



Report of the Council on Podiatric Medical Education – May 2020

The Council on Podiatric Medical Education (CPME or Council) held its spring meeting virtually May 2nd. The recommendations emanating from Council committees, which completed their deliberations at meetings and conference calls held from February - April, constitute the majority of each CPME agenda and include the review of the annual reports from the colleges of podiatric medicine. The Continuing Education Committee (CEC) met in-person in early March and the Joint Committee on the Review of Specialty Boards (JCRSB), the Residency Review Committee (RRC), the Collaborative Residency Evaluator Committee (CREC), the Accreditation Committee, and the Council's Budget Planning and Executive Committees all held their meetings virtually in the spring.

Bylaw Changes

The CPME *Bylaws* were revised and adopted at the May 2nd Council meeting to address the eligibility criteria for Council members. An additional *Bylaw* revision was reviewed and approved, which is eligible for adoption at the fall meeting of the Council, to address appointments of representatives to non-CPME committees. The updated CPME *Bylaws* are located at www.cpme.org.

Complaint Procedures Change

The CPME *Complaint Procedure*, CPME 925, requirement that a complainant must exhaust internal procedures prior to submitting a complaint was clarified. The revised complaint procedure now states, "The complainant must be able to demonstrate that efforts have been exhausted to resolve issues or problems by means of internal procedures available within the entity. A complaint will be rejected if implementation of such internal procedures has not been attempted previously (**not applicable for providers of CE when the complainant demonstrates no internal procedure is available**)" (*bolded language added to policy*).

Draft III Revisions to the College Accreditation Eligibility Requirements – Comments due August 15, 2020

The Council approved Draft III of the *College Accreditation Eligibility Requirements*. The Council determined that based on the nature and scope of the proposed revisions, the document will be reopened for comment this spring with an anticipated final adoption by the Council at its October 2020 meeting. College documents CPME 120, *Standards and Requirements for Accrediting Colleges of Podiatric Medicine* and CPME 130, *Procedures for*

Accrediting Colleges of Podiatric Medicine were both adopted at the Council's October 2019 meeting and will go in effect July 1, 2020.

COVID-19 Guidance Documents

CPME continues to closely monitor the COVID-19 (coronavirus) pandemic and guidance/updates issued by the [Centers for Disease Control and Prevention](#), the [World Health Organization](#), and other sources. Most importantly, CPME wants to ensure that the health and safety of our students, residents, fellows, faculty, staff, learners, and patients are at the forefront of any decisions made. CPME has created multiple guidance documents and continues to update the guidance as needed. All COVID-19 guidance documents can be found [here](#). The most recent updated guidance documents include the following:

COVID-19 Guidance for Colleges: The Council updated the COVID-19 guidance provided to colleges of podiatric medicine to reaffirm its support for modifications in programming and to encourage the colleges to utilize innovative methods of delivering the curriculum and externship experiences during the pandemic. More information can be found at www.cpme.org/covid19.

COVID-19 Guidance for Residency and Fellowship Sites: Updated guidance documents have been published concerning Resident and Fellow Employment and Residency Requirements and MAV Adjustments. More information can be found at <https://www.cpme.org/covid19>.

Council Elections

The Council elected its officers to be effective at the close of the Council's October 2020 meeting: Dr. Kieran Mahan of Philadelphia, PA was reelected chair and Dr. Keith Cook of Newark, New Jersey was reelected vice chair.

Kieran Mahan, DPM is a professor in the Department of Podiatric Surgery at the Temple University School of Podiatric Medicine in Philadelphia. Dr. Mahan's Council positions have included team member and team chair for both college and residency on-site visits, and chair of the Council's Accreditation Committee.

Keith Cook, DPM is the program director for the podiatric residency sponsored by University Hospital, Newark, NJ. Dr. Cook serves as a residency evaluator and a college evaluator, the chair of the Residency Ad Hoc Committee, and as a member of the Residency Review Committee.

Spring 2020 Residency On-Site Visits Deferred

All on-site visits scheduled for the spring on-site cycle have been deferred to fall 2020 due to the COVID-19 pandemic. The Council will provide by July 6 a complete list of the institutions scheduled for on-site evaluation

between September 1 and December 31 to afford individuals or organizations the ability to submit written comments concerning an institution's qualifications for provisional or continued approval.

College Accreditation Actions May 2020

Accreditation actions taken at the spring 2020 meeting of the Council include the following:

New York College of Podiatric Medicine (NYCPM) - At the May 2020 meeting, the Council elected to postpone the NYCPM site visit from June 8-11, 2020 to late fall 2020 due to the COVID-19 pandemic. As the accreditation term for NYCPM was set to expire in October 2020, the Accreditation Committee recommended and the Council voted to approve extending the accreditation term to October 2021 due to the inability to conduct the site visit before the accreditation expiration date as a result of the pandemic.

