AACPM/Council of Teaching Hospitals

Stuart J. Bass, DPM

RESIDENT RESCUE FUND

GOVERNING DOCUMENT

February 2025

Adopted by the COTH (05/29/2003*)* and Approved by the AACPM Board of Directors (08/06/2003).
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TABLE OF CONTENTS

COUNCIL OF TEACHING HOSPITALS
of the
AMERICAN ASSOCIATION OF COLLEGES OF PODIATRIC MEDICINE

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An issue of great concern in postgraduate podiatric medical education is the sudden closure of podiatric residency programs by sponsoring institutions. When this occurs, it is not only a loss for the profession but for the displaced residents involved. To assist podiatric residents impacted by a program closure, the Council of Teaching Hospitals (COTH) of the American Association of Colleges of Podiatric Medicine (AACPM) established the Stuart J. Bass, DPM Resident Rescue Fund (the Fund).

Goals

1. To financially assist those residents placed in AACPM teaching hospital member podiatric residency programs who find themselves displaced due to program closure.
2. To serve as a gesture of support and goodwill between present podiatrists and the next generation of podiatric physicians.

Objective

1. To establish a process for the collection and disbursement of funds to offset a portion of the financial cost incurred for placement in a new residency position by residents of AACPM member podiatric programs which close.

Creation and Funding

The Fund was created and approved by the COTH in the spring of 2000. It was approved and initially funded by AACPM reserves by the Board of Directors of AACPM that November. Additional funds are deposited as required through annual allocations of the dues of AACPM residency training sponsoring institutions, not to exceed 10%. The Fund may also actively solicit donations from private individuals and corporations.

The Fund is held by AACPM in a restricted account that is separate and apart from the general monies used by the organization. A full report of the account balance and the totals of any contributions or disbursements made since the last report is provided at each regularly scheduled meeting of the COTH and the AACPM Board.

Minimum Fund Balance

The COTH has established that the Fund should maintain a minimum balance of $110,000.00. This minimum balance was determined based on the following assumptions: the closure of one "average" covered institution's residency program per year, a maximum disbursement per eligible resident of $6,000, and the constraint that only 50% of the Fund may be disbursed in an annual period.

An "average" covered institution's residency program was defined as the average number of residents per CPME program. Based on 2021 data, the average CPME residency program has 9 total residents (234 approved programs with 631 PGY 1 positions, average 2.7 per PGY or 9 total residents).

Minimum Balance Calculation: Nine residents at $6,000 per resident equals a $54,000 potential total reimbursement, if one average program closes. If only half of the Fund can be disbursed in an annual period, the Fund balance would need to be $108,000.

- This minimum balance should be periodically reviewed and adjusted as necessary by COTH.
- Upon falling below, the established minimum balance, contributions not to exceed 10% of annual dues from AACPM residency training sponsoring institutions would be triggered for a minimum period of one year. Contributions would cease the year following the Fund reaching a balance equal to or greater than the minimum.
- Should COTH deem it necessary to disburse more than 50% of the Fund balance in an annual period (July-June), COTH would request approval of an exception from the AACPM Board and would proceed with the exception, if approved.

Governance

The Fund is administered by a committee of COTH. The committee meets as needed for the purpose of reviewing requests for disbursements of the Fund. Meetings may be in person or by tele or video conferencing.

Committee Appointment and Composition

Members of the Committee are appointed by the Chair of the COTH upon receipt of a reimbursement request. The Chair-Elect of COTH serves as chair of the Committee. Additional voting members are comprised of one (1) elected regional representative of the COTH, the representative to the COTH from the Young Physicians' Program of the APMA, and one (1) at-large AACPM treasurer.

RULES AND REGULATIONS FOR DISBURSEMENTS

Schedule of Disbursements

Disbursements from the Fund are made twice a year, at the end of March and September.

Limitations on Disbursements

The Fund cannot dispense more than 50% of its assets during any annual period (July 1 – June 30). No more than half of the allowed annual amount, 50% of the Fund's assets, may be dispensed in September.

The maximum total amount dispersed to any individual is limited to $6,000.

Who Is Eligible for Disbursements

The Fund is to be used exclusively for the assistance of eligible residents who, through no fault of their own, find themselves displaced and unable to continue their education at a podiatric residency program because of institutional default.

