

## **EDUCATIONAL EXPENSES, CONFERENCES AND MEETINGS**

The Urology Department will provide each resident an educational stipend per academic year for educational and meeting expenses. These funds will be applied to expense requests submitted to the program coordinator starting July 1 of the academic year. Debts and balances may not carry over to the following year.

### **2016-2017 Stipends:**

U-1 \$1200.00

U-2 \$1500.00

U-3 \$1700.00

U-4 \$2000.00

### **Non-meeting expenses:**

These expenses include books (hard copy or electronic), devices that assist in clinical and surgical duties (e.g. Loupes, leaded glasses, etc) and other items that comply with the University rules. . The Department provides membership in the AUA for the residents. This allows access to the AUA Curriculum and the Journal of Urology. Campbell's Urology is available on-line through the University Library System. Additional texts, subscriptions, the AUA Update Series, and other educational materials can be purchased with educational funds provided by the department.

All durable equipment must be approved prior to purchase and remains the property of UTHSCSA if purchased using State (Urology Department) funds. There is currently no buy-out provision at the completion of residency. Other expenses may include USMLE Step 3.

Examples of expenses **not** fundable by the resident stipend include:

1. Expenses for job of fellowship interviews.
2. Mileage, Lodging, Food or dining expenses not associated with an approved meeting.
3. Expenses for educational activities and other certifications occurring after graduation, including travel and ABU certification test fees.
4. State licensure fees other than the physician-in-training (PIT) license. The only exception may be if the state license (permanent) is required as a result of contractual agreement for service with the department. The latter requires specific approval from the Chairman.
4. Cell phones and computers (Pads, Laptops or PCs/Mac).
5. Other expenses that are necessary to maintain candidacy in the training program or that are generally necessary to allow continued practice of medicine (e.g. USMLE part 3 expenses, ECFMG certificates or expenses, VISA expenses, etc).

### **Meeting Expenses:**

The Department of Urology encourages resident physicians to be actively involved in clinical and basic science research projects as well as Quality Improvement projects throughout the period of residency. An important part of any research effort is presentation of the results of these works at meetings with other physicians and scientists. The policies outlined below serve to clarify the funding mechanisms that enable the resident staff to present their research efforts. The administration will do its best to support credible research that is beneficial for the career of

the resident and reputation of the faculty & department.

In general, there are three components necessary for meeting participation: scientific value, coverage for clinical responsibilities and funding. The following represents the official departmental policy regarding resident attendance at education/scientific meetings.

**Scientific Value:**

This is largely determined through your interaction with the faculty research mentor or the individual faculty member supporting the research effort. Acceptance of an abstract at a regional, national or international should serve to confirm this as well. In addition to the abstract and presentation, the resident must have a completed manuscript (suitable for publication) submitted to the program director prior to the meeting. This is required even if a submission to a peer-reviewed journal is not immediately planned.

**Coverage for Clinical Responsibilities:**

Unless the meeting in question occurs during a previous scheduled and approved period of leave, the resident must take responsibility to obtain coverage of clinical responsibilities as part of planning to attend the meeting. If additional leave time is granted for a meeting, it is still the responsibility of the resident to arrange clinical coverage.

**Leave for Presentations at Meetings:**

When residents have abstracts accepted for poster or podium presentations at regional or national meetings, the resident will be granted additional leave time for the presentation which will include the day of the presentation and 2 days for travel to & from the meeting. For multiple presentations on multiple days at the same meeting, each presentation day and a maximum of 2 travel days leave will be granted. Funding (see below) for the travel, lodging, registration, etc should first be sought from any grant monies available before departmental funds can be tapped. The latter must be approved by the Department Chair before making any arrangements. All activities must comply with UTHSCSA rules and regulations.

**Leave for Educational Meetings:**

On occasion, residents request to attend educational meetings at which they do not present or have an administrative duty. These meetings may be funded by the resident's educational stipends up to the remaining balances for the year but the time off must come from the vacation time which is governed by the "Policy on Vacation" described below. If a resident elects to attend such an educational meeting, the resident must adjust the other vacation time already requested to reflect the absence. A negative leave balance will not be allowed.

**Funding (read carefully):**

In general, funding for registration, travel, meals, lodging, etc should be sought from meeting sponsors (travel grants, etc), UH (if eligible), grant funds from the faculty sponsor, faculty discretionary funds, other designated funds or the resident educational stipend. The source of funding should be considered prior to submitting abstracts or planning meeting attendance.

**Supplemental Funding:**

**Regional or National Meetings:**

The Department of Urology **may** assume the responsibility for expenses that are otherwise unfunded by regional or national meeting sponsors or grantors and in excess of the yearly educational fund budget per resident only in rare & exceptional instances. The resident requesting the funding should be the presenter of a poster or podium session. Other authors will not be funded without specific approval of the Chairman and Program Director. Clinical responsibilities during the absence must be considered as describe above. Also as noted above, this situation will also require that the resident have a completed manuscript (suitable for publication) submitted to the program director prior to the meeting.

