

Policies and Procedures

Section: School of Medicine		NO.				
Chapter: Graduate Medical Education	Issued: 11/2020	REV. A DATE	REV. B	REV. C		
Policy: Educational Allowance		Page 1 of 3				

PURPOSE

The purpose of this policy is to define appropriate use of the educational allowance for residents and fellows.

SCOPE

This policy applies to all Creighton University accredited residency and fellowship programs and their residents.

DEFINITIONS

Resident: Any physician in an accredited graduate medical education program, including interns, residents, and fellows.

POLICY

Creighton University allocates an annual educational allowance for each resident in its accredited programs. The purpose of this allowance is to promote scholarly work of residents, their academic success and the promotion of their programs to local, regional, national and international audiences. Amounts not spent during one year, may not be carried over to the next year. The allowance is not meant to replace or augment the program budget and should not be used as such. All expenditures of the allocated allowance must adhere to the parameters herein.

Allowable Expenses

1. Educational Materials may include educational courses (online, virtual, in person), textbooks, journals, board review materials, and subscriptions.
2. Scholarly Activity
 - a. Registration and travel to conferences/professional society meetings where they are presenting as first (or second) author of scholarly work or are participating as part of a team activity representing a residency or fellowship program of Creighton University.
 - b. CME conferences require prior authorization by the Program Director and DIO. Approval will be granted if the following are met:
 - i. The conference must be targeted to the resident's specialty and/or area of focus,
 - ii. The resident must provide the educational rationale for their attendance, and
 - iii. The resident must attend a minimum of 6 hours per day of the conference.

Non-Allowable Expenses

Expenses not covered under allowable expenses will not be approved. If a resident is unsure if the expense meets the criteria of the allowable expense, they must seek prior authorization from the Program Director and DIO. The following expenses are not appropriate uses of the educational allowance:

1. Board Exam Fees
2. USMLE Exam Fees
3. Licensing fees (Medical or DEA)
4. Memberships in professional societies
5. Publication fees
6. Equipment (including pagers, stethoscopes, clinical equipment, etc.)
7. Scrubs or other clothing items
8. Laptops or personal electronic devices
9. Credentialing Fees

Programs should note that there are department chair funds allocated for publication fees.

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AMENDMENTS OR TERMINATION OF THIS POLICY

This policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and this GME policy, this GME policy shall govern.

Creighton University reserves the right to modify, amend, or terminate this policy at any time.

Reviewed and Approved By:
Phx GEC: November 1, 2021
Omaha GEC: November 9, 2020
Exec GMEC: December 10, 2021