

### **Residency Review Committee Meeting Updates**

The RRC met via teleconference on March 27-28, 2020.

In addition to the agenda (which resulted in the [COVID statements](#) related to reduced MAVs and rotation requirements), the committee considered 47 programs, including 20 residency and four fellowship team reports (two fellowships for provisional approval).

The Committee conducted several follow-up calls in April and June to complete the work of the March meeting and to review petitions submitted by programs which have residents who may not meet the reduced MAVs or rotation requirements due to restrictions from COVID-19. The Committee also approved guidelines on how to conduct virtual site visits.

### **On-Site Evaluations To Be Conducted Virtually this Fall**

In light of the COVID-19 pandemic, the Council on Podiatric Medical Education has approved an emergency addition to CPME 330, Procedures for Approval of Podiatric Medicine and Surgery Residencies, and CPME 830, Procedures for Approval of Podiatric Fellowships. This addition allows for a policy and procedures for on-site teams to conduct site visits virtually during the pandemic.

Twenty five programs will have virtual on-site visit this fall, including two programs that have applied for provisional approval and been approved for an on-site evaluation. Eighteen of these programs were originally scheduled for on-site evaluations during the spring of 2020; these site visits were deferred to the fall due to COVID-19.

A protocol has been created by the Residency Review Committee to guide evaluators and programs in the conduct of the virtual on-site evaluations. All approval standards and requirements are expected to be reviewed and met, regardless of the format of the site visit.

## Residency Ad Hoc Committee Update

The Residency Ad Hoc Committee meeting that was scheduled to be held March 29-30 was postponed due to COVID-19. The Committee will continue its work during a meeting to be held and conducted virtually in September.

The Committee will continue to meet either in person or by conference call until draft copies of the documents are available for consideration by the Council. Once approved by CPME, the proposed document changes will then be disseminated to the community of interest for comment, and the Council will hold one or more public forums for comment.

## The CPME Staff Liaisons are your Primary Contacts and are Here to Help

Associate Director Nahla Wu and Assistant director Nancy Chouinard serve as representatives of the Residency Review Committee and act as liaisons between residency directors and the Council, between residency directors and RRC, and between RRC and the Council.

They are your contact persons regarding all questions that may arise relative to the residency program. They may answer questions related to the program's approval status, clarification of residency standards, requirements, and procedures, completion of applications or other documents, annual reports, and other materials requested by the Council. The liaison also represents the institution during discussions of its approval status at the biannual meetings of the Residency Review Committee and the Council, on conference calls, and through email ballots.

Their specific responsibilities related to the residency evaluation process include processing of applications, developing the residency evaluation schedule, coordinating evaluation visits, editing and processing survey team reports, and conducting follow-up with programs related to RRC and Council actions.

Please contact your liaison regarding any concerns, changes, or other situations that may impact the status of the institution.

## Featured Residency Requirements

**Within each PD Newsletter, we highlight a residency requirement to allow the reader to learn more about a specific topic.**

### **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.

### What you Need to Know About Resident Transfers

Resident transfer requests are reviewed by Council staff to ensure all required materials are provided and forwarded to the Residency Review Committee chair for consideration and approval.

Formal approval of resident transfers is required to ensure that procedures and cases logged in Podiatry Residency Resource “follow” the resident and are included in the overall volume of cases and procedures needed to meet the MAV requirements. If the Council’s resident transfer procedures are not followed, the resident involved may not be granted a certificate of completion by any residency program,

For additional information, please refer to CPME 330, *Procedures for Approval of Podiatric Medicine and Surgery Residencies*, or the [Residency Transfer Checklist](#) available at CPME’s website.

### What you Need to Know About Residents with Delayed Start Dates

Occasionally, a resident is not able to start the program on July 1. Program directors must inform the Council of any resident who is not starting the program at the expected time. If the resident start date goes beyond October 1, the program director must complete CPME 345, *Application for Increase in or Reclassification of Residency Positions*, as this delayed start may lead to a program exceeding its approved complement of residents in an individual training year without the required prior approval of the Residency Review Committee.

### Membership of the Council and RRC

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

- Kieran T. Mahan, DPM (chair, at-large)
- Keith D. Cook, DPM (vice-chair, at-large)
- John T. Marcoux, DPM (at-large)
- Jennifer Mathews, PhD (public member)
- Rodney Peele, JD (public member)
- Harry Schneider, DPM (at-large)
- Eric Stamps, DPM (at-large)
- Susan R. Stapleton, PhD (postsecondary)

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

- John T. Marcoux, DPM (chair, CPME)
- Keith D. Cook, DPM (CPME)
- Larry W. Menacker, DPM (ABFAS)
- Andrew Meyr, DPM (COH)
- Rosemay Michel, DPM (ABPM)
- Coleen H. Napolitano, DPM (At Large)
- Aksone Nouvong, DPM (ABFAS)

- educator)
- Alyssa Stephenson, DPM (at large)
- Melanie Violand, DPM (at large)
- Steven Vyce, DPM (at large)
- James Sang, DPM (ABPM)
- Harry Schneider, DPM (CPME)
- Steven Vyce, DPM (CPME)
- Kieran T. Mahan, DPM (ex-officio)

### Upcoming Meetings

The next meeting of the Council on Podiatric Medical Education is scheduled for October 17, 2020.

The next meeting of the Residency Review Committee is scheduled for September 25-26, 2020.

### Council Staff

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