

September 20, 2017

To: The Osteopathic Community

From: Adrienne White-Faines, MPH Executive Director and CEO
American Osteopathic Association

Re: Nominees for the Osteopathic Principles Committee

On June 30, 2018, the terms of six members nominated by the AOA to the Osteopathic Principles Committee will end. The ACGME requests that the AOA provide two nominees for the Osteopathic Principles Committee to consider for each position being vacated. The committee will select six nominees to recommend for confirmation by the ACGME Board of Directors. These new members will serve a six-year term to begin July 1, 2018.

If you are interested in serving on the Osteopathic Principles Committee, please:

- Complete the Applicant/Nominee Form, and
- Submit your CV with the Application by November 10, 2017, to Jim Swartwout at:

jswartwout@osteopathic.org

Below are more details on the qualifications being sought by the ACGME.

The Osteopathic Principles Committee will select the nominees based on the Committee's current needs, professional qualifications, geographic distribution, and diversity in gender and race. The OPC will then send its recommendations forward to the ACGME Board of Directors for confirmation. In making its selection, the Committee will assess each nominee's qualifications according to the following criteria:

1. Nominees must have current certification through an American Osteopathic Association (AOA) specialty certifying board or a member board of the American Board of Medical Specialties (ABMS).
2. ACGME policy specifies that employees of the Recognition Committee's Appointing Organization may not serve as voting members of the Recognition Committee.
3. Recognition Committees can have up to two members from the same state, but these individuals cannot be from the same institution or city/metropolitan area. Accordingly, individuals should not be nominated from the following institutions and areas:
 - A.T. Still University School of Osteopathic Medicine – Mesa, AZ
 - Baylor College of Medicine – Houston, TX
 - Idaho College of Osteopathic Medicine - Meridian, ID
 - Ohio University – Dublin, OH
 - Oklahoma State University – Tulsa, OK
 - Osteopathic Heritage Corporation – Spring Hill, FL
 - Saint Catherine of Siena Medical Center – Smithtown, NY
 - St. John Macomb/Ascension Health – Warren, MI

- Touro University Nevada – Henderson, NV
 - University of Wisconsin – Madison, WI
4. Nominees must be skilled in the use of computers. Recognition Committee members must use electronic systems for program reviews, reimbursement of expenses, and many Recognition-related activities.
5. Nominees must be able to devote sufficient time to the Osteopathic Principles Committee's work. The Osteopathic Principles Committee meets three to four times per year, and via teleconference as needed. The duration of these meetings is two to three days, which may include any combination of weekdays and weekends. Members are expected to attend all Committee meetings and teleconferences. In addition, new members are expected to attend one meeting prior to their appointment in order to observe Committee activities.
6. Nominees must have sufficient time to review program information (an estimated 10-30 hours of work for each meeting), to participate in subcommittee work (as assigned), and to prepare for each Committee meeting by reviewing agenda items and related documents. Applicants will also need to set aside the time needed to travel to each Committee meeting and to participate in other Committee activities.
7. Applicants should be actively involved in osteopathic graduate medical education, should demonstrate substantial experience in administration and/or teaching, preferably in an ACGME-accredited program with Osteopathic Recognition.

Additional characteristics desired, but not required: Nominees with current board certification in the following specialty and subspecialty areas are strongly desired:

- Internal Medicine Subspecialty
- Pediatrics
- Physical Medicine & Rehabilitation
- Orthopaedic Surgery

Information about the Osteopathic Principles Committee and the ACGME can be found at www.acgme.org. Policies and procedures for Recognition Committees are located in the [ACGME Manual of Policies and Procedures](#) located in the About Us section of the website, under "Policies and Related Materials."

The nominees who are confirmed to become Osteopathic Principles Committee members will also sign an agreement with the ACGME and annually complete a disclosure form identifying any relationships, positions, or circumstances in which he or she is involved that he or she believes could contribute to an actual or apparent conflict or duality of interest.

ACGME Recognition Committee Applicant/Nominee Form

Applicants/Nominees: E-mail this completed form and your complete and current curriculum vitae to Jim Swartwout at jswartwout@osteopathic.org

Nominee Information

| | |
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| Name | <input type="text"/> |
| Name of Employer | <input type="text"/> |
| Address of Employer | <input type="text"/> |
| City, State, and Zip of Employer | <input type="text"/> |
| Telephone | <input type="text"/> |
| E-mail Address | <input type="text"/> |
| Medical School/Year Graduated | <input type="text"/> |
| Medical Specialty: | <input type="text"/> |
| Board Certification(s) | <input type="text"/> |
| Current Professional Position and Description of Responsibilities | <input type="text"/> |
| Current Academic Appointment(s) | <input type="text"/> |
| Describe any current or past involvement in graduate medical education not listed in your professional responsibilities above. | <input type="text"/> |
| List any leadership positions in graduate medical education at the local/state/national level. | <input type="text"/> |
| List principal professional specialty society memberships. | <input type="text"/> |
| What are the two most important educational changes that you believe are necessary in Osteopathic Recognition? | <input type="text"/> |
| What special qualifications and/or perspectives would you bring to the ACGME Osteopathic Principles Committee? | <input type="text"/> |
| Please describe any current or past employment or family relationship that you have with any of the current members of the Osteopathic Principles Committee (e.g., supervisor; direct report; marriage; relative). | <input type="text"/> |
| Have you previously served on an ACGME Committee? If so, list the specialty and duration of service. | <input type="text"/> |