

EDUCATIONAL MONEY

First year residents receive an educational allowance of \$400.00. At the second year level the allowance is \$800.00, increasing to \$1,000.00 in all subsequent years. (Unused balances may be carried forward to the next year with maximum accrual not to exceed \$2,000.00). **If your final year of residency is extended more than 2 months, the money will be allocated on a monthly prorated basis.** These monies are to be used in support of medical education. Reimbursement for conferences should be discussed with your program director **and the tracking of the account will be done by your program coordinator.** The conference you select must first be approved by the program director on forms available through your department office. You may request an advance of monies if you so desire, furnishing documentation of appropriate expenditures upon your return. The educational allowance may be applied toward purchase of educational materials or other valid educational activities, as approved by the Department Chief. The use of these funds is closely monitored by our auditors, however, and purchase of any type of equipment for individual ownership is strictly prohibited.

Guidelines for Departmental Special Purpose Educational Fund

1. In general, these funds should be used for residents' *educational needs*.
 - a. “*Educational needs*” refers to expenses which may be required to maintain or upgrade basic job performance of the resident.
 - b. This refers to books and other educational material such as CD-ROMs. This refers to educational conferences and symposiums. This refers to medical equipment such as stethoscopes.
 - c. Electronics and hardware can be purchased if it is to be used primarily by the resident within the hospital. This includes portable electronics and hardware such as palm pilots, hand-held computers and laptop computers. Non-portable electronics and hardware such as desktop computers may be purchased but they must remain on hospital grounds.
 - d. All hardware remains the property of the MMC departments. An arrangement may be made with individual department for residents to purchase this hardware when they leave Maine Medical Center at the current market value.
2. The resident accepts all financial and tax liability on purchases made with this budget if s/he should take ownership of this material or in the event that the expense does not apply to departmental needs.
3. Each resident will be allocated a budget on a yearly basis and it will be based on his or her level of training as determined by the Department of Graduate Medical

Education. Unspent budgeted amounts will carry over and remain in this account. Allocations may accrue up to a maximum of \$2000 in this account.

4. Budgeted funds in excess of \$2000 will be pooled in a “general” account. Unspent allocations at the end of any residency will also go into the “general” account. This money must also go towards the *educational needs* of the residents to maintain or upgrade the basic job performance of the employee.
5. The use of funds will be mutually agreed upon by the Department and the resident.
 - a. If the department wishes to make a purchase for every resident (such as a palm pilot) from, it must also be for the *educational needs* of the residents to maintain or upgrade basic job performance and be mutually agreed by the Department and the resident group of that Department.
 - b. If the department wishes to spend from the “general” account, it must also be for the *educational needs* of the residents to maintain or upgrade basic job performance and mutually agreed by the Department and the resident group of that Department.
6. A financial report of this Special Purpose account and all spending will be provided yearly to the Graduate Medical Education committee for review.

Approved by the GME Committee, 2/12/01