



**Constituents of the Residency Review Committee**

Council on Podiatric Medical Education  
 American Board of Podiatric Medicine  
 American Board of Foot and Ankle Surgery

***EVALUATION TEAM REPORT FOR PODIATRIC FELLOWSHIP  
 CONFIDENTIAL***

Institution Information	
Name	
Address 1	
Address 2	
City/State/Zip	

Team Information	
Chair	
ABFAS Member	
ABPM Member	
Member/Observer	
CPME Liaison	
Visit Date	

Fellowship Information					
Type of Fellowship					
Date Fellowship Began					
Date(s) of Previous Visit(s)					
Type of Program	Length of Program(s)		Number of Approved Positions	Number of Fellows in the Program	Number of Positions Requested
	<input type="checkbox"/> 12 months	<input type="checkbox"/> 24 months	0/0	0/0	0/0
Comments:					

If the institution sponsors a CPME-approved residency, the category of the residency:		
PMSR	PMSR/RRA	PMSR & PMSR/RRA



## SUMMARY OF FINDINGS

### INSTRUCTIONS TO EVALUATION TEAM:

**In response to each question below, please write concise and relevant narrative statements. Your comments should be specific to each statement, include sufficient detail to describe all areas of activity, and be supported with factual data. The information that you provide must be consistent with information provided elsewhere in the report. The questions will not appear in the summary of findings presented to the sponsoring institution.**

- a. Describe the sponsoring institution. (Responses should address, but not be limited to, the following areas: accreditation, number of beds, information on co-sponsorship [if applicable], other fellowship programs provided).
  
- b. Describe the administrative structure of the fellowship and any potential changes under consideration (e.g., institutional affiliations and training provided, who is responsible for coordinating the program's activities at the sponsoring institution and the affiliated institution [if applicable], time fellow spends at other sites [if applicable], increases or decreases in positions).
  
- c. Describe the curricular structure of the fellowship program and any potential changes under consideration by the program (e.g., medical educational experiences, accuracy of objectives in view of training provided, extent of office experiences, involvement of podiatric and non-podiatric medical faculty, didactic experiences).
  
- d. Describe the strengths of the program.
  
- e. Describe the weaknesses of the program.
  
- f. Describe any other factors that may be important regarding the approval status of this program.

## COMMENDATIONS, RECOMMENDATIONS, AND AREAS OF NONCOMPLIANCE

Based on the on-site evaluation process, the evaluation team may identify areas of potential noncompliance. The sponsoring institution receives a draft copy of the evaluation team report for correction of factual errors. The sponsoring institution is encouraged to respond in writing to areas of potential noncompliance and recommendations identified by the evaluation team, and provide documentation to support the response. The draft copy of the evaluation team report, and any response and documentation submitted by the sponsoring institution, is then considered by the Residency Review Committee. Based upon a recommendation from the Committee, the Council determines the approval status of the program. The sponsoring institution receives a final copy of the evaluation team report and is notified of the approval action of the Council. **Areas of noncompliance determined by the Council may include, but are not limited to, those indicated by the evaluation team.** The institution will be requested to submit documentation of progress made in addressing areas of noncompliance and/or concerns expressed by the Committee or the Council.

Areas of noncompliance are identified within two areas: Institutional Standards and Requirements and Program Standards and Requirements. For further description of the Council’s standards and requirements, please consult CPME 820, *Standards and Requirements for Approval of Podiatric Fellowships* (July 2015).

### **INSTRUCTIONS TO EVALUATION TEAM:**

**During the fellowship on-site evaluation, the evaluation team will gather detailed information as to whether the requirements of the fellowship program have been met. Compliance with the requirements provides an indication of whether the broader educational standard has been met. In the requirements, the verb “shall” is used to indicate conditions that are imperative to demonstrate compliance.**

**In responding to the questions/statements, please be aware that if the guidelines in CPME 820 utilize the verbs “must” and “is,” then this is how a requirement is to be interpreted, without fail. The approval status of a fellowship program is at risk if noncompliance with a “must” or an “is” is identified.**

**Indicate each area of potential noncompliance and identify by number the specific requirement. Each area identified must be supported by descriptive statements that provide reasons for the assessment by the evaluation team that the program is in noncompliance. These statements must be consistent with information provided elsewhere in the report. Please keep in mind that the nature and seriousness of each area of potential noncompliance are considered in determining compliance with the related standard and ultimately in determining the approval status of the program.**

<b>Institutional Requirements (see pages 4-10, CPME 820)</b>		
YES	NO	The team did not identify any areas of potential noncompliance.
Requirement		Description of Noncompliance Issue.







