



DEPARTMENT OF THE ARMY
WOMACK ARMY MEDICAL CENTER
FORT BRAGG, NORTH CAROLINA 28310-5000

REPLY TO
ATTENTION OF:

MXCX-DME-GME

1 July 2011

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7 JUL 11
MEMORANDUM FOR COMMANDER

SUBJECT: WAMC GRADUATE MEDICAL EDUCATION BUDGET PRINCIPLES

1. General principles of budgeting for WAMC Graduate Medical Education programs:

a. Womack Army Medical Center (WAMC) will support Graduate Medical Education (GME) expenses for Army residents and other professional healthcare trainees. The Commander is committed to ensuring WAMC programs have sufficient budget resources to keep the programs in substantial compliance with all educational accrediting organizations and Department of Defense (DoD) requirements. To this end, resources from this facility will be allocated to the common WAMC budget where they will be appropriately distributed to the training programs under the supervision of the Director of Medical Education (DME), WAMC.

b. WAMC program directors, in conjunction with the Department Chairs, will work to ensure that all faculty and residents are practicing cost-effective medicine. This includes assisting the Commander in appropriate documentation of workload necessary for reimbursement of health care. Program directors will teach, implement and monitor these techniques as part of their Systems Based Practice curriculum and faculty development programs.

c. All residents and other professional healthcare trainees will be treated equally with respect to financial management and opportunities for training – to include educational TDYs, supplies, equipment and other support for GME training. Prior to submitting the completed Budget request for the upcoming Fiscal Year, the program directors will enter all the foreseeable TDY into the GME TDY tracker. The proposed TDY travel should be within 10-15% of the actual cost. This will be reviewed by the DME to ensure that we are following the principles here stated. Rental cars are NOT authorized unless you have clear justification. Typically, the hotel you will be staying at will host the conference or the conference will provide shuttle service to the conference site. Either way, a rental car is not authorized. There are specific instances when a rental car IS authorized so please verify before travel. Free shuttle services are highly encouraged. If taxis are used, they should be shared if multiple travelers are present. Only one person will claim fare on DTS voucher. For unexpected TDY request the DME/GME administrator must be notified ASAP so that the request can be properly reviewed for a decision. For persons that do not have a government credit card please refer to TAB A concerning air travel. TAB A also describes what to do when there are travel changes while on TDY. All TDY travel is at government pricing. If there is a delay by the individual to book

travel (hotel/flight) and government pricing is lost, the individual will pay difference out of pocket. Any air travel from Fayetteville (FAY) must be within \$250 of the ticket price from Raleigh-Durham airport (RDU).

d. Annually WAMC program directors will develop a fiscally responsible GME budget for their training programs. They will prioritize their budget expenses focusing primarily on GME-essential expenses that are needed to ensure their programs meet all standards and requirements of educational accrediting organizations and the DoD. They will make every effort to accomplish these requirements in the most cost effective manner possible while assuring that their programs continue to meet the high GME standards expected of military training programs.

e. The TDY cost for required "training rotations" (e.g., monthly rotations outside of Fayetteville) will vary widely among WAMC programs depending upon necessary program requirements to meet Residency Review Committee (RRC) case-mix, educational standards for that specialty and the program requirements of the other educational accrediting organizations. However, WAMC will strive for relative budget equity across all combined and standalone programs for items that are considered "negotiable" such as learning aids (books, computer learning programs, etc.), TDY for Continuing Medical Education (CME) meetings, etc. To this end, a standard template for these "negotiable" items will be applied to all programs and modified only as necessary to meet the training needs of the program and with approval of the DME.

f. Books and learning resources may be purchased for the program as a reference resource (program library). Learning resources and books may not be purchased for individuals. Specifics (e.g., name and cost of books) must be listed in budget.

2. WAMC program directors will use the following specific budget guidelines for TDY expenses:

a. Training Rotations

Outside, GME-essential, training rotations will be done locally when possible and at the most cost-effective site outside of Fayetteville if there is not a locally acceptable training site. DoD/VA facilities will be utilized whenever possible (either locally or for rotations outside of Fayetteville) in an effort to keep costs to a minimum. Each year program directors must be prepared to justify the need and location for all external rotations. All new mandatory rotations must be presented to WAMC DME for approval.

b. Educational or Specialty meetings

(1) If educational or specialty type meetings are essential to satisfy educational requirements or to improve performance of trainees on critical GME indicators like specialty board examinations, the following guidelines will be used:

In general, interns will not receive TDY funding for any educational meetings. If necessary, residents, fellows, and trainees will be TDY funded for only one educational meeting every other academic year to meet the academic/curriculum needs of the program. Local educational meetings whenever possible will be funded in addition to meetings above. The program

director will determine the type of meeting that will best accomplish the required educational experience needed for their trainee. Residents, fellows, and trainees may attend a board review course as their TDY funded educational meeting at the program director's discretion. In general, review courses should be reserved for residents/fellows/trainees struggling on in-service examinations, in association with a Program Level Remediation course of action. In general, TDY costs for required educational meetings should be less than \$2,500 per resident/trainee per meeting. Any cost exceeding \$2,500 per resident/trainee must be justified in writing to the DME through the appropriate channel well in advance of the meeting. Expenses over this amount will require the program director to identify other areas within their budget they will cut to pay for the additional cost. Program directors may accept industry funding (in accordance with Service guidelines) or may use departmental funds to pay expenses in excess of \$2,500.

(2) Program directors and associate program directors will in general be funded to attend one CME/Educational TDY per year. Program coordinators will in general be funded to attend an educational TDY every other year. An additional TDY for program coordinators will be considered during an accreditation year. Local educational meetings are highly encouraged and additional funds may be available to fund registration fees. Faculty will be allowed one trip each year for their Core CME requirement. They will be allowed another TDY if presenting a research project at a Nationally Recognized Symposium not to include any DOD conference.