### **International Meetings:**

Residents who have abstracts or presentations accepted at **international** meetings **may** be funded or partially funded on case-by-case basis. Justification for the presentation, potential alternate funding sources, and a detailed expense estimate should be submitted at the time of abstract submission.

Additional funds **may** occasionally be available to help fund presentations, registrations, travel and lodging if the education stipend for the year has been exhausted and the faculty and program director determine that the activity requiring funds is of exceptional educational or scientific value. Requests for such funding will be considered on an individual basis and must be submitted to the program director no less than 30 days prior to the event. Justification for the presentation, potential alternate funding sources, and a detailed expense estimate should be submitted at the time of notification of abstract acceptance (or abstract submission, if possible). *However, despite adequacy of requests, there is no guarantee that funds over the annual educational stipend will be available.*

### **General Protocol for Residents Attending any Meeting:**

1. Work on project with faculty mentor
2. Faculty & resident submit abstract, paper, etc, to meeting venue. Consider cost details pending acceptance.
3. Acceptance notice must be submitted to Faculty mentor and Program Director (PD) via Ms. Montez, Academic Program Coordinator (PC)
4. Alert Rotation Site Director, service Chief Resident, and all residents on the service, to the affected dates of potential absence.
5. Meet with Ms. Montez regarding:
  - a. Poster, presentation acquisition costs
  - b. Airfare, transportation, hotel costs
  - c. Meeting registration costs
  - d. Manuscript preparation to be completed prior to the meeting.
6. Meet with Administrative Chief Resident regarding coverage for the time necessary to be away at the meeting.
  - a. Secure appropriate coverage agreements for clinics and OR as well as on-call trades to allow attendance.
  - b. Secure approval of these arrangements from PD

- c. Note: If coverage for the clinical service cannot be arranged, the resident may not be able to attend.
7. Costs for the meeting must be assigned and approved prior to making any arrangements:
  - a. First discuss with Faculty mentor to see if there are available grant funds related to the study being presented. Faculty may also have available discretionary funds to apply.
  - b. Obtain funding commitment memorandum for Ms. Montez
  - c. For regional and national meetings, if there are insufficient funds in the faculty grant, the faculty mentor and resident may petition for departmental funds to Ms. Diana Morrison (Dept. Administrator), who will present the request to Dr. Rodriguez. Local and minor meetings may or may not be fundable by the department. In either case, funding via this mechanism is at the discretion of the chair and may or may not be available.
  - d. If funding for the meeting/presentation is not available from departmental funds, the resident may choose to use Educational Allotment funds up to its limit for the year.
  - e. Unless other outside funding is found (UHS grants, meeting grants, etc), the rest of the cost will be responsibility of the resident presenting at the meeting.
8. Once funding is secured, the resident may proceed to the PC (Ms. Montez) to book flights, hotels, registrations, etc. The manuscript must be submitted to Ms. Montez prior to leaving for the meeting.
9. No retroactive funding can be considered.

Reimbursement for costs associated with meeting attendance will only be considered if the policies and rules of the department, the University and the State of Texas are followed. Please review all appropriate policy statements to assure compliance.

**Meeting/Presentation Worksheet**

Resident:

Date:

Project/Abstract Title:

Meeting:

Faculty Mentor:

Abstract Submitted

    Date Submitted:

    Date Accepted:

    \_\_\_ Mentor, PC and PD notified

Requisite Workflow:

\_\_\_ Scientific Validity – Attested by Mentor, Acceptance letter

\_\_\_ Clinical Coverage: Attach summary of call/clinic/OR coverage)

\_\_\_ Funding Assessment: (attach commitment from any/all sources)

    \_\_\_ Meeting/Travel expenses from Grant

    \_\_\_ Faculty Discretionary Funds

    \_\_\_ Meeting Venue Assistance (AUA, SCS, etc)

    \_\_\_ Institutional Assistance (UH, VA, etc)

    \_\_\_ Educational Stipend

    \_\_\_ Departmental Supplementation

Funding Worksheet:

\_\_\_\_\_ Travel (Flights, ground transportation, etc)

\_\_\_\_\_ Lodging (Hotel, etc) \_\_\_ days

\_\_\_\_\_ Meals, etc

\_\_\_\_\_ Presentation expenses: (Poster, etc)

\_\_\_\_\_ Other

\_\_\_\_\_ Total

Departmental Approval:

\_\_\_\_\_  
Program Director/Date

\_\_\_\_\_  
Chairman/Date