## INSTITUTIONAL STANDARDS AND REQUIREMENTS

### STANDARD 1.0

The sponsorship and control of a podiatric fellowship program are under the specific administrative responsibility of a healthcare institution that develops, implements, and monitors the fellowship program.

1. Identify the type(s) of institution(s) that sponsor the residency (Requirement 1.1):	
	Hospital
	Academic Health Center
	Co-sponsorship
<p><u>For co-sponsorship:</u> Describe the arrangement. The institutions must define their relationship to each other, with specific information related to the delineation of the extent to which financial, administrative, and teaching resources are to be shared. The document must describe the arrangements established for the program and the fellow in the event of dissolution of the co-sponsorship. <b>This information must be included in an appropriate agreement related to the fellowship program.:</b></p>	





**3. Use the space below to provide any additional information or further clarification for items that have not been addressed in this section of the report (Standard 1.0):**

**STANDARD 2.0**

**The sponsoring institution ensures the availability of appropriate facilities and resources for fellowship training.**

<b>1. The sponsoring institution ensures that the physical facilities, equipment, and resources of the primary and affiliated training site(s) are sufficient (i.e., well maintained and properly equipped) to permit achievement of the stated goals and objectives of the fellowship program (2.1).</b>
YES NO
<i>If no, please provide an explanation.</i>

<b>2. The following are available for fellow training (2.1):</b>	YES	NO
Adequate patient treatment areas		
Adequate training resources		
A health information management system		
<i>If no to any statement, please provide an explanation/clarification.</i>		

<b>3. The sponsoring institution affords the resident ready access to the following educational resources (2.2):</b>	YES	NO
Podiatric texts		
Medical texts		
Other reference texts		
Journals		
Audiovisual materials		
Instructional media		
Electronic retrieval of information from medical databases		
<i>If no to any statement, please provide an explanation/clarification.</i>		

**4. The sponsoring institution affords the fellow ready access to adequate information technologies and resources (e.g., computer hardware, software, and related resources) (2.3).**

YES NO

*If no, please provide an explanation.*

**5. The sponsoring institution affords the fellow ready access to adequate office and study spaces (2.4).**

YES NO

*If no, please provide an explanation.*

**6. Adequate support staff are available to ensure efficient administration of the program (2.5).**

YES NO

*If no, please provide an explanation.*

**7. Use the space below to provide any additional information or further clarification for items that have not been addressed in this section of the report (Standard 2.0):**

**STANDARD 3.0**

The sponsoring institution formulates, publishes, and implements policies affecting the fellow.

<b>1. The sponsoring institution has identified a committee that is responsible for interviewing and selecting the fellow (3.1).</b>
YES    NO
<i>If no, please provide an explanation.</i>
Briefly describe the composition of the committee and the interview/selection process:

<b>2. The sponsoring institution publishes a mechanism for the resolution of allegations of sexual harassment from program candidates and fellows (3.2).</b>
YES    NO
<i>If no, please provide an explanation.</i>

<b>3. The mechanism ensures due process to all individuals involved (3.2).</b>
YES    NO
<i>If no, please provide an explanation.</i>

<b>4. The mechanism is distributed to and acknowledged in writing by the fellow prior to the start of the training year (3.2).</b>
YES    NO
<i>If no, please provide an explanation.</i>

**5. Prospective fellows are informed in writing of the selection process and conditions of appointment established for the program (3.3).**

YES NO

*If no, please provide an explanation.*

**6. The institution makes available a written copy of the fellowship curriculum.**

YES NO

*If no, please provide an explanation.*

**7. What was the total number of applicants for the current or immediately forthcoming training year (3.3)?**

**8. Of this total, how many were given a final interview (3.3)?**

**9. Is the applicant charged a fee (3.4)?**

YES NO

*If yes, what is the amount and to whom is it paid?*

**10. If the applicant is charged a fee, does the fee include (3.4):**

YES NO

Processing of the application?

