

NORTHWESTERN UNIVERSITY FEINBERG SCHOOL OF MEDICINE  
DEPARTMENT OF SURGERY  
GENERAL SURGERY RESIDENCY  
POLICIES & PROCEDURES

# Education Fund Policy

Updated November 2019

## **PURPOSE**

To facilitate General Surgery categorical residents in accessing their annual professional development education fund.

## **PRINCIPLES**

The General Surgery residency is committed to the support of residents' professional development and education. The residency wishes to make available every opportunity to allow residents to access learning opportunities and resources without undue personal financial strain. The fund policy is in alignment with the purchasing and reimbursement policies of the supporting institutions including FSM, NMHC, and McGaw.

## **PROCEDURES**

In each fiscal year (September 1-August 31), PGY 2-5 clinical and research general surgery categorical residents can access up to \$2,000 for the purchasing and reimbursement of educational expenses. PGY 1 general surgery categorical residents can access up to \$1,000 and will also be provided a pair of loupes.

Within 80 days of the purchase date, the resident can submit their reimbursement packet to the residency coordinator. The reimbursement packet includes the following items in electronic form:

- NU Visitor's Expense Report
- An updated W9
- A copy of all receipts and additional documentation if requested.

Expense packets submitted after August 31 are deducted from the fiscal year in which the packet is received by the coordinator regardless of the expense's purchase date. The resident can expect to receive a check for the purchased amount in approximately 3-4 weeks.

## **REIMBURSABLE EXPENSES**

The following list represents typical resident expenses.

- Professional association membership fees.
- Surgical conferences attendance (including hotel, registration & airfare). Please include a copy of the registration confirmation. In alignment with NU policy, conference expenses are reimbursable after the last day of the conference.

- Professional development courses. Please include a copy of successful course completion.
- Exam preparation materials.
  - ABS General Surgery Qualifying Exam
  - ABSITE study materials
  - Question banks
- Textbooks and journal subscriptions.
- Examination fees.
  - ABS General Surgery Qualifying Exam application fee
  - ABS General Surgery Qualifying Exam fee
  - USMLE Step 3 examination fee
  - OTHER- please contact the Program Coordinator prior to your registration to ensure that any other examination fees are eligible for reimbursement
- License and renewals.
- Off site (CDH & MacNeal Hospital) rotation travel
  - Train Travel: attach receipt and copy of train pass
  - Taxi or Uber: attach copies of all receipts
  - Personal Automobile: In alignment with NU policy, please provide documentation of the starting and ending mileage incurred each day, the start location address, end location address and a map.
- Fellowship application fees and interview travel (including flights & hotel fees). Please include a copy of the invitation to interview.

### **ADDITIONAL ITEMS**

PGY 1-3 residents may access their funds for the use of electronic devices. The purchasing of a laptop, tablet, e-reader or desktop computer upon a resident's request will be made directly by the department. The purchase will be made via approved NU vendors to ensure proper encryption and safety precautions for the resident's device are in place. PGY 4 and 5 resident requests to access funds for the use of electronic devices will be reviewed on a case by case basis by the program director. NU IT staff will appropriately encrypt, install antivirus protection and provide additional standard software prior to distribution to the resident. Residents can utilize FSM IT support for any technical issues/problems related to the device.

PGY 4 and 5 residents may access their funds upon program director approval for surgical equipment such as lead protective wear, high-powered loupes, and head lamps. Those purchases will be made directly by the department on behalf of the resident.