Des Moines University College of Podiatric Medicine - The Council accepted and voted to approve the Accreditation Committee's recommendation to increase the class size at Des Moines University College of Podiatric Medicine from 53 to 60 beginning fall 2020.

Revisions made to the CPME College Annual Report – The Accreditation Committee and the Council approved the **revised annual report, which is due August 1, 2020**. These changes in reporting include the following:

- Based on feedback received, the reporting of student data was relabeled to better capture and follow students as they progress through the college. This year, when the report requests student data, fourth-year is the cohort entering 2016, third-year is the cohort entering 2017, and so forth. When possible, the data provided in the report should be for the 2019-2020 academic year.
- Examples of responses are provided for a number of questions throughout the annual report to provide guidance as to the type of response expected.
- Each college will report on modifications made to programming due to the COVID-19 pandemic. CPME will need to review and understand the modifications each college made during that time to assess any impact those modifications may have had on student outcomes.

Residency and Fellowship Actions - May 2020

Residency actions at the May 2020 CPME meetings included the following. (Please see pages in pages 13-17 of the July 2015 version of CPME 330, Procedures for Approval of Podiatric Medicine and Surgery Residencies, at www.cpme.org for definitions of the following categories of approval.)

- Sustain to Withdraw Approval – 0
- Withdraw Approval – 0
- Probationary Approval – 2
- Approval – 7
- Approval with additional information requested – 14
- Provisional Approval - Fellowship – 2

The Residency Review Committee also discussed whether it is the role of the Committee to ensure resident attainment of **Minimum Activity Volume (MAV) requirements** prior to being awarded a certificate of completion, or if this is the role of the program director. The Committee and Council continue to assert that this is the role of the program director. However, the Committee recognizes that residents who are “graduated” and awarded certificates of completion without meeting MAV requirements may not be granted board qualification status. As such, the Committee is recommending that programs at risk of graduating residents without meeting MAVs are notified in February and May of each training year, to make both the program director and residents aware of the concern and allow sufficient time to adjust training to allow for attainment of all training and MAV requirements.

Continuing Education Activities and Actions - May 2020

All Petition due dates were advanced by 6 months due to COVID-19 and providers of continuing education having to cancel many continuing education activities. The new Petition schedule was approved by the Council.

The Continuing Education Committee (CEC) agreed that **continuing education contact hours (CECH) should be awarded for manuscript review** and requested that Council staff develop a formal policy/process on how the manuscript review and the award of CECH would take place. The policy/process for manuscript continuing education contact hours will be forwarded to the CEC for review at its meeting on August 29.

In an effort to assist providers with continuing education standards and requirements, the CEC presented a **workshop for continuing education providers** twice last year, once during the APMA 2019 House of Delegates and again at the 2019 Meeting Planner Summit. This workshop was well-received and not only provided participants a better understanding of the CPME continuing education documents, but also, and perhaps more importantly, the participants had the opportunity to ask questions of the presenters and discuss issues as a group. A voice-over PowerPoint presentation of the [workshop](#) has been uploaded to the CPME website to allow individuals to review the workshop presentation at their convenience.

At its March meeting, the Committee discussed several topics for future CEC workshops. However, for the time being and due to COVID-19, staff will work on creating a webinar to be posted to the Council website to keep providers of continuing education apprised of important information concerning the standards, requirements, and policies/procedures as outlined in CPME publications 720 and 730.

A suggestion that providers of continuing education raised during the workshops was the **possibility of sample forms being provided as templates** for the forms required in CPME 720, *Standards and Requirements for Approval of Providers of Continuing Education in Podiatric Medicine*. At the Committee’s March meeting, three sample forms (faculty disclosure agreement, commercial interest agreement, and joint provider agreement) were approved and made available to continuing education providers on the continuing education [resources](#) page of the Council’s website.

Continuing Education actions taken at the spring 2020 meeting of the Council include the following:

- Continued Approval – 1
- Approval – 2

- Approval with additional information requested – 2
- Approval of New Provider – 1
- Probationary Approval –4
- Voluntary Termination – 1

Official Notice: Compliance with Revised Documents

[CPME College Publications 120 and 130](#) and [CPME Continuing Education Publications 720 and 730](#) were both adopted by the Council on Podiatric Medical Education in October 2019. **All colleges and providers of continuing education will be required to comply with the new 2019 documents by July 1, 2020.**