Conducting the interview?

Other? (specify)

**11. Are the policies regarding application fees published (3.4)?**

YES NO

*If yes, where?*

*If no, please provide an explanation.*

<b>12. Each program applicant is notified as to (3.5):</b>		YES	NO
The completeness of his/her application.			
The final disposition (acceptance or denial) of his/her application.			
<i>If no to either statement, please provide an explanation.</i>			

<b>13. Each fellow is a graduate of a residency approved by the Council on Podiatric Medicine (3.6).</b>	
YES	NO
<i>If no, please provide an explanation.</i>	

<b>14. What form of written agreement exists between the sponsoring institution and the fellow (3.7)?</b>	
<input type="checkbox"/>	Contract
<input type="checkbox"/>	Letter of Appointment

<b>15. The contract or letter states the fellow stipend (3.7).</b>	
YES	NO
<i>If yes, state the amount.</i>	
<i>If no, please provide an explanation.</i>	

<b>16. The agreement has been signed and dated by the (3.7):</b>		YES	NO
Chief administrative officer/Appropriate senior administrative officer.			
Fellow.			
<i>If no to any statement, please provide an explanation.</i>			

<b>17. If a letter of appointment is used, the fellow is provided with a written confirmation of acceptance, which was forwarded to the chief administrative officer or the appropriate senior administrative officer (3.7).</b>	
YES	NO
<i>If no, please provide an explanation.</i>	

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**18. In a co-sponsored program, describe the contractual arrangement between the institutions and the fellow. Include whether it is signed and dated by the chief administrative officer of each co-sponsoring institution and the fellow (3.7).**

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**19. The contract describes the arrangements established for the fellow and the program in the event of dissolution of the co-sponsorship (1.1, 3.7).**

YES NO

*If no, please provide an explanation.*

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**20. The agreement includes or references the following (3.8):**

YES NO

Duties of the fellow and hours of work.

Duration of the agreement.

Health insurance benefits.

Professional, family, and sick leave benefits.

Leave of absence.

Professional liability insurance coverage.

Other benefits, if provided.

Briefly describe these other benefits:

*If no to any statement, or if the guidelines for requirement 3.8 are not fully met, please provide an explanation/clarification.*

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**21. The sponsoring institution ensures that the following written policies and mechanisms are distributed to and acknowledged in writing by the fellow prior to the start of the training program (3.9):**

YES NO

Mechanism of appeal.

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Remediation methods established to address instances of unsatisfactory fellow performance.	
Rules and regulations for fellow conduct.	
<i>If no to any statement, please provide an explanation/clarification.</i>	

<b>22. The sponsoring institution ensures that any revisions to the following written policies and mechanisms are distributed to and acknowledged in writing by the fellow (3.9):</b>	YES	NO
Mechanism of appeal.		
Remediation methods established to address instances of unsatisfactory fellow performance.		
Rules and regulations for fellow conduct.		
<i>If no to any statement, please provide an explanation/clarification.</i>		

<b>23. Describe the remediation methods available and whether they have been utilized (3.9).</b>

<b>24. The institution(s) provides an appropriate certificate verifying satisfactory completion of training requirements to each graduating fellow (3.10).</b>
YES      NO
<i>If no, please provide an explanation.</i>

<b>25. The certificate states the following (3.10):</b>	YES	NO
Category of the training program.		
Approval by the Council on Podiatric Medical Education.		
<i>If no to any statement, please provide an explanation/clarification.</i>		

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<b>26. The sponsoring institution ensures that the program is established and conducted in an ethical manner (3.11).</b>
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YES    NO
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<i>If no, please describe.</i>
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<b>27. Use the space below to provide any additional information or further clarification for items that have not been addressed in this section of the report (Standard 3.0):</b>
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## PROGRAM STANDARDS AND REQUIREMENTS

