

COUNCIL ON PODIATRIC MEDICAL EDUCATION

AGENDA GUIDE FOR INSTITUTIONS ELIGIBLE FOR ON-SITE EVALUATION

FELLOWSHIP PROGRAMS

A schedule that identifies individuals to be interviewed by the evaluation team must be prepared by the sponsoring institution(s) and forwarded to the Council office at least three weeks prior to the on-site visit. Council staff will then forward the agenda to the evaluation team. The following guidelines are to be used in preparing the agenda.

- Depending on the category of training program(s) being evaluated, the number of fellows participating in the program(s), and the number of facilities involved, a minimum of six-eight hours is required to evaluate a podiatric fellowship program. When multiple institutions are involved in providing fellowship training, the evaluation team may need to meet with personnel involved at multiple sites. Contact the Council office for further details regarding programs sponsored by multiple institutions.
- The evaluation team does not conduct any meetings related to the on-site evaluation prior to the actual scheduled date and time of the visit. All meetings occur at the institution(s) being visited and occur on the scheduled day of the evaluation.
- The on-site evaluation should begin as early in the day as possible to enable thorough review of the program and allow flexibility in scheduling required components of the evaluation. An appropriate meeting room must be arranged for the evaluation team to conduct its interviews; this is usually best provided through the sponsor's administrative office (e.g., board room, conference room). The room provided must be private and secure.
- In order that the evaluation team may assess the extent to which curriculum content meets standards established by the profession, the agenda for the on-site evaluation requires that key participants in the training program be interviewed (these individuals are identified below in boldface print). Interviews must be conducted in person; the Council does not permit telephone interviews. Further, failure to provide the appropriate representatives may cause cancellation of the visit and may jeopardize approval of the program.

The following guidelines are provided in determining order and lengths of interviews (all items in bold are required; the time listed for interviews is approximate):

1. **Fellowship program director**: One-hour interview to be scheduled at the beginning of the evaluation. The program director must be available to the team throughout the entire evaluation.
2. Confidential interviews with administrative and teaching staffs. The program director must not be present for these interviews. The following are not in a specific order:
 - a. **Chief executive officer(s) of the sponsoring/co-sponsoring institution(s) or designated representative(s)**: 10-20 minutes.
 - b. **Director of medical education (if the sponsoring/co-sponsoring institution(s) has(ve) such a position) or a designated representative**: 15-20 minutes.
 - c. **On-site coordinators (if secondary institutions or facilities are utilized in the program and the program director does not participate actively at the affiliated institutions)**: 20-30 minutes for each individual.

- d. **Chiefs of medical and/or surgical staffs:** 15-25 minutes for each individual.
 - e. **Podiatric and medical/osteopathic staffs:** 10-20 minutes for each individual. Interviews should be conducted individually; group interviews may be appropriate if approved in advance by the chair of the team. Podiatric staff should include representative members who are involved in the training program. **Medical/osteopathic staff must represent each training experience provided.**
3. Interview(s) with representative(s) of the nursing and/or ancillary staffs: 10-20 minutes.
 4. Tour of the physical facilities: 10-20 minutes.
 5. Executive session of evaluation team to prepare for summation review: 30-45 minutes.
 6. Summation review of evaluation team findings with the program director and the chief administrative officer(s) of the institution(s): 15-30 minutes.

NOTE: The sponsoring institution(s) should provide the team copies of any information updated since submission of the application for provisional approval, as well as the following documents (if applicable):

- a. Copy of fellow training manual, if applicable.
- b. Copy of employee handbook, if applicable.

SAMPLE AGENDA

St. Servatus Hospital
Podiatric Dermatology Fellowship
Friday, October 8, 2008
Conference Room, 5th Floor

Evaluation Team: Michael Kildare, DPM
Kim Welby, DPM

8:00 a.m. Mary Ann Gray, DPM, Fellowship Program Director
9:00 a.m. James Purnell, Chief Administrative Officer
9:20 a.m. Martin Levine, MD, Director of Medical Education
9:40 a.m. Amy Gunther, MD, Chief of Medical Staff
9:55 a.m. Carl Crawford, MD, Chief of Surgery
10:10 a.m. Alex Valdes, DPM
10:20 a.m. Karen Calden, DPM
10:30 a.m. Fred Willmer, DPM
10:40 a.m. Lucinda Mills, DPM
10:50 a.m. Robert Auerbach, MD, Pathology
11:10 a.m. Isabelle Woods, MD, Dermatology
11:20 a.m. Anthony Randall, PhD, Research
11:40 a.m. Janna Landry, MD, General Surgery
12:05 p.m. Lunch (may be a working lunch, as per team chair)
12:45 p.m. Tour of the facility
1:15 p.m. Timothy Field, MD, Endocrinology
1:30 p.m. William McGuire, MD, Plastic Surgery
1:45 p.m. David Strobl, MD, Medical Imaging
2:00 p.m. Stephen Greene, MD, Geriatrics
2:15 p.m. June D'Amico, MD, Dermatology
2:30 p.m. Executive Session of Evaluation Team
3:00 p.m. Summation Review with Fellowship Director and CEO