

# COUNCIL ON PODIATRIC MEDICAL EDUCATION

## AGENDA GUIDE FOR INSTITUTION ELIGIBLE FOR ON-SITE EVALUATION

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

- Depending on the number of facilities involved, a minimum of six-eight hours is required to evaluate a podiatric residency program. When multiple institutions are involved in providing residency 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 or after the actual scheduled date and time of the visit. All meetings occur at the institution(s) being visited and occur on the scheduled day(s) 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.
- The institution must provide the team access to operating room logs or other documentation to support the number of available cases and procedures as reported on the application, as well as the number of podiatric surgical cases for each attending participating in the program at each institution affiliated with the sponsoring institution.
- In order that the evaluation team may assess the extent to which curriculum content meets standards established by the profession as well as the competencies utilized by the sponsoring institution, 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. **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. **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 the individuals most active in the training experiences afforded the residents.  
**Medical/osteopathic staff must represent each training resource provided.**
3. Tour of the physical facilities, including the operating room(s) and clinic(s): 20-30 minutes.
  4. Executive session of evaluation team to prepare for summation review: 30-45 minutes.
  5. 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.

**SAMPLE AGENDA I  
FOR INSTITUTION ELIGIBLE FOR ON-SITE EVALUATION**

St. Servatus Hospital  
Evaluation of Podiatric Medicine and Surgery Residency (PMSR)  
Monday, November 7, 2011  
Conference Room, 5th Floor

Evaluation Team: Michael Daley, DPM (ABPM)  
Kim Welby, DPM (ABFAS)

8:00 a.m. Mary Ann Gray, DPM, Program Director

9:00 a.m. James Purnell, Chief Administrative Officer (CAO)  
Martin Levine, MD, Director of Medical Education

9:30 a.m. Amy Gunther, MD, Chief of Medical Staff  
Carl Crawford, MD, Chief of Surgery

9:50 a.m. Ann Kellogg, DPM, Assistant Program Director

10:10 a.m. Ramiro Valdes, DPM  
Karen Calden, DPM  
Raul Casey, DPM, Clinic Supervisor

10:35 a.m. Robert Auerbach, MD, Medical Imaging  
Timothy Woods, MD, Pathology  
Stephen Greene, MA, Behavioral Science

11:00 a.m. Tour of Hospital

11:30 a.m. Rhee Howard, MD, Internal Medicine  
Paul Waters, MD, Rheumatology  
Natalie MacEvoy, MD, Infectious Disease

11:50 a.m. Interview with Lawrence Byrne, RN, Operating Room Supervisor

12:00 a.m. Lunch (may be a working lunch, as per team chair)

12:40 p.m. William McGuire, MD, Orthopedic Surgery  
Janis Ulmanis, MD, General Surgery

12:55 p.m. David Strobl, MD, Anesthesiology  
June D'Amico, MD, Emergency Medicine  
Mike Regler, MD, Dermatology

1:15 p.m. James Thomas, MD Pediatrics

1:35 p.m. Executive Session of Evaluation Team

2:20 p.m. Summation Review with Program Director and CAO

**SAMPLE AGENDA II  
FOR INSTITUTION ELIGIBLE FOR ON-SITE EVALUATION**

St. Servatus Hospital  
Evaluation of Podiatric Medicine and Surgery Residency (PMSR)  
Monday, November 7, 2011  
Conference Room, 5th Floor

Evaluation Team:      Michael Daley, DPM (ABPM)  
                                 Kim Welby, DPM (ABFAS)

8:00 a.m.	Mary Ann Gray, DPM, Program Director
9:00 a.m.	James Purnell, Chief Administrative Officer
9:20 a.m.	Tour of Hospital
9:50 a.m.	Martin Levine, MD, Director of Medical Education
10:10 a.m.	Amy Gunther, MD, Chief of Medical Staff
10:35 a.m.	Carl Crawford, MD, Chief of Surgery
11:00 a.m.	Ann Kellogg, DPM, Assistant Program Director
11:20 a.m.	Ramiro Valdes, DPM
11:35 a.m.	Karen Calden, DPM
11:50 a.m.	Robert Auerbach, MD, Medical Imaging
12:00 a.m.	Rhee Howard, MD, Internal Medicine
12:15 p.m.	Timothy Woods, MD, Pathology
12:30 p.m.	Lunch (may be a working lunch, as per team chair)
1:30 p.m.	William McGuire, MD, Orthopedic Surgery
1:40 p.m.	Interview with Raul Casey, DPM, Clinic Supervisor
1:50 p.m.	David Strobl, MD, Anesthesiology
2:00 p.m.	Stephen Greene, MA, Behavioral Science
2:10 p.m.	June D'Amico, MD, Emergency Medicine
2:20 p.m.	Janis Ulmanis, MD, General Surgery
2:30 p.m.	Paul Waters, MD, Rheumatology
2:40 p.m.	Mike Regler, MD, Dermatology
2:50 p.m.	Natalie MacEvoy, MD, Infectious Disease
3:00 p.m.	Sasha Victor, MD, Vascular Surgery
3:10 p.m.	Interview with Lawrence Byrne, RN, Operating Room Supervisor
3:25 p.m.	Executive Session of Evaluation Team
4:00 p.m.	Summation Review with Program Director and CAO