### STANDARD 5.0

**The program has a well-defined administrative organization with clear lines of authority and a qualified faculty.**

<b>1. The sponsoring institution has designated one individual as director of the fellowship program (5.1).</b>	
YES	NO
<i>If no, please provide an explanation.</i>	

<b>2. The program director is provided proper authority by the sponsoring institution to fulfill the responsibilities of the position (5.1).</b>	
YES	NO
<i>If no, please provide an explanation.</i>	
Additional comments:	

<b>3. The director possesses (5.2):</b>	YES	NO
Appropriate clinical qualifications.		
Appropriate administrative qualifications.		
Appropriate teaching qualifications.		
Board certification.		
Please indicate which board(s):		
<i>If no to any item above, please provide an explanation.</i>		

**4. Assess the extent to which the director provides administrative coordination and direction for the fellowship, as evidenced by his/her performance in fulfilling the following responsibilities in all participating institutions (5.3):**

	1- Good	2 - Fair	3 - Poor
Maintenance of records.			
Communication with the RRC and CPME.			
Scheduling of training experiences.			
Fellow instruction.			
Fellow supervision.			
Fellow evaluation.			
Curriculum review and revision.			
Program self-assessment.			
Fellow participation in educational experiences.			
Fellow training in didactic experiences.			
<i>If any of the above receive(s) a rating of fair or poor, indicate the reason(s) for this rating, including your assessment of whether the amount of time spent by the director is sufficient to fulfill each of the above responsibilities.</i>			

**5. If the program trains more than one fellow, does the director ensure the fellows receive equitable training experiences (5.3)?**

YES NO

*If no, please provide an explanation.*

**6. How many hours per week does the director devote to the fellowship program (5.3)?**

**7. The director participates in faculty development activities at least annually (5.4).**

YES NO

*If yes, please describe.*

*If no, please provide an explanation.*

**8. How many podiatric faculty members are involved in the training program (5.5)?**

<b>9. Is this number sufficient to:</b>	<b>YES</b>	<b>NO</b>
Implement program objectives?		
Supervise the fellow?		
Evaluate the fellow?		
Comments:		

**10. How many non-podiatric medical faculty members are involved in the training program (5.5)?**

<b>11. Is this number sufficient to:</b>	<b>YES</b>	<b>NO</b>
Implement program objectives?		
Supervise the fellow?		
Evaluate the fellow?		
Comments:		

**12. Are faculty members qualified by education, training, experience, and current clinical competence (5.6)?**

YES NO

Comments:

**13. Are faculty members fully aware of program goals and objectives (5.7)?**

YES NO

*If no, please provide an explanation.*

**14. Are faculty members willing to contribute the necessary time and effort to the program (5.7)?**

YES NO

*If no, please provide an explanation.*

**15. Use the space below to provide any additional information or further clarification for items that have not been addressed in this section of the report (Standard 5.0):**

**STANDARD 6.0**

The program has appropriate goals and objectives that are comprehensive in addressing the body of scientific knowledge underlying the fellowship and from which a curriculum of at least 12 months duration is derived and implemented. Curricular components of the program demonstrate consistency with the stated goals and objectives to impart specific knowledge and values and develop specific skills to produce highly trained professionals to continue the search for innovative and improved methods to prevent disease, promote health, and more effectively manage foot and ankle pathology.

**1. Describe how the fellowship program provides advanced education that allows the fellow to acquire special expertise related to the field of podiatric medicine beyond the level of training in the applicable approved prerequisite podiatric residency (6.1).**

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**2. If the institution also sponsors an approved podiatric residency, describe the ways in which the fellowship and residency curricula benefit or adversely affect each other (6.2).**

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**3. The following individuals (e.g., program director, chief of surgery, members of the office of medical education) were involved in the preparation of the goals and objectives for the fellowship (6.3):**

