



Nomination Form
ACGME International Award: Staff

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

Please scan the support letters and the nomination form and send in one PDF file via e-mail to Melissa Jacobsen: mjacobsen@acgme-i.org

All nominations must be e-mailed before **Sunday, 15 May 2022, 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: 15 May 2022

- 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.

Nominations will be valid for three cycles of awards.