


Subject: Reimbursement of Resident and Student Expenses		Policy Number GME 026	Effective Date July 2018
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REIMBURSEMENT OF RESIDENT AND STUDENT EXPENSES, POLICY GME 026

1. Purpose

The purpose of this policy is to establish institution- wide standards for reimbursement of resident and student expenses related to educational endeavors.

2. SCOPE

This policy applies to all residents and students matriculating in post-graduate medical education and graduate medical education programs at University of Maryland Medical Center Midtown Campus.

3. RESPONSIBILITY

It is the responsibility of the Program Director(s) and faculty who supervise and teach residents and students at the University of Maryland Medical Center Midtown Campus (UMMC Midtown), as well as the residents and students at UMMC Midtown Campus, to comply with this policy. It is the responsibility of the Program Director to monitor expenses incurred on behalf of the training program, and to ensure that such expenses are necessary, serve to advance medical care or medical education, and maintain budget neutrality.

4. AUTHORITY/ACCOUNTABILITY

Responsibility for the quality of patient care and services, as well as the quality of the graduate and post-graduate medical education programs, provided at UMMC Midtown rests with the Board of Directors. The Board directs, through the Graduate Medical Education Committee (GMEC), the medical staff, UMMC Midtown leadership staff, and teaching faculty to implement a planned and systematic process for measuring quality and improving performance related to patient care and educational services. The Board exercises its authority through the Graduate Medical Education Committee.

5. DEFINITIONS

Faculty: Includes any individual who has received a formal assignment to teach and supervise Residents and who is permitted by law and by UMMC Midtown to provide care, treatment and services without direction or supervision, within the scope of the individual's license and consistent with granted privileges.

Program Director: A member of the Medical Staff who is the one physician designated with authority and accountability for the operation of a residency program.

Resident: An unlicensed or licensed resident enrolled in an UMMC Midtown Campus sponsored post-graduate education program, which are accredited by the Accreditation Council for Graduate Medical Education (ACGME). Residents can be either Internal Medicine residents or Transitional Year residents. Internal Medicine residents train at the PGY1 (first year), PGY2 (second year), or PGY3 (third year) level over the course of their training. Transitional Year residents only spend one year (PGY1) at UMMC Midtown Campus.

Student: A trainee who is enlisted in a medical school affiliated with the UMMC Midtown Campus, and is assigned to the UMMC Midtown Campus for an approved educational experience. Students are always under the supervision of faculty.

Training Site: An organization providing educational experiences or educational assignments/rotations for Residents.

Reimbursement: Payments made to residents or students by the training site for expenses related to medical education. Out-of-pocket expenses are those borne by the trainee.

6. BUDGETED EXPENSES INCURRED ANNUALLY

The residency program endeavors to provide the following to all internal medicine residents:

- Membership to the American College of Physicians
- Electronic version of the Medical Knowledge Self-Assessment Program (MKSAP)
- Subscription to New England of Medicine Journal Knowledge Plus Board review program
- Fees for the annual In-Training Examination, administered by the American College of Physicians

These items are in addition to the benefits and salary provided by the training site. Depending on financial state of the institution, these items are not guaranteed to each resident each year. However, the program aims to provide these important learning resources to all residents, pending availability of funds from the institution.

7. ADDITIONAL EXPENSES

If residents conduct scholarly activities that are accepted for first author presentation or publication at scientific conferences or journals, the residency program will seek funding on behalf of residents so they can present their abstracts or publish their manuscripts. The conference or journal must be approved by the program director. Typically, conferences sponsored by widely-recognized U.S. professional society organizations and journals that are Pub Med indexed will be approved. The scholarly activity must have been completed at UMMC Midtown Campus under supervision of UMMC Midtown Campus faculty or faculty from the University of Maryland School of Medicine. Due to limitation of funds, preference will be given to categorical Internal Medicine residents over Transitional Year residents. The amount of

funding will depend on the venue, but typically the residency program will not cover ALL the expenses incurred at the meeting, and some costs will need to be borne by the resident. The resident must adhere to the limitations of reimbursement of expenses related to travel that exists for all hospital employees and staff.

The residency program and UMMC Midtown Campus will not cover expenses for medical students to present or attend scientific meetings. In addition, the program will not reimburse costs related to publication of an accepted manuscript authored by a student. However, if a UMMC Midtown Campus resident or faculty member are also authors of the accepted manuscript, then a request for reimbursement can be made to the residency program, assuming the research or clinical case arose from UMMC Midtown Campus.

Due to limited budget, the residency program may not be able to reimburse residents for all expenses related to their scholarly activities. The program endorses the pursuit of scholarly activities by residents, but has limited revenues. Therefore, each proposal is evaluated on a case-by-case basis. The maximum travel reimbursement per resident is \$1000 per meeting and \$1500 per academic year per resident.

8. EXPENSES NOT REIMBURSED

- Expenses related to travel for fellowship or job interviews
- Fees related to residency or fellowship applications
- Cost of USMLE or ABIM certification examinations
- Other Board review materials as a substitute to those named above
- Expenses related to travel to off-site rotations or electives