Graduate Medical Education - Continuing Medical Education and Professional Expenses

Classification: Administrative
Last Revised: N/A
Date Effective: 7/1/2021; Implementation on approval

Policy Owner: Vice President for Medical Affairs/Dean School of Medicine
Responsible University Official: Vice President for Medical Affairs/Dean School of Medicine
Policy Contact: Chief of Staff to Vice President for Medical Affairs/Dean School of Medicine

1.0 Reason for Policy
This policy establishes guidelines for expenditures relating to resident and fellow Continuing Medical Education (CME) and amenities.

2.0 Policy Statement
The Graduate Medical Education office pays for the ACGME accreditation fees, ACLS/BLS certifications, temporary licensure fees, temporary BNDD fees, NRMP match fees, background checks/drug screening etc. Departments do not incur these resident/resident-related costs.

The Graduate Medical Education office does not provide funding for resident and fellow amenities including lab coats, resident CME, equipment, on-site meals, in-training exams, board prep courses, posters, books, etc. Such expenditures are to be paid out of the departmental amenities budget or other departmental funds.

Spending limits and procedures for obtaining approval for specified events and amenities are set forth herein.

3.0 Scope
This policy applies to residents and fellows at Saint Louis University School of Medicine.

4.0 Procedures
Departmental expenditures that are not paid by the Graduate Medical Education office should be paid out of the Department budget. Budgeted expenditures not exceeding the spending limits specified below do not require prior approval from the Medical Center Finance Office. Expenditures exceeding the limits specified...
4.1 Residency amenities

Residencies may spend up to $1000 per resident or fellow per year for amenities, including books, CME, etc. Departments should use discretion to submit and/or fund resident lunches, including onsite meals, special CME conferences, etc., within the specified budget and limits set forth in Section 4.3 below, and with approval of the Department Chair. Departments should manage spend for other non-CME costs such as lab coats within their budget. Payment for permanent licenses for Department trainees to be eligible to take the board exam may be a decision by the Department on related designated funds.

4.2 Graduation and Other Resident Social Events

4.2.1 Graduation Gifts

The department spending limit for graduation gifts including plaques, awards, and other gifts is $120 per resident.

4.2.2. Graduation and Other Resident Social Events (e.g. Resident Welcome Event etc.)

The spending limit by department for graduation or other annual events is:

- Less than 50 people - $100 per person
- 50-100 people - $75 per person
- >100 people - $60 per person

There should be no payment to graduation speakers.

Faculty and departments may use funds from non-SLU sources to cover additional or other event costs.

4.3 On-site Business Meals

Departments may spend up to $25 per person per incident or event for onsite business meals for residents or fellows to be paid out of the Department budget. Amounts must be managed in the budget.

4.4 Exceptions

A SLU SOM Policy Exception Form is required to be submitted to the Medical Center Finance Office for approval prior to occurrence under the following scenarios:

- Request in excess of $1,000 (rare circumstance requiring Dean of School of Medicine and Department Chair signature)
- All graduation events or other resident events in excess of the spending limits set forth in section 4.2
- Resident business meals in excess of $25.00 per person, with Department Chair approval

The SLU SOM Policy Exception Form should be submitted through the link in Section 7.0 below.
5.0 Sanctions
Expenses incurred without proper submission of a *SLU SOM Policy Exception Form*, where required, will not be reimbursed.

6.0 Responsibilities

**Department Chair:** responsible for ensuring that submitted expenses are within policy limits. Department administration is responsible for submitting reimbursement through the Concur system.

**Medical Center Finance Office:** when required as specified herein, a *SLU SOM Policy Exception Form* should be submitted to the Medical Center Finance Office for approval prior to the requested expenditure through the link in Section 7.0.

**Associate Dean of Finance:** assesses spending requests in excess of specified limits as set forth herein.

**Dean of the School of Medicine:** where specified, and with input from the Medical Center Finance Office and Associate Dean of Finance, approves requests exceeding spending limits stated herein.

7.0 References

*SLU SOM Policy Exception Form*

**Saint Louis University School of Medicine Policies Including But Not Limited to:**

- Local Meals, Events and Related Expenses for Business Purposes Policy
- Clinical Faculty Continuing Medical Education & Professional Expenses Policy
- [Student Recruitment Policy] – [TBD]

**University Policies Including But Not Limited to:**

*Saint Louis University Employee Reimbursement Policy*

8.0 Definitions

9.0 History

This policy merges and replaces the School of Medicine Local Meals policy and Social Functions policy, as such policies relate to resident and fellow Continuing Medical Education (CME) and amenities. The Local Meals policy and Social Functions Policies are rescinded and replaced as of the same effective date of this policy.

Date Issued:
Date Last Revised:

**Attachments**

- SOM Policy Review Committee Engagement Form
- SOM Quality Review Checklist
### Applicability

**Applicability**

Saint Louis University

### Attachments

- SOM Policy Engagement Form - Graduate Medical Education CME and Professional Expenses Policy.pdf

### Approval Signatures

<table>
<thead>
<tr>
<th>Approver</th>
<th>Date</th>
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<tbody>
<tr>
<td>Christine Jacobs: None</td>
<td>8/24/2021</td>
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<tr>
<td>Stephanie Decker</td>
<td>8/24/2021</td>
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### Applicability

SLUCare, Saint Louis University