

## **UW OBGYN Residency Education Funds Policy**

**Program Director:** Bridget Kelly, MD

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### **Background**

Appropriating department and program funds for residents to attend interprofessional conferences enhances the learning goals for our residents, allows them to network, and offers opportunities to present research, receive feedback on their presentations, and build their CV for future employment, grants, and administrative positions. The purpose of this policy is to set guidelines regarding use of funds for these conferences. The ability to receive time to attend conferences is covered in the UW OBGYN Residency Time Off Policy.

### **Approval Process**

- To receive reimbursement, the resident must submit a departmental pre-approval form. The resident should work directly with the program coordination (PC) to submit these forms.
- The resident should save all receipts related to expenses and will work with the PC to submit for reimbursement.
- Reimbursement must be submitted within 90 days of purchase.

### **Fund Types**

#### **A. *Residency Education Funds***

Residents will receive a base amount of \$200/year for a total not to exceed \$800.00 over the entire period of training.

Examples of acceptable items

- Books, journals, and other medical-related periodicals if not available from the UW-Madison Library or other free source
- Clinical and academic software or other digital materials for use in knowledge acquisition or studying for board certification exams
- Computers, laptops, and other electronic devices. Mobile phones are not allowable.
  - o For electronic items, up to the full amount of \$800 may be used without any additional funds allocated to the resident beyond the \$800 limit for the remainder of the program
  - o Acquisition must be coordinated and managed by Department IT to ensure compliance
  - o Electronic items must be left with the Program Coordinator prior to graduation per UW Health Policy
- Professional organization fees

Please check if expense is allowable before purchasing.

Property purchased or reimbursed remains Department property for its useful life, as determined by the IRS guidelines.



**Department of  
Obstetrics and Gynecology**  
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**B. Conference Presentation Funds**

- Residents are encouraged to submit abstracts for scientific conferences.
- If accepted, the resident must review with the Program Director to determine availability for clinical coverage (see Time Off Policy) and funding.
- If selected as the presenting author, the Department of OB/GYN will reimburse the expenses for up to three residents to present at a conference in an academic year on a first come, first-served basis.
- If there are more than three residents selected to present during an academic year, there may be additional funds from the residency budget on a first come, first-served basis depending on availability. Funds may not be available for all requests and may vary depending on budget year. See *Approval Process* above.

**C. Conference Attendance Funds**

For residents who are not presenting at a conference, there may be funds available to attend a conference on a first come, first-served basis depending on available funds in the residency budget. Funds may not be available for all requests and may vary depending on the budget year. See *Approval Process* above.

**Reviewed by:**

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