

MONTEFIORE MEDICAL CENTER
ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT:	EDUCATIONAL RESOURCE ALLOWANCE FOR HOUSE STAFF	NUMBER: JH24.2
OWNER:	House Staff Office	
EFFECTIVE: 08/02	REVIEW/REVISED: 06/13 07/13	SUPERSEDES: 05/13, 08/10, 09/06, 6/05, 10/03, 08/02

Purpose:

To provide educational resource allowance of up to a maximum of \$500.00 to Montefiore Medical Center House Staff Officers each academic year for the following items:

1. Purchase of academic textbooks, journal subscriptions
2. Payment of professional society membership dues
3. Purchase of educational software
4. Purchase of personal digital assistant (PDA) capable devices (for example: PDA wireless telephones, PDA touch, PDA devices, I-Touch, I-Phone, I-Pad, e-readers, and lap tops
5. Payment for approved Board Review Courses
6. Medical Equipment – stethoscopes, digital cameras, loops
7. For ACLS, BLS, PALS, and ATLS
8. Educational Courses (Spanish, etc.)
9. Payment for Licensure Fees
10. Payment of USMLE”s and Boards.

Scope:

All House Staff on the Montefiore Medical Center payroll.

Procedure:

1. Each clinical department Chairperson/Program Director will administer the educational resource allowance policy.
2. No House Staff Officer will be reimbursed for expenses that exceed the maximum \$500.00 per person per academic year.
3. Unused educational resource allowance cannot be carried over from academic year to academic year and cannot be transferred to another House Staff Officer.

4. Reimbursement for purchases/expenses will be made via check and mailed to the home address of House Staff Officer.
5. A House Staff Officer requesting reimbursement under the educational resource allowance policy must complete an "Employee Business Expense & Travel Reimbursement Form", and attach original receipts for purchases/expenses.
6. The Chairperson/Program Director will approve and sign all reimbursement forms completed for purchases/expenses as first signature and forward them to the House Staff Office for review, tracking, and approval by the Associate Director of the House Staff Office as second signature.
7. Employee Business Expense & Travel Reimbursement Forms can be obtained from the department or House Staff Office.