



Program Director Newsletter

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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. The workshop, scheduled for Saturday, July 16 from 10:00–11:30 am, will highlight the following topics:

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- Effective didactic activities, Andrew Meyr, DPM, presenter. Dr. Meyr is the program director of the podiatric residency sponsored by Temple University Hospital.
- How to plan your research methodology curriculum, D. Scot Malay, DPM, presenter. Dr. Malay is the director of the Podiatric Research fellowship sponsored by Penn Presbyterian Medical Center in Philadelphia, PA.
- The role of the program director, Keith Cook, DPM, presenter. Dr. Cook is a member of the Council on Podiatric Medical Education, Residency Review Committee, and is the program director of the podiatric residency sponsored by University Hospital in Newark, NJ.
- Preparing for the on-site visit, Joe Green, DPM, presenter. Dr. Green is a member of the Residency Review Committee and the program director of the podiatric residency sponsored by the Veterans Affairs New Jersey Health Care System in East Orange, NJ.

APMA is offering a reduced registration fee of \$299 for director of CPME–approved residency programs.

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.

Featured Residency Requirements

Requirements 3.8 and 3.9—Resident Contract

The sponsoring institution must provide the resident a written contract or letter of appointment. The following apply to all resident contracts:

- The contract must identify the residency as a **Podiatric Medicine and Surgery Residency**. Programs offering the added credential must identify the program as **Podiatric Medicine and Surgery Residency with the added credential in Reconstructive Rearfoot/Ankle Surgery**.
- If the contract references the requirements of ACGME, the document must also reference CPME requirements.
- Programs approved by CPME to exceed 36 months of training must state the extended length of the program (i.e. the curriculum requires 48 months to complete) in the contract.
- In the case of a co-sponsored program, the contract/letter of appointment must include the signatures of each co-sponsoring institution's CAO or designee.
- The contract must include the amount of the resident stipend. If the institution offers the resident a multi-year contract, the document must include the stipend for each year of training.
- The contract must include or reference the following items:
 - Resident duty hours
 - Duration of the agreement
 - Health insurance benefits
 - Professional, family, and sick leave benefits
 - Leave of absence
 - Professional liability coverage
- The contract must include the signatures and dates signed by the chief administrative officer or designated senior administrative officer, the program director, and the resident.
- Programs that offer more than one residency program (i.e. PMSR, PMSR/RRA, PMSR that requires 48 months to complete, PMSR/RRA that requires 48 months to complete, PMSR/RRA, or any combination thereof) must identify the program, beginning with the year-one contract and throughout the duration of the residency program. Residents moving from one program to another in the same sponsoring institution are considered transfers and require prior approval by the chair of the Residency Review Committee.

Requirement 3.11—Certificate of Completion

The sponsoring institution shall provide the resident a certificate verifying satisfactory completion of training requirements. The following apply to the certificate of completion:

- The document may be identified as a “certificate” but never as a “diploma.”
- The certificate must identify the sponsoring institution. The name of the institution may not in any manner include a reference to the residency (e.g. the Residency Program of Saint Servatus).
- The residency must be identified as a **Podiatric Medicine and Surgery Residency**. Any variation is not acceptable. Do not substitute “&” for “and,” “Medical” for “Medicine,” or “Surgical” for “Surgery” when identifying the program.
- The certificate must identify the date of completion.
- The certificate must include the statement “Approved by the Council on Podiatric Medical Education.” CPME must never be identified as the Council “of” Podiatric Medical Education.
- If applicable, the certificate must identify the added credential as **with the added credential in Reconstructive Rearfoot/Ankle Surgery**. Identifying the RRA as Podiatric Medicine “and” surgery is never acceptable.
- At a minimum, the certificate must be signed by the program director and the chief administrative officer or designated senior administrative officer.
- In the case of a co-sponsored program, the certificate must be signed by the chief administrative officer or designated senior administrative officer of each co-sponsoring institution and the program director.

The institution may not award a certificate of completion to a resident who has not met the curricular and Minimum Activity Volume (MAV) requirements prior to completion of training.

Resident Transfer

Resident transfers require approval by the chair of the Residency Review Committee. If the Council's procedures are not followed, the resident involved may not be granted a certificate of completion by any residency.

Resident transfer requests are reviewed by Council staff and forwarded to the Residency Review Committee chair for consideration once staff has determined the request is complete.

For additional information, please refer to CPME 330, *Procedures for Approval of Podiatric Medicine and Surgery Residencies*, page 26-28, or by clicking [here](#) to access the Residency Transfer Checklist available at CPME's website.

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CPME Staff Liaisons

Assistant directors Nancy Chouinard and Nahla Wu 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.

Membership of the Council and RRC

Meeting Dates

The Council on Podiatric Medical Education has scheduled its fall 2016 meeting for October 21-22.

The Residency Review Committee is scheduled to meet September 16-17, 2016.

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)
- ◆ Larry Menacker, DPM (ABFAS)
- ◆ Rosemay Michel, DPM (at-large)
- ◆ John T. Marcoux, DPM (CPME)
- ◆ Coleen Napolitano, DPM (CPME)