

University of Colorado School of Medicine

Graduate Medical Education

Policy: Educational Funds		Procedure: PAY - 6
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Purpose:

To ensure that residents are provided with educational funds.

Note: ACGME makes no distinction between interns, residents, and fellows. All PGY levels are referred to as “residents”.

Definition: Educational Funds are funds provided by the GME office to each individual program for reimbursing their residents for educational related expenses.

Policy:

In order to receive educational funds, all University of Colorado School of Medicine GMEC approved training programs must have a current Individual Program Policy on file in the GME office (2 years old or less). The Individual Program Policy must document how educational funds received from the GME office will be distributed each academic year. According to University policy, below is additional information relevant to use of educational funds.

Appropriate use of Educational Funds:

- Board preparation educational materials (books, etc.) Please note: cannot be used for exam registration fees.
- Educational organization membership dues
- Educational books (**paper and electronic**)
- Travel expenses while at educational conferences (registration, per diem, hotel, flights)
- Medical equipment (ex: stethoscopes)
- MKSAP (Medical Knowledge Self-Assessment Program (for board preparation))
- Bibliography/citation reference manager software (ex: EndNote, Bibloscape, Reference Manager, etc.)
- Purchase books/software for central training program library

Appropriate use of educational funds for the purchase of electronics – Programs are allowed to purchase tablets and software for the department that can be used by residents during their training program as a part of the training program curriculum as long as they are returned when the resident leaves the program, similar to pagers. Purchases of electronics and software by the program as a “personal” item for each resident is not allowed.

Inappropriate use of Educational Funds:

- Board Examination fees
- Licenses and certifications
- Tablets (iPads, Android-based, etc.)
- Cellphones/PDA’s
- Computer Software
- Uniforms/Clothing
- Food

NOTE: If item is a program requirement, educational funds **cannot** be used to pay for it.

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Please contact GME if you are unsure whether or not your purchase is appropriate.

Process

- A. GME will send out the Individual Program Distribution Information forms (#2 below) to each program no later than September 30th of each year.
- B. Each Program must submit the following documents to GME in order for GME to distribute their Program's allocated funds:
 - 1) **Individual Program Policy** on Distribution of GME Educational Funds form. (Program must provide each of their residents a copy of their Program's Individual Program Policy). At a minimum, the Individual Program Policy must include the following:
 - a. Decision-making process as to how the funds will be allocated. There must be resident participation in this decision.
 - b. How funds will be distributed and/or used (i.e. Set dollar amount for Level I, Level II, etc., books purchased for a central library for all residents to use, etc.).
 - c. What type of expenditures will be allowed (i.e. education materials, travel to academic-related conferences, etc.).
 - 2) **Individual Program Distribution Information** form indicates the amount of funds the Program has available for the academic year. This document must be reviewed and signed by the Program Director.
 - 3) **Individual Program's detailed Financial Statement** reflecting how funds were distributed the previous year. (In CU-Data you can run a "Financial Detail" report for the specified time period or a spreadsheet detailing the individual transactions comprising the funds.)
- C. GME's goal is to transfer allocated funds to all GME Programs by December 31st each year. The GME office will distribute funds within two weeks of receiving all requested documents. (It is suggested that you review your monthly financial statement(s) or contact your Department and/or Program Administrator for the availability of funds before disbursing funds to residents.)
- D. Funds are distributed to residents as an expense reimbursement through the UCD Concur/Expense System. Every program will distribute/use these funds according to its written policy and UCD Fiscal Policies and Procedures.

If a Program does not already have a valid speedtype (fund 20 account), one must be requested from the UCD Finance office. Contact GME Assistant Program Director of Finance and Administration for forms for completion to request speedtype setup.