Department of Pediatrics
Continuing Medical Education Allowance
And CME Declining Balance Card Program
Policies and Procedures

This details the Department of Pediatrics’ (DOP) policies and general guidelines for the annual Continuing Medical Education (CME) allocation. The policies apply to all CME related expenditures for Pediatrics faculty and program participants. All program participants using CME funds and those who approve program expenditures are responsible for knowing and adhering to these program policies and guidelines. The program may be reviewed at the discretion of the Department leadership at any time.

GENERAL PROGRAM POLICIES

• The amount of the annual allocation is determined by the division administration in which the faculty is appointed and will not exceed $3,000, or $4,000 for a division director.
• The allocation is for the fiscal year, beginning July 1. Any remaining CME funds not used by June 30 may not be carried over; they will be forfeited.
• Each division will maintain central documentation of individual usage by fiscal year.
• Participants must comply with all general program policies as detailed below.
• The CME allocation does not include division paid expenses such as Med License (bi-annually), DEA (every 3 years), TN Professional Tax (annually), and other professional fees contingent on approval by the Dept Chair.
• Only CME expenses or related transactions may be submitted for reimbursement. Appropriate purchases include:
  ▪ Travel expense related to CME conferences or training - include hotel cost, airfare, taxis/shuttles, registration fees, meals while travelling. [Please refer to Dept. of Pediatrics Travel Policy for details of appropriate travel items and associated expense.]
    o Approval for travel must be made prior to any travel purchases and proper travel authorization forms must be completed. All mileage claimed must be accompanied by an approved Mileage Expense Log Form.
  ▪ Books or Journal subscriptions related to further education or training
  ▪ Memberships and Dues related to professional organizations, [the annual CME allocation is the only means by which professional memberships can be paid using division funds].
  ▪ PDAs -- equipment purchase only (limited to every two years), any continuing monthly fees or service related to the equipment is not allowable.
  ▪ Specific computer software related to training or education, with prior divisional approval via email. [Any approved software must be installed by the Peds Network team.]
  ▪ Any computers, computer accessories, or computer peripherals purchased as part of the CME allocation will remain the property of VUMC/Peds in the event the faculty resigns or terminates, and requires prior departmental approval via email from the department LAN administrator.
  ▪ Expense for professional development that receives CME credits, with prior divisional approval via email.

GUIDELINES FOR CME USAGE

• The amount of the allocation is determined by the division administration in which the participant is appointed and will not exceed $3,000, or $4,000 for a division director. The allocation is for the fiscal year, beginning July 1, and any remaining funds will be forfeited on June 30.
• An administrative staff member in each division will be designated to be the primary CME Expense Manager of the participants’ accounts. The division clinical administrator will be the secondary program manager.
• The participant will provide the manager with original detailed receipts for all items to be reimbursed.
• If travel expense is incurred, the participant must confirm all expense by reviewing and signing the completed yellow Travel Expense Report upon completion of the trip - for travel expense guidelines refer to Department Travel Policy.
• All program reimbursements will be submitted to the division administrator for review and final approval.

CME REVIEW & DOCUMENTATION PROCEDURES
• Only CME expenses or related transactions will be reimbursed.
• The CME Expense Manager will maintain an electronic log sheet of all purchases/reimbursements for each participant, along with any necessary notes or backup materials.
• The electronic Master Log Sheet is to be completed with amount, descriptions of each transaction, and the account/center to which the purchase is charged.
• An electronic spreadsheet detailing participant CME YTD and monthly usage should be emailed to the Division Administrator at the end of each quarter or upon request.
• The Manager will submit all files/materials for review upon request and for the annual program audit.