta University Augusta, Georgia	Allergy, and Critical Care Medicine Pittsburgh, Pennsylvania
University of Rochester Rochester, New York	Nationwide Children's Hospital Columbus, Ohio
National Institute of Health Bethesda, Maryland	Western Technical College LaCrosse, Wisconsin

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 complying with the same confidentiality, conflict of interest, duality of interest, and fiduciary responsibility policies as the other members. Resident Members must be able to devote an estimated 15-20 hours to program review before each Review Committee meeting.

The Resident Member is also a member of the ACGME Council of Review Committee Residents (CRCR). The CRCR is composed of the Resident Member(s) of each Review 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 and fellows, graduate medical education, and accreditation from the resident/fellow perspective. The CRCR meets twice a year.

Note: It is the responsibility of the program director of the Resident Member's residency or fellowship to ensure the individual will have the necessary time to review programs, attend Review Committee and CRCR meetings, and participate in activities of the Review Committee and the ACGME as required for Review Committee members. While this nomination is for a term that officially begins July 1, 2024, the resident/fellow will begin participating in activities three months prior to that start date to observe one CRCR and one Review Committee meeting.

Selection of Next Resident Member

The Review Committee will review nominations in October 2023 and will forward its selection to the ACGME Board of Directors for approval in November.

To Submit a Nomination

Provide the following information to Accreditation Administrator Ms. Deneen McCall, dmccall@acgme.org, by **September 30, 2023**:

- The names of nominees
- Full Curriculum Vitae for each nominee
- Letter of support from each nominee's program director ensuring that the individual 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

If your organization's process for selecting nominees (if applicable) will not accommodate the requested deadline, notify Ms. McCall as soon as possible.

Additional Information

Relevant Review Committee meeting dates:

Review Committee meeting to observe	March 2024
Two Review Committee meetings per year	January and March

CRCR meetings are all-day sessions, and the Resident Member will have to schedule travel plans accordingly, including flying to Chicago on the day before the meeting and flying out the evening of the meeting.

Two CRCR meetings per year	May and September
----------------------------	-------------------

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

Information about the Review Committee for Allergy and Immunology, as well as the ACGME, can be found at www.acgme.org. [Policies and Procedures for Review Committees](#) can be found in the **About** section of the website.

Email Ms. McCall, dmccall@acgme.org, with specific questions.