



SUBJECT Resident Educational Allowance	POLICY NUMBER 300.002	PAGE 1 of 1
SOURCE Academic Affairs - Administration	ORIGINATION OR LAST REVISION DATE 12/18/07	EFFECTIVE DATE 1/16/07

I. POLICY

It is the policy of the Department of Academic Affairs (“Academic Affairs”) at St. Joseph’s Hospital and Medical Center (“SJHMC”) to support resident physicians (“Resident”) in their professional growth and development by furnishing an allowance to be used for educational conferences, study materials, and books (“Policy”).

II. PURPOSE

Determine how Educational Allowances are to be allocated.

III. PROCEDURES

- A. Resident’s allowances will be determined through the annual budget process and is subject to CFO approval.
- B. Academic Chairs or Program Directors will determine and communicate to the residents how the educational allowance will be allocated each year.
- C. Examples of approved items include:
 - Educational Conferences
 - Study guides
 - Medical books
 - Medical journals
 - Training videos, CD’s or DVD’s
 - PDA’s (must be Hospital HIPPA Policy compliant)
 - Training software
 - Educational models
 - Equipment such as stethoscopes, surgical loupes, glass slides, etc...
 - Legibility signature stamp
- D. Any items that are not included on the above list must be pre-approved by the Program Director.



- E. Travel requests must be submitted in advance of conferences and have approvals by the Program Director and Vice President.

- F. In addition to this policy, residents should follow their department's specific processes if applicable.

REVIEWED AND IN COMPLIANCE WITH:	DATE
ACGME	12/18/07
CHW	12/18/07
JC	12/18/07
RISK/LEGAL	12/18/07
HUMAN RESOURCES	12/18/07
REVISED	
APPROVED BY	
POLICY/PROCEDURE COMMITTEE	12/18/07
GMEC COMMITTEE	