



## 309 11d Overview: Resident Manual

Each program must have a residency manual unique to the program. It is a wonderful resource for residents and faculty to refer to during the educational process. It may include whatever material you believe is important to have, such as the employee manual from the institution; printed directions to affiliated facilities; faculty contacts; etc. However it **MUST** include the policies and mechanisms affecting the resident, rules and regulations, curriculum, training schedule, assessments, didactic activities schedule, and journal review schedule. It also **MUST** include CPME documents 320 and 330 or a link to these documents.

The manual can be given to the residents in digital format and/or in hard copy. It should be available for all teaching faculty as well as prospective residents.

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### ***FROM CPME:***

**3.10 The sponsoring institution shall develop a residency manual to include, but not be limited to the policies and mechanisms affecting the resident, rules and regulations, curriculum, training schedule, assessments, didactic activities schedule, and journal review schedule.**

The sponsoring institution must ensure that the residency manual is distributed to and acknowledged in writing by the resident at the beginning of the program and following any revisions. The manual must be distributed at the beginning of the training year to the faculty and administrative staff involved in the residency.

The manual may be in written or electronic format. The manual must include CPME 320, *Standards and Requirements for Approval of Podiatric Medicine and Surgery Residencies* and 330, *Procedures for Approval of Podiatric Medicine and Surgery Residencies*