

TEMPLE UNIVERSITY HOSPITAL GRADUATE MEDICAL EDUCATION POLICIES AND PROCEDURES

NUMBER: TUH GMEC – 400 (Formally TUHRAC 400)
TITLE: House Staff Budget
EFFECTIVE DATE: 07/1998
LAST REVIEWED: 09/01/2005, 08/01/2006, 05/22/2007, 08/2009
LAST UPDATED: 01/07/2011
REFERENCES:

PURPOSE

This policy and procedure delineates the manner in which the House Staff budget is prepared for each fiscal year.

POLICY

It is the policy of Temple University Hospital to budget appropriately for the needs of each of the departmental residencies. Each residency Program Director works with the designated Assistant Hospital Director to submit a budget that adequately supports the educational mission of the residency and the institution.

PROCEDURES

The DIO prepares the budget based on the current approved Resident/Fellow positions, house staff benefit package, stipends and the mutually agreed upon operational support for each program. (Refer to GMEC Policy 204).

The Program Directors confirm the house staff positions for the next fiscal year, identify any changes related to affiliate outside rotations and provide any additional information that may require changes to the budget for the next fiscal year.

Requests for additional residents are contingent upon growth of the program and approval of the appropriate Residency Review Committee (RRC) of the Accreditation Council for Graduate Medical Education (ACGME) and current resources of the institution. The GMEC and DIO must approve increases and decreases in residency allotment.

If the changes in the residency allotment or arrangements with Affiliated institutions results in additional funding being requested, the CEO must approve.

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Requests for additional non-salary expenses (travel, books, educational programs, computers etc.) require written justification provided by the Program Director. Every effort is made to satisfy requests that enrich the educational mission of the residency program within the current resources of the institution. The DIO approves all requests for additional non-salary expenses.

Budgetary issues which are common to all residencies may be discussed with the Graduate Medical Education (GMEC). Committee budgetary recommendations may be submitted via the DIO for approval by the Chief Executive Officer.

Budgetary requests that are denied may be appealed either to the DIO or brought to GMEC for discussion and submission to the Medical Executive Committee for resolution.

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