Eligibility for disbursement is determined by the following criteria:

- The sponsoring institution of the terminating podiatric residency program was an institutional member of AACPM, in good standing, when the resident was offered and accepted a residency position (covered institution).
- The resident received written notification that s/he will be unable to complete the training program and is in jeopardy of losing the residency completion certification as designated by the Council of Podiatric Medical Education (CPME) because of the closure of the residency program.
- A covered institution's residents become eligible upon acceptance of an offer of a residency position from a covered institution's podiatric residency program (eligible resident).

Eligibility does not guarantee disbursement from the Fund.

What May Be Reimbursed

Funds may only be used for expenses associated with relocating a resident, providing limited compensation for lost income for a limited time, and costs associated with placement into another residency program.

Eligible Expenses are:

- Moving Expenses - defined as only those reasonable and necessary costs associated with the move of household goods and the eligible resident and dependents from the closed residency's location to the new residency's location, provided:
  - the new residency location is at least 30 miles farther from the resident's current residence than the former closed residency location is from the same residence, and,
  - in the case of new podiatric medical college graduate, a move to the closed residency's location was completed.

  Reimbursement for moving expenses may not exceed $2000 and must be supported by accompanying itemized receipts.

- Lost Income - the maximum allowable compensation for lost income is $1,000 per month and not to exceed four months from the last day of employment at the original location until the first day of employment at the new residency position.

  Supporting documentation for lost income includes items such as a program termination letter with date of termination from the closing program and an offer letter from the new residency program with the

start date of employment. In the case of a resident impacted by program closure prior to the start of a PGY 1 residency, no lost income will be compensated.

- Application & Placement Expenses – those costs incurred to assist in the placement into another training program may be reimbursed up to a maximum of $500, supported by receipts.

  Examples of such expenses include costs to travel for interviews and the cost of obtaining a new state license, if required.

The committee has the final discretionary authority as to the eligibility of any expense for reimbursement.

Application for Disbursement

The Fund's "Application for Disbursement" form must be completed and submitted for the eligible expenses the individual is requesting be reimbursed and accompanied by supporting documentation.

- The application must be received within nine months of the official notification to CPME by the covered institution that is terminating the program.
- The resident must demonstrate that they have been placed in an alternate residency program.
- Written notification regarding the closure or termination of the residency program/position must be provided to the Fund Committee by CPME or the institution terminating the program.

Application Review

Within ten (10) days of receipt of the application, staff will notify the resident of receipt of the request.

Staff will perform an initial review of the application for completeness and request any missing documentation within thirty (30) days of receipt of the application.

The Committee will meet in February and August to review and decide on applications received in the prior six (6) months. If the Committee requires further documentation from an applicant, the request will be sent to the applicant within (10) days of the meeting of the Committee.

Applicant has ten (10) additional days to comply with the request for additional information or the application is void.

If necessary, the Committee will convene again to review the additional documentation and decide on reimbursement, if any.

Appeal

The decisions of the Committee are final and there is no recourse on the part of the eligible resident or the covered institution regarding the decision made.

Confidentiality

All of the materials received by the Committee are confidential, as is the response of the Committee to the applicant. There is no publication or public disclosure of the amount of funds disbursed to any specific individual from the Fund.

Resident Rescue Fund
Application for Disbursement

_____ _____

[Last Name, First Name, MI] [Date]

_____

[Current Street Address, Apt #, City, State, Zip]

_____ _____ _____

[Preferred Phone] [Email Address] [Cell Phone]

_____

[Previous Residency Program, City, State

_____ _____

[Previous Residency Director] [Director's Phone or email]

_____

[New Residency Program, City, State]

_____ _____

[New Residency Director] [Phone or email]

Explain the status of your previous residency program and the reason you are requesting reimbursement. Describe the efforts you've undertaken to find an alternate residency program.

_____

_____

_____

_____

_____

Amount requested for moving expenses: $

_____

Amount requested for lost income: $ _____ Amount

requested for Application & Placement expenses: $ _____

Total amount requested: $ _____

Include with your application:

a. Letter from previous sponsoring institution or residency director stating date of program's closure or copy of program notification letter to CPME.
b. Letter from new sponsoring institution or program director stating first day of employment.
c. Original receipts for moving expenses and expenses related to seeking a new residency—interview expenses, new license.

Submit this completed form and required receipts and documentation to coth@aacpm.org.