 <p>Mercy MEDICAL CENTER DES MOINES <small>A member of Mercy Health Network</small></p>	GME Department Policy		Page 1 of 2
	CME FUNDS		Effective Date: July, 2017 Reviewed: Dec. 2016; Apr. 2017

POLICY:

Mercy Medical Education & Research Department provides financial assistance to residents for educational resources and continuing medical education under the following guidelines:

1. Department Responsibilities:

- A. Reasonable expenses for residents in AOA programs to attend the required national subspecialty conference once during residency program.
- B. Reasonable expenses for resident participation in scholarly activity presentations, providing that they have first obtained any OPTI or other grant funding available.
- C. Provides each resident with \$700 annually for educational resources/conferences not covered above.
 - 1. Each residency program may facilitate group purchasing for board review materials and/or other standard resources provided for the residents.
 - 2. Surgery residents may use funds to help defray cost of surgical loupes.
 - 3. Funds cannot be used to purchase data hardware devices, i.e., iPads, etc.
 - 4. Funds cannot be used for license or exam fees.
 - 5. Funds cannot be carried over from year to year.

2. CME Days

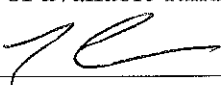
- A. Each resident will receive 5 CME days per year unless your respective certifying board prohibits this.
- B. CME day is defined as a scholarly activity that requires an absence from clinical work such as:
 - a. Presenting at or attending a regional or national meeting
 - b. Attending a program that generates CME
 - c. Participating in a supervised on line review course
- C. All CME days must be approved by the Program Director.
- D. CME days not used will not carry over to the next fiscal year nor will they be reimbursed.

3. Resident Responsibilities:

- A. Submit applicable receipts within 30 days of occurrence/payment via the CHI Concur system; or, delegate the Residency Coordinator to submit on his/her behalf.

4. Residency Coordinator Responsibilities:

- A. Process receipts for reimbursement for residents upon request.
- B. Maintain an ongoing log in the respective residency program shared drive for documentation of available funds.



 Signature
 CPO