

# COUNCIL ON PODIATRIC MEDICAL EDUCATION

## AGENDA GUIDE 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. **Fellows** (confidential interview): Unspecified length of time. Either individual or group interviews may be conducted depending on the number of fellows and at the discretion of the team chair.
4. Interview(s) with representative(s) of the nursing and/or ancillary staffs: 10-20 minutes.
5. Tour of the physical facilities: 10-20 minutes.
6. Executive session of evaluation team to prepare for summation review: 20 minutes.
7. 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 following information must be available for the evaluation team during the visit (these items are referenced to the applicable requirements in CPME publication 820, *Standards and Requirements for Approval of Podiatric Fellowships* [July 2007]):

- a. Copies of fellow evaluation forms completed by podiatric and medical staff members. (requirement 7.1)
- b. Hard copies of original logs for each fellow to date and/or on-site access to fellow logs maintained on computers. (requirement 6.12)
- c. Copy of fellow training manual, if applicable.
- d. 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)  
12:35 p.m. Tour of the facility  
12:55 p.m. Timothy Field, MD, Endocrinology  
1:05 p.m. William McGuire, MD, Plastic Surgery  
1:20 p.m. David Strobl, MD, Medical Imaging  
1:30 p.m. Stephen Greene, MD, Geriatrics  
1:45 p.m. Ramesh Dalal, DPM, Fellow  
2:05 p.m. Katherine Galli, DPM, Fellow  
2:30 p.m. June D'Amico, MD, Dermatology  
2:50 p.m. Executive Session of Evaluation Team  
3:15 p.m. Summation Review with Fellowship Director and CEO