July 29, 2014

RE: Nominations to Residency Review Committee for Neurological Surgery

As the American Osteopathic Association (AOA) transitions to a new accreditation system, we are looking for volunteer representatives for the Residency Review Committees (RRCs). The Residency Review Committees are charged with proposing requirements for revising residency program accreditation standards and ensuring compliance with standards by individual programs.

Beginning next year, the AOA will have one representative on the RRC for Neurological Surgery. The new member’s term will begin July 1, 2015. With the exception of the resident member, Review Committee members are appointed for a six-year term. The AOA must supply two nominees for the RRC to consider. I am requesting that your organization submit at least two nominees to the AOA for consideration. Below are specific criteria for our nominees.

The Review Committee will select the nominee based on the Committee’s current needs, professional qualifications, geographic distribution and diversity in gender and race, then send their recommendation for confirmation by the ACGME Board of Directors, which will also include osteopathic representation. In making its selection, the Committee will assess each nominee’s qualifications according to the following criteria:

1. Nominees must be currently certified in the specialty by the American Osteopathic Board of Surgery.

2. Although a Review Committee can have up to two members from the same state, they cannot be from the same institution or city/metropolitan area. Accordingly, individuals should not be nominated from the following institutions:
   - Stanford University Medical Center, Stanford, CA
   - Emory University School of Medicine, Atlanta, GA
   - Indiana University School of Medicine, Indianapolis, IN
   - University of Michigan, Ann Arbor, MI
   - Columbia University/New York Presbyterian Hospital, New York, NY
   - Oregon Health and Science University, Portland, OR
   - The University of Pennsylvania School of Medicine, Philadelphia, PA
   - UT Southwestern Medical Center, Dallas, TX

3. Nominees must have at least three years’ experience as a program director and have demonstrated interest in competency assessment.
4. Each nominee’s program must have an accreditation status in good standing.

5. Nominees must participate in major meetings of their specialty societies, and/or have current or past association with graduate medical education.

6. Nominees must also meet the following criteria:
   a. Evidence of national leadership in neurological surgery
   b. Service in national professional organizations
   c. Scholarly activity within the specialty of neurological surgery

7. Prior membership of the nominee in an AOA Board certifying Neurological Surgeons is desired.

8. Nominees must be skilled in the use of computers. RC members must use electronic systems for many accreditation activities, including program reviews, and reimbursement of expenses.

9. Nominees must have knowledge and skills in analysis of data sets and a basic knowledge of interpreting statistics regarding resident experience and program performance for accreditation.

10. Nominees must be able to devote sufficient time to the Review Committee’s work. Specifically, RC Members must attend all Review Committee meetings. The RC meets two times per year, usually in January and June. The duration of each meeting is approximately one-and-one-half days to two full days. All travel expenses are paid.

11. Nominees will need sufficient time to fulfill their responsibilities to the RC. These responsibilities include an estimated 30-45 hours for program review assignments (up to 10 full reviews per meeting), subcommittee work as assigned, preparation time for each RC meeting to review agenda items and related documentation, and actual travel/attendance to each RC meeting.

Anticipated meeting dates for the new member are as follows:

- Review Committee Meeting to observe*: June 2015
- ACGME Orientation: Spring 2015
- Two Review Committee Meetings per year: usually during January and June
- One or more conference calls to handle interim business as necessary

*One does not become a full voting member of the RC until having attended orientation and acted as an observer at one meeting.

Nominees who are confirmed to become Review Committee members will sign an agreement with the ACGME and annually complete a disclosure form identifying any relationships, positions or circumstances in which s/he is involved that s/he believes could contribute to an actual or apparent conflict or duality of interest. New members will sign the agreement at the time of ACGME Review Committee Annual New Member Orientation.
Information about the Review Committee for Neurological Surgery and the ACGME can be found at www.acgme.org. Policies and procedures for Review Committees are located in the ACGME Manual of Policies and Procedures in the "Graduate Medical Education (Policies)" section of the website.

To submit nominees, please complete the Neurological Surgery RRC Nomination Form and send it, along with a full Curriculum Vitae, to RRC@osteopathic.org by Aug. 25, 2014.

The AOA President’s Advisory Group will review the nominations and forward its recommendations to me. I will make a selection and forward it on to the AOA Executive Committee for approval before sending nominations to the RRC.

Any additional questions you may have can be addressed to the RRC@osteopathic.org email address. I look forward to your nominations.

Sincerely,

Robert S. Juhasz, DO
AOA President

CC: Adrienne White-Faines, MPA, Executive Director and CEO
James E. Swartwout MA, Associate Executive Director