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 Elson S. Floyd College of Medicine Sponsored Training Programs

Date:  December 19, 2023

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 resident physicians are provided an annual education allowance as specified below:

1. Annual allowance
   a. PGY1 - $500 plus one time reimbursement of USMLE Step 3 or COMLEX Level 3 examination fee. Examination fee may be used during PGY2.
   b. PGY2 - $800 (in addition to USMLE Step 3 / COMLEX Level 3 examination fee if not used during PGY1.)
   c. PGY3 - $1000
   d. PGY4 and above, Chief Residents - $1000
   e. 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 Program Director)

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
e. Print materials including: textbooks and journals
f. Self-study, online educational courses/materials
g. Specialty Board Examination Fee, such as ABMS (up to annual allowance, PGY3 or above only)
h. Other educational items and materials as approved by program leadership

The following items are not permitted allowance expenses:
  - Computers, computer equipment (i.e.: printers, scanners, etc.)
  - Cell phones
  - Furniture
  - Cases (i.e.: cell phone cases, laptop bags, iPad cases, etc.)
  - Accessories (i.e.: 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. If use of education funds includes travel and/or time away from the program, the request must be made at least 30 days in advance of use of funds.

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

<table>
<thead>
<tr>
<th>GMEC Approval:</th>
<th>October 20, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revision/Review Date(s)</td>
<td>July 19, 2022, December 19, 2023</td>
</tr>
</tbody>
</table>

Responsible Office: WSU College of Medicine Sponsoring Institution
Policy Contact: Designated Institutional Official
Supersedes: N/A