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<b>4. The program has clearly stated goals that are appropriate for the fellowship (4.4)?</b>
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YES    NO
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<i>If no, please provide an explanation.</i>
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<b>5. Clearly stated learning objectives exist for each educational experience (6.5).</b>
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YES    NO
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<i>If no, please provide an explanation.</i>
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<b>6. The objectives for the fellow’s educational experiences describe the knowledge, skills and attitudes that the fellow is expected to acquire during training (6.5).</b>
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YES    NO
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<i>If no, please provide an explanation.</i>
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Comments:
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<b>7. The goals and objectives focus upon the educational development of the fellow and do not place undue emphasis on service responsibility to individual faculty members (6.6).</b>
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YES    NO
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<i>If no, please provide an explanation.</i>
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Comments:
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**8. The following individuals (fellow, teaching staff, administrative staff, etc.) were provided a copy of the goals and objectives at the beginning of the training year (6.7):**

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**9. At the beginning of the training year, the program publishes a formal schedule of educational experiences to be afforded the fellow (6.8).**

YES    NO

*If no, please provide an explanation.*

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**10. At the beginning of the training year, the schedule is distributed to (6.8):**

YES    NO

Fellow(s).

Faculty.

Administrative staff.

*If no to any statement, please provide an explanation.*

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**11. Didactic activities that complement and supplement the curriculum are available at least weekly (6.9).**

YES    NO

*If no, please provide an explanation.*

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**12. Describe the format(s) in which the didactic activities occur and how often each activity occurs (6.9).**

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**13. There is a journal club and/or research seminars to facilitate the fellow's interpretation of research studies (6.10).**

YES NO

If yes, how often does it meet? Who participates?

*If no, please provide an explanation.*

**14. Describe the research or other scholarly activity required of the fellow (6.11).**

**15. The sponsoring institution requires the fellow maintain an activity log that documents educational experiences (6.12).**

YES NO

Comments:

**16. The fellow's activity logs are reviewed, evaluated, and verified by the program director at least quarterly (6.12).**

YES NO

*If no, please provide an explanation.*

**17. Use the space below to provide any additional information or further clarification for items that have not been addressed in this section of the report (Standard 6.0):**

**STANDARD 7.0**

**The fellowship program conducts appropriate evaluation, remediation, and self-assessment processes.**

<b>1. Upon completion of each training experience, the fellow’s attainment of the stated objectives of each educational experience and completion of the research project are evaluated in writing (7.1).</b>
YES    NO
Describe the evaluation form(s).
<i>If no, please provide an explanation.</i>

<b>2. Evaluation of the fellow’s performance in ongoing experiences is conducted at least quarterly (7.1).</b>
YES    NO
<i>If no, please provide an explanation.</i>

<b>3. The completed evaluation documents include the following (7.1)?</b>	YES	NO
Dates of the educational experiences.		
Signature of instructor and date of completion.		
Signature of fellow and date of completion.		
Signature of director and date of completion.		
Comments:		

**4. Are remediation methods available to address instances of unsatisfactory fellow performance (7.1)?**

YES NO

If yes, describe the methods available and whether they are utilized:

**5. Have the remediation methods been distributed to and acknowledged in writing by the fellow prior to the start of the training year?**

YES NO

**6. A formal process exists for annual self-assessment of the program's resources and curriculum (7.2).**

YES NO

If yes, describe the process including the following aspects:

**Identification of individuals involved:**

**Performance data utilized** (i.e., evaluation of the program's compliance with the current standards and requirements of the Council, the fellow's formal evaluation of the program, the director's formal evaluation of the faculty, the extent to which the didactic activities complement and supplement the curriculum, and the relationship between the fellowship and any podiatric residency program sponsored by the institution to assure the integrity of each):

**Measures of program outcomes utilized** (i.e., success of previous fellows in private practice and teaching environments, podiatric administrative activities, attainment of board certification, state licensure, hospital appointments, and publications):

**Results of the review** (i.e., whether the objectives are being achieved, whether all those involved understand the objectives, and whether the resources need to be enhanced, modified, or reallocated to assure that the competencies can be achieved):

*If no, please provide an explanation.*

**7. Use the space below to provide any additional information or further clarification for items that have not been addressed in this section of the report (Standard 7.0):**



