

<b>Graduate Medical Education Policy</b>	Educational Funds for Residents and Fellows
<b>Facility/Sponsor</b>	CMC/GMEC
<b>Policy Origin Date</b>	May 2025
<b>Revision Date</b>	May 2025

## **PURPOSE**

To ensure residents and fellows have access to high-quality education relevant to their specialty training, and to manage fiscal stewardship of the Sponsoring Institution's education budget, this policy outlines general guidelines for specifying the amount of education funds available per trainee, the frequency of fund distribution, restrictions on travel and other education-related expenses, requirements for prior approval for use of Educational Funds, and the procedure for requesting reimbursement of expenses for educational materials and activities. Program Directors may further specify stipulations for the use of Educational Funds as outlined in program-specific policies.

## **SCOPE**

This policy applies to all Accreditation Council for Graduate Medical Education (ACGME), Council on Podiatric Medical Education (CPME), and Commission on Dental Accreditation (CODA) accredited graduate medical education programs sponsored by Carilion Medical Center (CMC).

## **DEFINITIONS**

Trainee refers to all interns, residents, and fellows participating in CMC post-graduate training programs.

Designated Institutional Official (DIO)/Vice President, is the individual who has the authority and responsibility for oversight and administration of CMC's accredited Graduate Medical Education programs.

## **PROCEDURE**

1. Available Educational Funds and Frequency of Distribution
  - a. Educational Funds are allocated to programs based on the number of trainees in the program and based on CMC budget projections. These funds will be reviewed by the Graduate Medical Education Committee on an annual basis. For the 2025-26 academic year, educational funds are appropriated as follows:
    - i. PGY1 and PGY2: no Educational Funds are budgeted for residents in their first and second years of training.
    - ii. PGY3: \$1000
    - iii. PGY4: \$1200
    - iv. PGY5 – PGY8: \$1500
  - b. The Program Director may choose to earmark the allotted amount to each individual resident or combine the annual allotment to make Educational Funds available to residents of all PGY years.
  - c. Program Directors may work with their Department Chairs to obtain additional departmental CME funding for qualified educational purposes.
  - d. Additional Educational Funds are allocated directly to residents who serve in the following leadership roles:
    - i. Exceptionally qualified trainees may apply for a one-time additional \$500 allotment of Educational Funds for the purpose of presenting a poster or abstract at a specialty state, regional, or national conference.

- ii. An additional \$1000 may be allotted annually to the designated administrative chief resident or fellow.
- iii. An additional \$1000 is allotted from the GME Office for trainees who are elected by their peers to serve as a House Staff Association Officer.

2. Travel Education

- a. Trainees who wish to use their allotted Educational Funds for travel education at a conference must first obtain approval from their Program Director and VP approval from the Designated Institutional Official using the CME Travel Request Form process. Once approved, a copy of the CME Travel Request Form is provided to Program Managers, Program Directors, and trainees for their records. A copy of the approval should be included when submitting travel requests to the Carilion Travel Department and/or submitting reimbursement requests to the GME Office. Carilion Travel Services may require additional approvals for their processes and forms.
- b. As Carilion's preferred method, travel expenses should be prepaid by Carilion Travel Services. Expenses that can be preapproved and prepaid include conference fees, flights, and hotel reservations. The trainee should submit an approved Travel Department Request Form at least four (4) weeks prior to intended travel dates. The Travel Request Form may be obtained on the Travel Department website on InsideCarilion.

3. Other Expenses and Reimbursements

- a. Please reference the GME Reimbursement Guidelines document for detailed guidance on reimbursable and non-reimbursable expenses.

Designated Institutional Official	Reviewing Committee	Date Approved
Arthur Ollendorff, MD	GMEC	May 20, 2025
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