

## **POLICY ON TIME OFF FOR ATTENDING EDUCATIONAL CONFERENCES**

### **PURPOSE:**

This policy provides guidelines and establishes procedures for the time allowance and reimbursement of residents and fellows employed by NSU-KPCOM for expenses incurred related to attending educational conferences.

### **DEFINITIONS:**

See the *NSU Graduate Medical Education Glossary of Terms* dated April 1, 2021; the *ACGME Glossary of Terms* dated April 15, 2020; as well as the *Common Acronyms/Abbreviations Used in Graduate Medical Education* last updated April 4, 2019.

### **BACKGROUND:**

Scholarly activity, presentation at, and attendance at scientific meetings are encouraged by the program. Those activities are supplementary to the primary goals and responsibilities of the residents. Because the time away from training to attend scientific meetings impacts patient care and rotation coverage, there may be times when trainees will not be approved to attend desired educational conferences.

### **POLICY:**

The NSU-KPCOM Office of Graduate Medical Education encourages scholarly activity and lifelong learning.

The following are general guidelines for the training programs related to Educational Conferences.

#### **Attendance at a Conference:**

1. Request for attendance at a national educational/scientific conference by residents/fellows must be submitted in writing to the Program Coordinator as soon as reasonably possible and is subject to approval by the trainee's Program Director.
2. The cumulative time to attend an approved educational/scientific conference(s) must NOT exceed a total of 5 workdays per resident/fellow per academic year (whether the resident is presenting or not). Any days over 5 workdays are considered vacation time with exceptions addressed on a case-by-case basis by the Program Director.
3. A Travel Pre-Approval Checklist (see attached) MUST be completed and cleared after obtaining the approval signatures (Program Coordinator, Program Director & DIO).
4. If more than one-third of any PGY cohort requests to attend the same educational conference, the Program Director will determine the maximum number of trainees from that cohort, and from the program, who will be approved to attend the conference based on:
  - a. patient care coverage needed during the conference
  - b. rotations from which time away from training is allowed or not allowed
  - c. if any requesting trainees have been accepted to present at the conference with priority given to any requesting trainees who are presenting at the conference (generally only one trainee per presentation)
  - d. the PGY year of the requestors – priority to be given to upper classmen who have not yet attended the same educational conference in prior years
  - e. the number of conferences and types of conferences previously attended by each requesting trainee.

#### **Presenting at a Conference:**

1. All scholarly activity submitted to a conference must have a program faculty member as an author, who will review and approve each manuscript prior to submission.
2. The Program Director is responsible for determining the appropriateness of the work presented, and the appropriateness of the conference to submit to.
3. As soon as the resident/fellow is notified that their submitted abstract is accepted for presentation, a Travel Pre-Approval Checklist (see attached) MUST be completed and cleared after obtaining the approval signatures

(Program Coordinator, Program Director & DIO) and PRIOR to submission of the pre-approval form for processing. This checklist must be completed for all approved residents and fellows' travel.

4. For abstracts with more than one trainee as author, the Program Director will determine the number of authors who will be approved to attend based on the criteria for the number of trainees requesting the same conference (see criteria above under Attendance of a Conference).

**Expense and Travel Reimbursement for Conference Attendance:**

Residents and fellows may use their allotted CME monies to cover the cost of attending educational/scientific conferences. CME monies may also be used to cover any poster printing costs for residents presenting posters at educational/scientific conferences.

Residents and fellows must follow the NSU Travel and Expense Reimbursement policy in order to use their CME monies for any purchases or travel. Note – per NSU policy, airfare must be purchased through the NSU Travel Office.

All expenses (airfare, registration, hotel) must be submitted by the resident/ fellow by means of the Pre-Approval Form and must be approved in advance by the Program Director. Only expenses approved for reimbursement by NSU's Travel and Expense Reimbursement are eligible for reimbursement. Alcohol, special room/spa services, room charges or food for spouse/family members staying with you during an event and other items as specified in the travel policy are NOT reimbursable.

Itemized, original individual receipts and a completed Travel/Expense Reimbursement Form must be submitted within 30 days for any reimbursement requests after travel. See NSU Travel Policy for more information or ask the NSU KPCOM Office of Graduate Medical Education for assistance.

For both attending and/or presenting at a conference, it is at the discretion of the individual Program Director(s) to develop a process of implementation of the policy considering schedule restrictions, allowed rotations from which to take educational leave, make-up and/or payback time, allowable specialty-specific conferences, and additional specific departmental rules. Refer to the individual training program manual for policy implementation details.

*Initial Approval by GMEC on August 11, 2022*