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Program Director Newsletter

January 4, 2016

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Meeting Dates

The Council on Podiatric
Medical Education has
scheduled its spring 2016
meeting for April 29-30.

**The Residency
Review Committee
is scheduled to
meet March 4-5,
2016.**

Updated Residency Policies Document

The *Residency Policies of the Residency Review Committee* document has been organized and updated to reflect outcomes from recent RRC meetings. The document serves to clarify and further define items related to the requirements identified in CPME 320, *Standards and Requirements for Approval of Podiatric Medicine and Surgery Residencies*, and 330,

Procedures for Approval of Podiatric Medicine and Surgery Residencies.

The document includes two sections, Standards and Requirements, organized chronologically by standard and dates, and Procedures, organized by topic and date. The document is available online on www.cpme.org.

Program Annual Assessment Fee Increase (2016-2017)

Effective July 1, 2013, the annual assessment fee was increased from \$1,750 to \$2,400 to include all on-site evaluation costs, eliminating the \$1,500 pre-evaluation fee and additional costs incurred by the on-site team that exceeded the pre-evaluation fee. The fee has remained the same for the past three years.

During its October 2015 meeting, the Council increased the annual assessment fee to \$2,650, effective July 1, 2016. The \$100 fee per authorized position (whether active or inactive) remains the same.

Updated Residency Documents

During its April 24-25, 2015 meeting, the Council adopted revisions to the standards and procedures for residency programs. The revised documents, CPME 320 and 330, became effective July 1, 2015.

Programs scheduled for on-site evaluation beginning with the 2015 fall cycle and those programs requested to provide progress reports for review in 2016 are expected to comply with the revised documents. In addition to CPME 320 and CPME 330, several forms also have been revised.

These forms include the following:

- ◆ CPME 309, *Application for Provisional Approval*
- ◆ CPME 310, *Pre-Evaluation Report*
- ◆ CPME 345, *Application for Increase in or Reclassification of Residency Positions*
- ◆ CPME 370, *Evaluation Team Report for Podiatric Medicine and Surgery Residencies*

Increase In Positions

The Council encourages each approved residency to consider whether it has the capacity to request an increase in positions for the 2016-2017 training year.

An institution sponsoring an approved podiatric residency program that is considering an increase in positions for the 2016-2017 training year must receive authorization from the Residency Review Committee prior to activation of the positions. The effective authorization date of increased residency positions is no earlier than the date on which the program has both authorization of the increase and the additional resident(s) in place. A program for which probationary approval has been granted may not request an increase in positions.

Please see pages 22 and 23 in CPME 330 for a complete description of the Council's process for considering increases in residency positions. The *Application for Increase in Positions* (RRC/CPME 345) is available on the Council's website at cpme.org, under residencies.

COTH-CPME Residency Director Workshop

CPME is pleased to announce that a residency director workshop will be conducted at the APMA Annual Scientific Meeting in collaboration with the AACPM Council of Teaching Hospitals.

APMA has informed the Council that the registration fee for program directors will be offered at a reduced rate of \$299.



Become a Residency Program On-site Evaluator

One of the most important components of the CPME residency approval process is the team site visit. The site visit is a peer-review process that helps to enhance the quality of education by assessing a program's compliance with CPME standards and requirements. CPME is committed to ensuring each evaluator possesses appropriate experience and skills essential to the evaluation process. CPME residency evaluators must be certified by one or both of the specialty boards recognized by the Joint Committee on the Recognition of Specialty Boards and must be either program directors or active faculty members of CPME-approved residencies.

Prior to participating as a member of a team, evaluators complete a training program and are assigned to a team as trainees under the tutelage of the team chair and the specialty board representatives. The Council pays all expenses incurred during the site visit as well as a per diem for each travel and on-site visit day. Individuals interested in becoming residency evaluators should submit a letter of interest and a current curriculum vitae to:

Nahla Wu, Assistant Director
Council on Podiatric Medical Education
9312 Old Georgetown Road
Bethesda, MD 20814
e-mail: ngwu@cpme.org

CVs also will be forwarded to either ABFAS or ABPM as appropriate. If you are interested in learning more about CPME's residency evaluator responsibilities, please review the *Protocol for CPME Residency Evaluation Teams*, which can be found at www.cpme.org under Approval Information for Residencies. Please feel free to provide this information to interested and qualified individuals within and outside of your organization.

Council Staff

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- Jan James, Staff
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The Council welcomed two new members this fall:

- Keith Cook, DPM
Residency Program Director
University Hospital
Newark, NJ
- John T. Marcoux, DPM
Residency Program Director
St. Elizabeth's Medical
Center of Boston
Brighton, MA

Drs. Cook and Marcoux are experienced residency evaluators and serve on the Residency Review Committee. Dr. Marcoux also serves on the Joint Committee for Recognition of Specialty Boards.

Residency Approval at a Glance

◆ Number of CPME-Approved Residency Programs	240
◆ Number of Sponsoring Institutions	219
◆ Number of Institutions that Sponsor both a PMSR and PMSR/RRA	11
◆ Number of Co-sponsored Programs	10
◆ Number of PMSR Programs	19
◆ Number of PMSR/RRA Programs	221
◆ Number of Programs Requiring 48 Months to Complete	5
◆ Number of States With Approved Residency Programs	36
◆ Number of Approved Positions	608

Featured Residency Requirements

Requirement 1.3—Affiliation Agreements: The sponsoring institution must formalize arrangements with each training site by means of a written agreement. Programs are reminded that residents may not rotate at sites with missing, incomplete, or expired agreements.

Requirement 4.2— Communication with the Council: The sponsoring institution must inform the Council in writing within 30 calendar days of substantive changes in the program (e.g., resident transfer/termination, appointment of a new program director, and significant decrease in faculty).

Membership of the Council and RRC

The following individuals serve on the Council on Podiatric Medical Education.

- ◆ Lori DeBlasi, DPM (chair, at-large)
- ◆ Mike Trepal, DPM (vice-chair, at-large)
- ◆ Stephanie Belovich, PhD (at-large)
- ◆ Keith Cook, DPM (at-large)
- ◆ Anna Czubytyj, PhD (postsecondary educator)
- ◆ John T. Marcoux, DPM (at-large)
- ◆ Kieran Mahan, DPM (at-large)
- ◆ Coleen Napolitano, DPM (at-large)
- ◆ Sheila Ortego, PhD (public member)
- ◆ Rodney Peele, JD (public member)

The following individuals serve on the Residency Review Committee. Each organization represented is identified.

- ◆ Ronald Soave, DPM (chair, CPME)
- ◆ Jack Bois, DPM (COTH)
- ◆ Keith Cook, DPM (CPME)
- ◆ Paul DiLiddo, DPM (ABFAS)
- ◆ Stephen Geller, DPM (ABPM)
- ◆ Joe Green, DPM (ABPM)
- ◆ Rosemay Michel, DPM (at-large)
- ◆ John T. Marcoux, DPM (CPME)
- ◆ Coleen Napolitano, DPM (CPME)
- ◆ TBD (ABFAS)