



**Nomination Form**  
**ACGME International Award: Staff**

Nominee Contact Information	Nominator Contact Information
<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>City, State:</b>	<b>City, State:</b>
<b>Country, Postal Code:</b>	<b>Country, Postal Code:</b>
<b>Telephone:</b>	<b>Telephone:</b>
<b>E-mail:</b>	<b>E-mail:</b>
<b>Name of Institution:</b>	<b>Name of Institution:</b>
<b>Nominee's Current Position:</b>	<b>Description of relationship to nominee, including length of relationship:</b>
<b>Number of Years Devoted to Career:</b>	
<b>Letters of Support:</b> <i>(List name, title, and affiliation, e.g., hospital, medical school, university, etc.)</i>	
<ol style="list-style-type: none"> <li>1. Nominator (same individual as listed above):</li> <li>2. Program faculty member (e.g.; program director, designated institutional official DIO), etc.):</li> <li>3. Senior resident or fellow:</li> </ol>	

**Please scan the support letters and the nomination form and send in one PDF file via e-mail to Melissa Jacobsen: [mjacobson@acgme-i.org](mailto:mjacobsen@acgme-i.org)**

All nominations must be e-mailed before **Saturday, 14 June 2025, 17:00 Chicago time**.  
**Nominations received after the deadline will not be considered.**

## ACGME International Award:

### Staff Checklist for Nomination Materials

#### Eligibility Requirements

*Requirements must be met at the time of the nomination submission; Deadline: 14 June 2025*

- Current institutional coordinator or program coordinator for an ACGME-I-accredited Sponsoring Institution, residency, or fellowship
- Program or institution holds a status of Initial Accreditation or Continued Accreditation
- Has at least five years of experience in a staff position exclusively supporting education

The ACGME-I recognizes that coordinators may have many different titles (e.g., program administrator, residency coordinator, manager, assistant director, etc.), and that the title is often institution- or program-dependent. Generally, this category refers to the individual who supports the program director or DIO, manages the day-to-day operations of the residency or fellowship program or institution as they relate to graduate medical education (GME), and is actively involved in the ACGME-I functions of the institution or program.

#### Criteria for Selection

- meet eligibility requirements
- integral involvement in the transition to ACGME-I accreditation, to include:
  - organization of GME or departmental systems to comply with the accreditation requirements (e.g., collection of data, coordination of faculty, medical education leadership, program evaluation, resident activities)
  - participation in institutional/regional/national coordinator activities and mentorship of others in this role
  - creation of accreditation documents in a professional, prompt, and accurate manner
- demonstrate excellent communication and interpersonal skills
- possess solid understanding of the ACGME-I accreditation process
- superior skills in the organization and coordination of ACGME-I accreditation needs

#### Nomination Instructions

Three components are required for nomination:

1. A completed Nomination Form
2. Three letters of support (each letter must be 500 words or less)
3. A current Curriculum Vitae

#### About the Letters of Support

- Letters should be addressed to ACGME Awards Committee.
- One of the letters must be from the nominator.
- One of the letters must be from the program director or DIO.
- One of the letters must be from a current senior resident or fellow.
- Letters should address aspects of the nominee's contributions that are noted in criteria for selection.
- The letters should show how the nominee has impacted the institution/program in order to accomplish ACGME-I accreditation.