

aacpm/council of teaching hospitals

**RESIDENT RESCUE FUND
GOVERNING DOCUMENTS**

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RESIDENT RESCUE FUND

Mission

An issue of great concern in postgraduate podiatric medical education is the sudden discontinuation of podiatric residency programs by its sponsoring institution. When this occurs in the midst of a resident training year, it is not only tragic for the profession, but it is a personal tragedy for the individuals involved.

In an effort to be of assistance to future generations of podiatric residents, the Council of Teaching Hospitals (COTH) of the American Association of Colleges of Podiatric Medicine (AACPM) has established the **Resident Rescue Fund**. This program was first developed and approved by the COTH Administrative Board in the Spring of 2000. It was approved and funded by the Board of Directors of AACPM in the Fall of 2000.

Goals

1. To serve as a support system for those residents engaged in CPME approved podiatric residency programs.
2. To foster good relations between present podiatrists and the next generation of podiatric physicians.

Objective

1. To develop and implement mechanisms for the collection and disbursement of funds for those engaged in podiatric residency programs who find themselves in financial distress due to institutional failure.

Funding

The Fund was begun in November 2000, with an initial investment from the AACPM reserves and is added to annually by an amount equal to 10% of the annual dues paid by COTH member institutions. Additionally, the Fund will actively solicit funds from private individuals and corporations.

The funds are to be held by AACPM in an account that is separate and apart from the general fund utilized by the organization.

A full report of the monies held in this account shall be prepared for each regularly scheduled meeting of the COTH Board as well as the AACPM Board.

Adopted by COTH Administrative Board (05/29/2003)
Approved by AACPM Board of Directors (08/06/2003)
Amended by COTH Administrative Board (11/06/2004)
Amended by COTH Administrative Board (10/29/05)
Amended by COTH Administrative Board (10/28/06)

RULES AND REGULATIONS

of the

RESIDENT RESCUE FUND

COUNCIL OF TEACHING HOSPITALS/ AMERICAN ASSOCIATION OF COLLEGES OF PODIATRIC MEDICINE

This document shall be known as the Rules and Regulations of the Resident Rescue Fund of the Council of Teaching Hospitals of the American Association of Colleges of Podiatric Medicine hereinafter referred to as the "Fund" the "COTH" and "AACPM" respectively.

Governance

The Fund shall be overseen and administered by a Committee of COTH. The committee may meet semi-annually in conjunction with the regularly scheduled COTH Board meetings and as needed for the specific purpose of disbursement of funds.

Committee Composition

The Chair-Elect of COTH shall chair the Committee. The additional members will be comprised of one (1) elected regional representatives of the COTH Administrative Board, one (1) representative to the COTH Board from the Young Members Committee of the APMA, and one (1) at-large member who has expertise in financial matters. Each member will have one vote, with the exception of the Chair who will vote only in the event of a deadlock. The members of the Committee may serve a regular term of three years, except for the chair who may serve a maximum of two years. No member may serve more than two consecutive terms. Members are to be appointed by the Chair of the Council of Teaching Hospitals. Committee members will make every effort to be present at the scheduled semi-annual meetings. When this is not possible, every attempt should be made to be available by telephone contact at the time of the meeting.

Eligibility

An institution that conducts a podiatric residency program approved by the Council on Podiatric Medical Education (CPME) and is a member institution in good standing of the COTH is Resident Rescue Fund "insured."

This fund covers the residents associated with those institutions. Coverage begins immediately after the match between resident and program has been announced by the Central Application Service for Podiatric Residencies (CASPR) on the uniform notification date and would extend until the termination of the residency training program.

Any resident who has been notified that s/he will be unable to complete the contracted training program and is in jeopardy of losing the residency completion certification as designated by the Council of Podiatric Medical Education (CPME) will be considered eligible for disbursements from the Fund. 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.

Eligibility does not guarantee that a resident will gain access to the Fund in the event of closure or termination of the residency program. All eligible residents must provide all of the information required in the application, including original receipts, in order to be considered and must abide by the "Rules and Regulations" set forth by the Residency Rescue Fund Committee.

