

# COUNCIL ON PODIATRIC MEDICAL EDUCATION

## AGENDA GUIDE

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 four 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 number of residents participating in the program(s) and 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 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. The evaluation team must have access to a computer with internet capability during the on-site evaluation. The preferred location is in the meeting room dedicated to the team's use.
- 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.** The Council may elect to cancel the visit if
  - the agenda does not include interviews as indicated in items 1-4 below or
  - individuals identified in the agenda (administration and faculty directly responsible for resident training) are not available for interview on the day of the visit.

Cancellation of the visit may jeopardize the 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:** 10-20 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):** 10-20 minutes for each individual.
  - d. **Chiefs of medical and/or surgical staffs:** 15 minutes for each individual.
  - e. **Podiatric and medical/osteopathic staffs:** 10 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 rotation provided.**
3. **Podiatric residents** (confidential interview): Unspecified length of time. Either individual or group interviews may be conducted depending on the number of residents and at the discretion of the team chair.
4. Interview(s) with representative(s) of the nursing and/or ancillary staffs: 10-20 minutes. An interview with the operating room supervisor and clinic supervisor is required.
5. Tour of the physical facilities, including the operating room(s) and clinic(s): 20-30 minutes.
6. Review of medical records including appropriate imaging studies to be selected by the evaluation team in advance of the visit: Unspecified length of time; records should be available in the meeting room at the beginning of the day.
7. Executive session of evaluation team to prepare for summation review: 20 minutes.
8. 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 320, *Standards and Requirements for Approval of Podiatric Medicine and Surgery Residencies*):

- a. On-site access to web-based resident logs. (requirements 6.2 and 7.1)
- b. Collective bargaining agreement, if applicable.
- c. Employee handbook, if applicable.

The following documents are required only if different than previously submitted with the pre-evaluation materials:

- d. Each resident's signed contract. (requirements 3.8 and 3.9)
- e. Residency manual. (requirement 3.10)
- f. Resident assessment forms completed by podiatric and non-podiatric medical staff members. (requirement 7.2)

## **SAMPLE AGENDA I**

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

- Evaluation Team: Rona Norwood, DPM (CPME)  
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  
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. First-year residents

1:35 p.m. Second-year residents  
2:00 p.m. Third-year residents  
2:25p.m. James Thomas, MD Pediatrics  
2:35 p.m. Executive Session of Evaluation Team  
3:20 p.m. Summation Review with Program Director and CAO

**Please note that Review of Medical Records will be remotely performed by the team prior to the date of the virtual visit.**

## SAMPLE AGENDA II

St. Servatus Hospital  
Evaluation of Podiatric Medicine and Surgery Residency (PMSR)  
Monday, November 7, 2021  
Conference Room, 5th Floor

Evaluation Team: Rona Norwood, DPM (CPME-Team Chair)  
Michael Daley, DPM (ABPM Representative)  
Kim Welby, DPM (ABFAS Representative)

- 8:00 a.m. Mary Ann Gray, DPM, Program Director
- 9:00 a.m. James Purnell, Chief Administrative Officer  
Martin Levine, MD, Director of Medical Education  
Amy Gunther, MD, Chief of Medical Staff  
Carl Crawford, MD, Chief of Surgery
- 9:20 a.m. Ann Kellogg, DPM, Assistant Program Director  
Ramiro Valdes, DPM  
Karen Calden, DPM  
Raul Casey, DPM, Clinic Supervisor  
Lawrence Byrne, RN, Operating Room Supervisor
- 9:40 a.m. Robert Auerbach, MD, Medical Imaging  
Timothy Woods, MD, Pathology  
Stephen Greene, MA, Behavioral Science  
James Thomas, MD Pediatrics
- 10:00 a.m. Rhee Howard, MD, Internal Medicine  
Paul Waters, MD, Rheumatology  
Natalie MacEvoy, MD, Infectious Disease  
Mike Regler, MD, Dermatology
- 10:20 a.m. BREAK
- 10:30 a.m. William McGuire, MD, Orthopedic Surgery  
Janis Ulmanis, MD, General Surgery  
David Strobl, MD, Anesthesiology  
June D'Amico, MD, Emergency Medicine
- 10:50 a.m. First-year residents  
11:10 a.m. Second-year residents  
11:30 a.m. Third-year residents
- 12:00 p.m. Executive Session of Evaluation Team
- 12:30 p.m. Summation Review with Program Director and CAO