

## Creighton University School of Medicine-Phoenix Policies

POLICY:	Educational Allowance
GOVERNING BODY:	Graduate Medical Education Committee – Creighton University School of Medicine-Phoenix
GMEC APPROVAL DATE:	August 7, 2023; February 6, 2023
REVISED DATE:	February 6, 2023
ACGME ACCREDITATION STANDARD REFERENCE:	Institutional Requirement: Not Applicable

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### PURPOSE

The purpose of this policy is to define appropriate use of the educational allowance for House Staff Physicians (HSPs).

### SCOPE

The policy applies to all Creighton University School of Medicine-Phoenix (CUSOM-PHX) HSPs and their respective training programs, that are Accreditation Council for Graduate Medical Education (ACGME) accredited or meet the criteria in the Non-ACGME Accredited Program Policy.

### POLICY

CUSOM-PHX allocates an annual educational allowance for each HSP in its accredited programs. The purpose of this allowance is to promote HSP scholarly work, 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 CUSOM-PHX.
  - b. CME conferences require prior authorization by the program director and Designated Institutional Official (DIO). Approval will be granted if the following are met:
    - i. The conference must be targeted to the HSP's specialty and/or area of focus,
    - ii. The HSP must provide the educational rationale for their attendance, and
    - iii. The HSP must attend a minimum of 6 hours per day of the conference.
3. USMLE, COMLEX and APMLE Exam Fees

### **Non-Allowable Expenses**

Expenses not covered under allowable expenses will not be approved. If an HSP 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. Licensing fees (Medical or DEA)
3. Memberships in professional societies
4. Publication fees
5. Equipment (including pagers, stethoscopes, clinical equipment, etc.)
6. Scrubs or other clothing items
7. Laptops or personal electronic devices
8. Credentialing Fees

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

### **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 institutional policy shall govern.

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