

Vanderbilt University Medical Center
Department of Anesthesiology
Professional Education and Academic Expense Fund Policy for Faculty and CRNAs

4/13, revised 06/13, 03/14, 07/14, 01/18, 12/18

I. Continuing Education Credits

1. All practicing physician faculty and CRNAs are required by VUMC to earn 40 hours of continuing education credits (CME for physicians; CEUs for CRNAs) every two years (between the beginning and ending dates of most recent appointment to the Active or Affiliate Medical Staff).
2. Faculty and CRNAs are expected to maintain and track their continuing education hours; in addition, they are expected to provide the Department with copies of any certificates confirming these hours.
3. Certificates or letters confirming continuing education credits are required; each Division Administrative Assistant will maintain a file of these certificates. Members should give copies of all certificates to their Administrative Assistant for the assistant to track the credits.

II. Continuing Education Funding

1. The Professional Education fund provided to each member (physician or CRNA) will be determined annually based upon the member's % FTE and available funds.
2. Members with effort of 50% or greater will receive 100% of the current fiscal year's designated Professional Education funding for a full-time employee.
3. Members with effort of 49% or less will receive 50% of the current fiscal year's designated Professional Education funding for a full-time employee.
4. Unspent funds are not carried forward to the next fiscal year unless approved by the Chair.
5. Only regularly scheduled physicians and CRNAs are eligible. *Per Diem* employees are not eligible for Professional Education funding.
6. Once a member has given notice of termination, (s)he will no longer have access to Professional Education funds.
7. Additional requirements for eligibility for Professional Education funding:
 - i. Participation (in person or via videoconference) in the Departmental Grand Rounds and the Departmental and Interdisciplinary QMMI (Quality, Morbidity and Mortality, & Improvement) conference series. At least 50% attendance is required to receive any Professional Education funds for subsequent year.
 - ii. Compliance with all standard operating procedures and completion of employer-required learning modules and in-services.
 - iii. Compliance with above policy on CME and CEU credits.

III. Professional Education Funds – Acceptable Professional Education Expenses are restricted to the following items and conditions:

1. Travel and related expenses to approved academic conferences, where continuing professional education credits are granted, or to scientific society meetings.
2. Professional education-related books, periodicals, magazines (can be electronic versions).
3. In-state professional licenses. Out of state professional licenses for residents/fellows starting a new job.
4. Professional memberships and dues.
5. Portable computers and electronic devices (tablets) that will be used in part for departmental academic, clinical, or administrative work, with prior approval. In general, there is a limit of one per year (laptop, iPad, etc.). Mobile phones and data services may not be purchased with CME funds (per VUMC policy change effective 3/1/2014).

6. An employee's tuition in excess of amount approved for the VUMC Tuition Benefit Program. Amount must be documented with Education Assist letter and proof of payment.
7. All educational expenses must directly or indirectly contribute to the pursuit of continuing education credits or must have an academic or educational focus.
8. All purchased items are the property of Vanderbilt University and must be returned to the department upon termination or the depreciated value will be attributed to the employee as taxable income.

IV. *Professional Education Funds – Process*

1. All expenses, both travel and non-travel, will be purchased by the employee and reimbursed through the Concur system.
2. Receipts are required for all travel expenditures of \$25 and more, and they must be itemized. Receipts are required for all non-travel expenditures, regardless of the dollar amount.
3. Approval for travel must be made prior to any travel purchases being made.
4. Employees are expected to know and adhere to the Vanderbilt travel policy and will not be reimbursed for any expenses not allowed in the policy.
5. The Divisional AA or Professional Education fund manager will be responsible for tracking Professional Education funds to ensure employees do not file for reimbursement above their allowable amounts.

V. *Professional Education Fund Audits*

1. There is a review of all transactions by the Department of Anesthesiology Administration Team. Also, the Department of Finance will review and approve all transactions before reimbursement occurs.