



Northern Ontario
School of Medicine
École de médecine
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Guideline

Postgraduate Medical Education Resident Conference and Course Funding					Class: B
Approved By:	NOSM Postgraduate Education Committee				
Approval Date:	2020 11 12	Effective Date:	2020 11 12	Review Date:	2023 11 12
Responsible Portfolio/Unit/Committee:	Postgraduate Medical Education (PGME)				
Responsible Officer(s):	Associate Dean, PGME & Director, PGME				

1.0 Purpose

The Northern Ontario School of Medicine (NOSM) supports development of leadership skills and scholarly activity for residents. Attendance at leadership conferences and presentation of research projects at local and national meetings or conferences is one avenue for residents to achieve these objectives.

The purposes of this policy are to:

- Outline postgraduate level funding for resident conference attendance.
- Establish overall guidelines to inform specific program policies.
- Achieve the most effective use of limited fiscal resources.
- Ensure decisions related to funding for residents attending conferences are fair and transparent.
- Ensure that expenses incurred for conferences adhere to accounting procedures at NOSM and the Province of Ontario Broader Public Sector Expenses Directive. See NOSM's Travel Management and General Expense Protocol (FN 2.0).

2.0 Scope

2.1 This protocol applies to all residents whose funding for training is administered by NOSM.

3.0 Procedures

3.1 PGME Office Sponsored Courses

3.1.1 International Resident Leadership Summit

- Annually, chief/senior residents in all disciplines will be provided with conference registration and travel support not to exceed \$1,500 each to attend the International Resident Leadership Summit associated with the International Conference on Residency Education (ICRE). Chief residents may elect, with the approval of their Program Director, to re-direct ICRE funding to a chief resident leadership conference within their discipline.
- Programs that distribute chief/senior resident responsibilities among more than one resident are eligible to share the total funding available by discipline. Programs with both an east and west chief role are eligible for two \$1,500 grants. Should a chief resident(s) in a program not be able to attend, the Program Director with input from the Chief Resident(s), may select one resident who demonstrates leadership qualities to attend in their place.
- Resident reimbursement processes will apply for the conference attendance and travel reimbursement. Expenses incurred beyond the maximization grant available are the responsibility of the individual and can be combined with CME funding from the resident reimbursement protocol. Specific steps/guidelines if outlined as part of the policy.

3.1.2 NOSM Northern Health Research Conference

- Travel funding and conference registration will be provided to any resident presenting research at the annual NOSM Northern Health Research Conference.
- To promote Northern research, two (2) resident conference registrations and travel grants for each RCPSC program and six (6) resident registration and travel grant for the Family Medicine programs will be provided annually in addition to any funded residents presenting research. Annually the PGME Office will communicate this opportunity to residents and should demand exceed the number of available spaces, the Associate Dean will confer with the Program Directors to determine resident selection based on their teaching and scholarly qualities and interests.
- Conference attendance and travel support for the NOSM Northern Health Research Conference is not transferable to other events.

3.1.3 NOSM Northern Constellations – Faculty Development Conference

- Travel funding for up to two (2) residents per RCPSC program and six (6) residents from the CFPC programs will be available each year to attend Northern Constellations. Annually the PGME Office will communicate this opportunity to residents and should demand exceed the number of available spaces, the Associate Dean will confer with the Program Directors to determine resident selection based on their teaching and leadership qualities.
- Travel support for Northern Constellations is not transferable to other events.

3.1.4 Research Presentation Grants

- Subject to available funding annually, research travel grants may be provided to residents on a first come first served basis from the PGME Office by application via the Conference/Course Funding Request Form for residents who are presenting research at a national (Canadian) conference and the following limits shall apply:
 - a) For residents presenting a paper: Travel support may be available up to a maximum of \$2,000 per academic year. Expenses incurred beyond the maximum grant available are the responsibility of the individual and can be combined with any available are the responsibility of the individual and can be combined with any available program funding.
 - b) For residents presenting a poster: Travel support may be available up to a maximum of \$1,500 per academic year. Expenses incurred beyond the maximum grant available are the responsibility of the individual and can be combined with any available program funding.
 - c) Funding is for presentation of original research not presented before. Literature reviews and case reports are not eligible.
 - d) Support shall be provided for the presenter and/or the first author on the abstract, not for co-authors.
 - e) Support shall be granted on only one occasion per person per academic year.
 - f) Support shall only be provided if approved by the Program Director one month prior to the meeting.
 - g) A one-page abstract and a Conference/Course Funding Request Form must be submitted to the residency program director before sent to the PGME Office (postgrad@nosm.ca) for review and approval on the basis of available funds, funds will not be reimbursed with out the necessary pre-approvals.

3.2 Program Specific Guidelines

- 3.2.1 Programs shall devise program guidelines to fairly allocate their annual sum of resident CME and conference/course funding and communicate this process to their residents at the start of each academic year.

4.0 Roles and Responsibilities

4.1 Residents

- 4.1.1 Arranging flight bookings, a minimum of 2 to 4 weeks prior to travel. Residents will be required to submit proof of booking with reimbursement requests. Flights booked within 2 weeks of travel will be flagged for follow-up by the program prior to processing the reimbursement. Residents may be required to submit an explanatory statement.
- 4.1.2 Obtaining necessary authorizations as outlined in the Protocol.
- 4.1.3 Submitting original, itemized receipts accompanied by the correct expense form in accordance to the Province of Ontario Broader Public Sector Expenses Directive, **within ninety days or the advertised year-end deadlines**, following the incurred expense date.
- 4.1.4 Disseminating knowledge and learning within their residency program following leadership conference experiences and/or sharing research and promoting scholarship during resident research days.
- 4.1.5 As outlined in NOSM Conflict of Interest Policy residents are not permitted to solicit/accept financial support from industry.

4.2 Residency Programs and the Postgraduate Medical Education Office

- 4.2.1 Each program shall develop specific program guidelines and principles approved at the Residency Program Committee to allocate funding within the overall envelope confirmed for resident conference funding.
- 4.2.2 The PGME Office will confirm program funding following May 31st of each year, following the NOSM school-wide budget approval process. The amounts are limited and will be proportionate to the program size and subject to budget availability.

5.0 Related Documents

In support of this policy, the following [related policies/documents/companion/forms] are included:

- [NOSM Travel Management and General Expenses Protocol](#)

- [NOSM Conflict of Interest \(COI\) with Commercial Entities Policy](#)

6.0 Getting Help

Queries regarding interpretations of this document should be directed to:

Postgraduate Medical Education Office

Phone: 807-766-7508

postgrad@nosm.ca

DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT

Version	Date	Authors/Comments
1.0	2014 06 26	Policy created and tabled for review & feedback at PGEC Budget Committee. Revisions made and recommended for approval at PGEC.
2.0	2014 07 10	Approved by NOSM Postgraduate Education Committee.
3.0	2016 06 28	Policy Revised to incorporate relevant changes made to the associated and now retired Postgraduate Education Resident Reimbursement Protocol as approved by the Postgraduate Education Committee on 2016 04 14.
4.0	2018 07 23	Reformatted in new policy template.
5.0	2019 08 19	Change from PGE to PGME.
6.0	2020 11 12	“Policy” reclassified to a “Guideline” and approved by PGEC.