POLICY – EDUCATIONAL EXPENSES, CONFERENCES AND MEETINGS

The following represents the official departmental policy regarding resident attendance at education/scientific meetings.

Funding: The Urology Department will provide each resident $2000.00 per academic year for educational and meeting expenses. These funds will be applied to expense requests submitted to the program coordinator starting July first of the academic year. Debts and balances may not carry over to the following year.

Additional Funding: 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 below. This situation will also require that the resident have a completed manuscript (suitable for publication) submitted to the program director prior to the meeting or the excess funding will be rescinded. The resident may in that case present the abstract at the meeting at the resident’s own expense. 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.

Responsibility of Resident attending any meeting:
1. Alert rotation Service Chief, Program Director, Academic Coordinator, service Chief Resident, and all residents on the service, to the affected of the dates of potential absence.
2. Arrange for changes in Clinic, OR and On Call coverage that will allow the affected service to continue functionality during the absence.

Caveat:
1. While every effort will be made to allow meeting presentations, realize that there will be occasions when absence will not be practical, possible or fundable. In such cases, arrangements may be made to have another meeting participant present the poster or podium session.
2. All meetings must be preapproved by the Program Director
3. Travel must conform to UTHSCSA guidelines
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 but we are checking into this as an option for computers and Loupes.

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 occurring after graduation, including travel and ABU certification test fees.
4. Cell phones