



## **OPERATING POLICY**

**DEPARTMENT: GRADUATE MEDICAL EDUCATION**

**CATEGORY: GRADUATE MEDICAL EDUCATION**

**SUBJECT: EDUCATIONAL FUND**

**CODE: GMEC-27**

**EFFECTIVE: 07/2020**

**REPLACES: 04/2020**

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\$1,000 per Resident per academic year is allowed for full-time Resident Physicians enrolled in Graduate Medical Education programs at Loma Linda University Health Education Consortium (Consortium).

This amount is prorated for Residents who start off cycle. Residents who are delayed in finishing due to time off, repeating rotations, etc. are not entitled to any additional educational monies for the period they are extended.

- A. The major emphasis of this benefit is to ensure that Residents take and pass USMLE Step 3/COMLEX Level 3 within the first year of residency training, obtain a California Postgraduate Training License (PTL) or CA medical license as required, obtain a DEA certificate (if required by program), and renew the CA medical license and DEA certificate in a timely manner during residency.
- B. For Residents in categorical programs only, the \$1,000 per year stipend for PGY-1 will roll over to the next academic year if any portion is unused. For Residents in non-categorical programs, any funds not used during the academic year are void and cannot be rolled over into another year. After year 2 of training is completed, the annual \$1,000 stipend will be revert to a per-academic year basis and cannot be rolled over to the next academic year; any unused portion will be void.
- C. NO FUNDS ARE AVAILABLE for other purposes until proof of passing USMLE Step 3/COMLEX Level 3 and submission of a Postgraduate Training License (PTL) application to the Graduate Medical Education Office (GMEO) OR confirmation of a current, valid PTL or CA medical license issued by the MBC or OMB is on file with GMEO, whichever is applicable.
- D. Funds can be used only for costs incurred while enrolled in ACGME-accredited residency training at the Consortium.
- E. Items must be purchased and used within the current academic year; there is no provision for purchase/reimbursement of anything outside the dates of any given academic year.

F. Residents, who start off-cycle and those who work a reduced schedule on a permanent basis, will have their annual education fund allowance pro-rated.

G. PGY-1/PGY-2 RESIDENTS:

- a) PGY-1/PGY-2 funds are reserved for the reimbursement of USMLE Step 3/COMLEX Level 3 and the PTL application fee.
- b) Residents must submit proof of successfully passing USMLE Step 3/COMLEX Level 3 to GMEO by the deadline end of the twelfth (12th) month of training or else no funds will be available.
- c) Residents in the PGY-1 year at the Consortium are allowed two days off (with pay) to take USMLE Step 3/COMLEX Level 3 for the first time. If it is necessary to re-take USMLE Step 3/COMLEX Level 3, vacation time must be used.
- d) If the Resident has passed USMLE Step 3/COMLEX Level 3 prior to the start of residency and already possesses a PTL, the entire \$1,000 is available for use for other allowable expenses.

H. PGY-2 RESIDENTS NEW TO THE CONSORTIUM:

- a) Funds are reserved for the PTL application fee and must be submitted to GMEO by the deadline end of the third (3rd) month of training or else no funds will be available.
- b) If the PGY-2 new resident already possesses a PTL, the entire \$1,000 is available for use for other allowable expenses.

I. PGY-3 THROUGH PGY-8 RESIDENTS:

- a) Funds are reserved for the CA medical license fee for residents who complete 36 months of training with at least 24 consecutive months in the same program, to be eligible for a CA medical license.
- b) If the resident already possesses a CA medical license, the entire \$1,000 is available for use for other allowable expenses.

J. REIMBURSEMENT OF EDUCATIONAL FUND EXPENSES:

- a) Expenses must be submitted on Concur using an expense report and is paid via direct deposit once approved by GMEO and Accounting. The following supporting documentation must be submitted:
  - i. Original Receipt that includes the itemized charges and the amount paid
    - An employee who loses a required receipt must submit a Missing Receipt Affidavit.
  - ii. Credit card statement or snapshot of posted charge from online banking

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b) Allowable expenses

- i. PTL, CA Medical License, DEA certificate
- ii. Books, Journals, Electronic Subscriptions
- iii. Professional Medical Society Membership Dues
- iv. Scientific /Medical Meeting or Course Registration fees
- v. Travel for Scientific/Medical Meeting or Courses – Concur Travel Application is  
REQUIRED prior to travel

Questions should be referred to the GME Office, extension 66131.

APPROVED: Daniel Giang; Marilyn Houghton