

SUBJECT Faculty Continuing Medical Education	POLICY NUMBER 200.002	PAGE 1 of 2
SOURCE Academic Affairs – Administration	ORIGINATION OR LAST REVISION DATE 11/08/07	EFFECTIVE DATE 12/11/07

I. POLICY

It is the policy of St. Joseph’s Hospital and Medical Center (SJHMC) Academic Affairs to support the employed faculty physicians in their professional growth and development.

II. PROCEDURE

A. Continuing Medical Education

1. Faculty physicians are expected to keep up with the changes in their field, maintain their board certification and participate in continuing medical education on an ongoing basis.
2. During the budget period, each medical education residency program will budget a set amount approved by the finance department for CME per faculty member. This set amount will be consistent throughout the residency programs.
3. CME travel must be approved by the program director and vice president prior to registration.
4. Board certification can be reimbursed through the faculty members allocated CME funds for that year.
5. Reimbursement requests for CME must be submitted within the fiscal year of occurrence. Unused CME allocations cannot be transferred into subsequent fiscal years.

B. Professional Organization Membership Dues and Subscriptions

1. During the budget period, each medical education residency program will budget a set amount approved by the finance department for professional membership dues and subscriptions per faculty member. This set amount will be consistent throughout the residency programs.

2. Dues and subscriptions must be approved by the program director/academic chair and vice president.

3. Reimbursement requests for dues and subscriptions must be submitted within the fiscal year of occurrence. Unused dues and subscriptions allocations cannot be transferred into subsequent fiscal years.

REVIEWED AND IN COMPLIANCE WITH:	DATE
ACGME	11/08/07
CHW	11/08/07
JC	11/08/07
RISK/LEGAL	11/08/07
HUMAN RESOURCES	11/08/07
REVISED & APPROVED BY	
Policy/Procedure Committee	11/08/07
Organized Medical Staff	11/08/07
GMEC	12/11/07