Specifics Of Disbursement

The Fund is to be used exclusively for the assistance of residents who find themselves displaced and unable to continue their education through no action of theirs, but rather because of institutional default. The terminating program must have been a member of COTH in good standing when the resident began the program.

Funds must only be utilized for the costs associated with relocating a resident, allowing a living allowance for a predetermined period of time, and assisting in placement in another training program. Moving expenses are defined as only those costs associated with the physical moving of possessions from the original location to the new residency location not to exceed \$2000, i.e. moving van rental, gasoline, etc. supported by receipts. A living allowance is defined as a monthly allowance up to \$750 per month, not to exceed four months. The time period covered commences with the last day of employment at the original location until the first day of employment at the new residency position or in the case of the unavailability of an initial residency, no more than one month prior to the original commencement of the program. A letter from the original residency director stating the stipend the resident was receiving at the closure of the program and the reason for the termination of the program will be the determinant for the amount of monthly living allowance permitted. Expenses to assist in the placement into another training program may be reimbursed up to \$500.

During any annual period (July 1 – June 30), the Fund cannot dispense more than 50% of its assets. The maximum amount dispersed to any single individual will be limited to \$5,000. This will allow the Fund to continuously develop in order that it always is available if ever called upon.

Application For Disbursement

An individual who believes that s/he is eligible for disbursements from the Fund, may make application by sending a letter of request to the AACPM offices. Application must be made within nine months of the official notification to CPME by the COTH member sponsoring institution of termination of the program. A specific request for a dollar amount, along with proposed plans for use of the funds must accompany the request. Original receipts shall accompany the application. The residency director, or hospital administrator on behalf of an engaged resident may make a request.

The resident must demonstrate that s/he is actively seeking, will seek or has been placed in an alternate residency program.

A completed application must be received by the Fund Committee in order for an individual to be considered for disbursements from the Fund. This application must be received by July 31st of the academic year following the discontinuation of the program.

Application Review

Within ten (10) days of receipt of the application, COTH shall notify the resident of receipt of the request. Within thirty (30) days of receipt of the application the Committee shall convene, either personally, by telephone or email for the purpose of initial review of the application. If further documentation or other requests are made by the Committee, they shall be transmitted to the resident within (10) days of the meeting, and must be received within ten (10) additional days. Completed applications received between August and the end of January will be reviewed during February with disbursement at the end of March. No more than 50% of the allocated amount for the year, determined at the end of the first quarter, may be dispensed at this half-year point. Applications received between February and the end of July will be reviewed during August with disbursement at the end of September.

Grievances

The decisions of the Committee are final. There shall be no recourse on the part of the resident or the failed institution regarding the decision made.

Confidentiality

All of the materials received by the Committee shall be confidential, as will be the response of the Committee to the resident. There shall be no publication of the amount of funds disbursed to any specific individual. The COTH Administrative Board and the AACPM Board of Directors will be provided with an annual financial status report of the Fund.

Adopted by COTH Administrative Board 05/29/2003

Approved by the AACPM Board of Directors 08/06/2003

Amended by COTH Administrative Board 05/20/04; 11/06/04; 10/29/05; 10/28/06; 5/5/07



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] _____ [Phone or email]

_____ [Current Residency Program, City, State]

_____ [Current Residency Director] _____ [Phone or email]

Please explain the status of the previous residency program and your need for assistance.

Describe the efforts undertaken to find an alternate residency program.

Outline a plan for the use of this disbursement.

Amount requested: \$ _____

Include with your application:

- a. Original receipts for moving expenses, rental van, gas, etc
- b. Letter from previous director that includes the reason for closure/or copy of program notification letter to CPME .
- c. Letter from new director stating first day of employment
- d. Receipts for cost of living expenses, rent, utilities, etc for time between programs
- e. Original receipts for new license, if required; interview expenses, etc.

For office use only:
Date received: _____
Amount approved: _____
Check request date: _____
Check sent date: _____