MERCY MEDICAL CENTER DES MOINES
A member of Mercy Health Network

GME Department Policy

CME FUNDS

Effective Date: July, 2017
Reviewed: Dec. 2016; Apr. 2017

POLICY:

Mercy Medical Education & Research Department provides financial assistance to residents for educational resources and continuing medical education under the following guidelines:

1. Department Responsibilities:
   A. Reasonable expenses for residents in AOA programs to attend the required national subspecialty conference once during residency program.
   B. Reasonable expenses for resident participation in scholarly activity presentations, providing that they have first obtained any OPTI or other grant funding available.
   C. Provides each resident with $700 annually for educational resources/conferences not covered above.
      1. Each residency program may facilitate group purchasing for board review materials and/or other standard resources provided for the residents.
      2. Surgery residents may use funds to help defray cost of surgical loupes.
      3. Funds cannot be used to purchase data hardware devices, i.e., iPads, etc.
      4. Funds cannot be used for license or exam fees.
      5. Funds cannot be carried over from year to year.

2. CME Days
   A. Each resident will receive 5 CME days per year unless your respective certifying board prohibits this.
   B. CME day is defined as a scholarly activity that requires an absence from clinical work such as:
      a. Presenting at or attending a regional or national meeting
      b. Attending a program that generates CME
      c. Participating in a supervised on line review course
   C. All CME days must be approved by the Program Director.
   D. CME days not used will not carry over to the next fiscal year nor will they be reimbursed.

3. Resident Responsibilities:
   A. Submit applicable receipts within 30 days of occurrence/payment via the CHI Concur system; or, delegate the Residency Coordinator to submit on his/her behalf.

4. Residency Coordinator Responsibilities:
   A. Process receipts for reimbursement for residents upon request.
   B. Maintain an ongoing log in the respective residency program shared drive for documentation of available funds.

Signature

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