

Title: <b>GME Education Fund &amp; Hospital-Paid Expenses for Residents &amp; Fellows</b>	*Applicable to: <b>Beaumont Health</b>	Effective Date: <b>01/03/2019</b>
Policy Owner: <b>Graduate Medical Education Committee</b>	Document Type: <b>Policy</b>	Last Periodic Review Date: <b>01/03/2019</b>  Functional Area: <b>GME Human Resources</b>

**\*For This Document, Beaumont Health Includes:**

- Beaumont Corporate Shared Services
- Beaumont Hospital, Dearborn
- Beaumont Hospital, Farmington Hills
- Beaumont Hospital, Grosse Pointe
- Beaumont Hospital, Royal Oak
- Beaumont Hospital, Taylor
- Beaumont Hospital, Trenton
- Beaumont Hospital, Troy
- Beaumont Hospital, Wayne
- Beaumont Medical Group

**I. PURPOSE**

The purpose of this policy is to specify acceptable uses of the annual Education Fund and costs related to residents’ and fellows’ participation in the Graduate Medical Education (GME) program which will be paid by the hospital.

**II. POLICY**

- A. GME provides discretionary funds to Residents and Fellows for education-related expenses approved by the Program Director as having **sufficient medical education value and further their development as a physician.**
  
- B. The **Program Director can direct or disallow the use of the money for specific purposes based on the educational needs of the program, a PGY level cohort, or individual residents** that he/she feels would or would not be of sufficient educational benefit within a GME program.
  
- C. The resident/fellow’s Education Fund balance may be carried over from one academic year to subsequent years through completion of the program. The individual’s Education Fund may also be advanced for an approved international rotation or medical mission. Funds may not be shared with colleagues. Unused funds are forfeited at completion of the GME program.

**III. EDUCATION FUND**

- A. **Acceptable Education Fund Expenses, with approval of the Program Director:**
  - 1. Required Exams (COMLEX 3, USMLE 3 or APMLE 3) one time
  - 2. Books in electronic or print format

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3. Journal subscriptions
4. Scientific/educational videos/electronic medical subscriptions, applications, software
5. Abstract & publication fees for submissions to peer-reviewed publications
6. Professional society dues (excludes voluntary contributions)
7. Teleconferences
8. Regional and National Conferences registration and related travel expenses (e.g., transportation, reasonable lodging (<\$300 per person, per night), food in accordance with the [Employee Expense Reimbursement](#) policy); conferences outside the continental United States and Canada require *prior review by an Associate DIO and approval by the DIO*
9. Elective rotations and courses and related travel expenses
10. Medical Missions for additional experience, upon approval of the International Rotations Committee
11. Board Review Course registration and travel expenses. Courses must be taken during the program and up to four months following completion of the program. Registration fees and travel must be paid before completion of the GME program
12. Board certification examination fees. Fees must be paid before completion of the GME program
13. Medical equipment (e.g., stethoscopes, etc.)
14. Technology used to enhance the GME program and patient care (i.e., Smart phones, tablets, a computer, etc.) taxes are also deducted for this purchase

#### **B. Unacceptable Education Fund Expenses**

1. Permanent or Full Medical License & Controlled Substance License, as they are not required for educational purposes, except for those exceeding the number of years of eligibility for Educational Licenses
2. Equipment that can be used for non-medical purposes, except as specified
3. Phone bills
4. Extended warranties
5. Apparel or shoes
6. Membership fees for personal clubs
7. Voluntary contributions to professional societies
8. Application fees (e.g., ERAS)
9. Travel related to interviews for future positions
10. Airline ticket upgrade from coach to business or first class

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**IV. HOSPITAL-PAID EXPENSES**

**A. The Education Fund is not used for the following expenses; these expenses are paid or reimbursed by the hospital, department or program (depending upon funding structure):**

1. The cost of Michigan Educational Medical and Controlled Substance Licenses, including regulatory requirements for Licensure (e.g., fingerprinting) or the same amount paid toward the cost of a permanent license
2. **If not eligible** for an Educational License (e.g., Initial plus five renewals used) the cost of the required Michigan Full Medical License and Michigan Controlled Substance License (Hospital DEA may continue to be used in training program)
3. Out-of-state medical licenses when an out-of-state rotation is essential to fulfill the program’s educational requirements during the term of the GME program
4. Basic Life Support (BLS) as well as other certifications that are required by your program (e.g. Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS))
5. Pagers, or alternative devices designated by Beaumont Health, to fulfill educational and professional responsibilities
6. White coats and scrubs, including laundry
7. Meal allowance per contract
8. Testing, *required to meet accreditation or board-eligibility standards*, except COMLEX 3, USMLE 3 or APMLE 3, for which the Education Fund may be used
9. Professional memberships, if *required to meet accreditation standards*

**V. EXCEPTIONS**

The Beaumont Health Employee Expense Reimbursement Policy, Mileage Reimbursement for local mileage, does not apply to residents/fellows, due to the nature of the medical education training program.

**VI. REFERENCES**

Accreditation Council for Graduate Medical Education (ACGME) Institutional Requirements, Section II.D

Approved by the Beaumont Health Graduate Medical Education Committee (GMEC),  
June 20, 2017

Revisions approved by the GMEC: January 23, 2018, October 23, 2018