



RESIDENT EDUCATION ALLOWANCE POLICY

Policy Title: WSU College of Medicine GME Resident Education Allowance Policy

Applies to: WSU Elson S. Floyd College of Medicine Graduate Medical Education (GME) all accredited post-graduate medical training programs (i.e. residency or fellowship) and all Trainees in ESFCOM Sponsored Training Programs

Date: July 19, 2022

1.0 Policy Statement:

It is the WSU College of Medicine GME 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, 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 or PGY2 – one time reimbursement of USMLE Step 3 or COMLEX Level 3 examination fee
 - b. PGY2 - \$800 (in addition to USMLE Step 3 / COMLEX Level 3 examination fee if used during PGY2.
 - c. PGY3 - \$1000
 - d. Additional funding for submitting articles to publications, 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.

EDUCATION ALLOWANCE POLICY

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
 - e. Print materials including: textbooks and journals
 - f. Self-study, online educational courses/materials
 - g. Other educational items and materials as approved by program leadership

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. Appropriate receipts for reimbursement should be submitted within 30 days of purchase or travel.

5.0 Related Policies

GME Compensation Policy

6.0 Revision History

GMEC Approval:	October 20, 2020
Revision/Review Date(s)	July 19, 2022

Responsible Office: WSU College of Medicine Sponsoring Institution

Policy Contact: Designated Institutional Official

EDUCATION ALLOWANCE POLICY

Supersedes: N/A