(3) Funding for educational meetings *will not* be approved if there is failure to comply with these guidelines.

c. Meetings to present research

(1) In general, residents/trainees will be funded for a meeting to present their research yearly during their residency (including internship for categorical programs). To be eligible, the resident must have been a principal author on a research project of original work. The program director must ensure that the same research project is not utilized for or presented at multiple meetings, nor presented by multiple residents. Residents, fellows, and trainees may submit their research to a meeting *only* after receiving the approval of their program director and the Chief of Research. Funding for presentation of an additional original work in a year will be considered on a case by case basis requiring approval of the program director and DME. Acceptance for presentation at a meeting prior to approval is permissible but does not obligate funding. In general, only national level meetings will be funded. As funding will be centrally managed by the GME office, program directors must identify anticipated presentation expenses, but they are not to be included in the program specific totals. All presentation costs will be capped at \$2,500 per meeting with the program needing to identify other areas within their budget to cut to pay for any additional costs. Approval for research presentations will be handled by the program director and the Department of Research office with submission of letters of research acceptance for presentation (platform/poster). The program director and presenter are responsible for ensuring the presenter gains appropriate publication clearance.

(2) For WAMC program directors and associate program directors, WAMC GME will consider funding an additional meeting if they are presenting scholarly work (e.g., research, conducting a workshop, chairing a panel discussion, etc.)

(3) Non-military funding, e.g., gift and grant monies, may be used to send trainees to additional meetings (beyond what is outlined above) to present research if: a) it is determined educationally appropriate by the program director; b) all trainees in the program have an equal opportunity to receive this type of funding and c) approval is obtained from the appropriate authorities to use this type of funding.

3. GME Budget Process: Each spring the DME & GME Administrator will meet with the program directors to develop the WAMC GME budget plan for the next fiscal/academic year using these budget principles and the program budget financial template. Each program's GME expenses will be prioritized by the program director as follows:

a. The first priority is for the GME funding to comply with requirements established by Accreditation Council for GME/RRC, specialty boards, DoD, The Joint Commission, or other accrediting, governing, regulating or certifying bodies that impact military GME programs. Funding for these expenses must be supported throughout the academic year and will be given funding priority from the WAMC budget.

b. The second priority is for important, but not specifically required, GME expenses that help ensure the program maintains its historic training excellence and long-term viability. These expenses will also be supported as much as possible, but may have to be modified from year to year depending upon resources allocated to WAMC.

c. The third priority is for GME expenses that are not necessary to meet standards or maintain the historic excellence of the program, but that would dramatically improve the program if they could be executed. These expenses will be supported if possible.

d. Each program director will be notified of his/her budget allotment for the coming fiscal/academic year, following the final allocation to the WAMC budget. The program director will be responsible for executing the training plan for that year within the budget as allocated. Any additional financial requirements must be approved through the DME, with the understanding that additional monies are not guaranteed and are subject to availability from the facility commanders.

e. Each program director should maintain a monthly financial statement of his/her expenditures and remaining monies. This will help the program stay on track with the utilization of funds and alert the program director to any potential problems. These financial templates are available from the GME office.

f. Any program request for expenditure (apart from scheduled rotations) must include the program director's signature, indicating his/her approval of the requested expense. Failure to provide such approval will result in non-approval of the funding request. Funding requests for educational conferences must include submission of a brochure demonstrating that the meeting complies with minimum DoD CME requirements. Request for research or other scholarly presentations must include letters of invitation or acceptance.

g. The GME budgeting plan will be presented annually to the Commander and Resource Management department of WAMC after approval by the DME. If unusual circumstances require

modifications to the GME budget plan for any program during the academic year, the DME and GME Administrator will work with the resource manager of WAMC to make sure that such modifications are executed without violating the critical budget principles noted above.

A handwritten signature in black ink, appearing to read 'M. Sundborg', is written over the printed name.

COL MICHAEL J. SUNDBORG, MC USA
Chief Department of Medical Education
Director of Medical Education
Designated Institutional Official

TAB A

1. Trip Cancellations (after orders are approved), when using Centrally Billed Account (CBA).

When airfare is a CBA, and the orders have been processed, use the trip cancel option and create a voucher for the amount of the airfare and the CTO fee. The organization is still responsible for carrying that cost until the credit comes in. When the credit posts, the money is returned to the account.

NOTE: It is still the TRAVELERS' responsibility to request a credit as soon as the trip is cancelled. CALL THE CTO OFFICE.

2. Changes Made DURING the TDY. The traveler is responsible for contacting Carlson Wagonlit to make them aware of the cancellation/change. Also the traveler needs to request a refund for the amount of the cancelled/changed portion, FROM THE AIRLINE. The traveler needs to ask for a receipt showing the airfare being charged for the new ticket. The airline will credit the cancelled/changed portion back to CTO.

The procedure, similar to the above, is that when you are making changes during your TDY, you must capture ALL the CBA costs on the voucher (the original airfare and the new ticket amount), using the OTHER TRANS module.

3. VirtuallyThere E-Invoice or E-Ticket

To assist you in determining the correct ticket numbers and charges, the Army requires you to upload the VirtuallyThere e-invoice. In conjunction with the regulatory guidance, this is determined to be THE PROPER RECEIPT.

(NOTE: OCONUS locations do not have access to this document and should utilize the VirtuallyThere e-ticket where possible. For those Army organizations with no access to VirtuallyThere, upload of the Itinerary/invoice is required.)