



# Elson S. Floyd College of Medicine

WASHINGTON STATE UNIVERSITY

## Graduate Medical Education Policy

### GME TRAINEE EDUCATION ALLOWANCE POLICY

Applies to: ESFCOM Graduate Medical Education (GME), all accredited post-graduate medical training programs (i.e. residency or fellowship) and all Trainees in ESFCOM Sponsored Training Programs

GMEC Approval: 10/20/20

#### 1.0 Policy Statement:

It is the Elson S. Floyd College of Medicine (ESFCOM) policy that trainees will be provided an annual education allowance for the purpose of enhancing their learning experience. This policy establishes guidelines for the trainee's use of the annual education allowance.

#### 2.0 Definitions

#### 3.0 Responsibilities

GMEC, DIO, Appropriate Program Directors

#### 4.0 Procedures

Elson S. Floyd College of Medicine (ESFCOM) resident physicians are provided an annual education allowance as specified below:

1. Annual allowance
  - a. PGY1 - USMLE Step 3 examination fee
  - b. PGY2 through PGY7 - preapproved allotment
  - c. Additional funding for poster or oral presentations for a regional or national event may be available and will be evaluated on a case-by-case basis (event must be approved by PD)
2. Allowances are in effect from July 1-June 30. Balances do not rollover from one program year to the next. Any unused allowance funds at the end of the residents training are forfeited
3. Off-cycle trainees will receive a prorated allowance based on their training period

The following items are permitted allowance expenses:

- Educational conference expenses including:
  - a. Conference registration
  - b. Travel expenses
  - c. Lodging expenses
  - d. Food
    - i. food and lodging paid up to maximum per diem rates based on WSU travel and reimbursement guidelines

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- e. Print materials including: textbooks and journals
- f. Self-study, on line educational courses/materials

The following items are not permitted allowance expenses:

- Computers, computer equipment (ie: printers, scanners, etc)
- Cell phones
- Furniture
- Cases (ie: cell phone cases, laptop bags, ipad cases, etc)
- Accessories (ie: chargers, screen protectors, etc)
- Personal items not related to medical education

Attendance to an educational conference is encouraged

All requests for reimbursement from the education allowance must be pre-approved by the Program Director. Residents must complete the appropriate pre-approval request for reimbursement by contacting their Program Administrator

Expense reimbursements are processed per the WSU business policy

## 5.0 Related Policies

GME Compensation/Stipend Policy

## 6.0 Key Search Words

Education Allowance
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## 7.0 Revision History

<b>GMEC Approval: Revision/Review Date(s)</b>
10/20/20

**Responsible Office:** ESFCOM GME Office

**Policy Contact:** Designated Institutional Official

**Supersedes:** N/A