

PGME Resident Reimbursement Fund Procedures and Eligibility

Approval Authority: Postgraduate Medical Education Unit – Senior Director, PGME & Health Sciences & Associate Dean, PGME & Health Sciences

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Category: C

1.0 PURPOSE

This document outlines the annual procedure for administration of the PGME Resident Reimbursement Fund (RRF) and eligibility of spending categories.

2.0 SCOPE

This procedure applies to NOSM University accredited residency programs. Clinical fellowship programs or non-Ministry of Health (MOH) funded positions are excluded.

3.0 PROCEDURES

- 3.1 Annually in January, the Office of Finance confirms to PGME the entire envelope of funding for PGME programs and Office. Funding is derived from a transfer payment agreement with the MOH based on indirect and direct resident cost funding formulas. The specific amount of funds for the Resident Reimbursement Fund in each program are set during the budgeting cycle which occurs from January to April each year. The allocations are made per program based on a projection of the number of residents in each program and may fluctuate pending budget circumstances. Generally, funds are set at approximately \$1,000 per resident, which is subject to change pending budget availability.
- 3.2 Individual resident use of Resident Reimbursement Funds is tracked per resident at the program level by program administrators. Funds are available to residents within their postgrad year of training. For further clarity this means the full annual allotment is tied years of residency year progression and not by the calendar year, academic year or by fiscal year. Therefore, the available funds within an individual resident's Resident Reimbursement Fund begin in PGY1 and then refresh in PGY2, and again in PGY3 until the final year of residency training, capped at PGY5 or the highest training level in the program. Due to MOH Broader Public Sector practices, funds do not carry over calendar or fiscal years, must be spent within the PGY year, and do not accumulate.

3.3 The Resident Reimbursement Funds relate to specific MOH reporting in Broader Public Sector accepted categories of spending. For internal budget encumbrance purposes only with program administration, 50% of the entire program allocation for RRF is reflected in the program's travel object code 63502 and 50% is reflected in educational activities object code 66316. This 50/50 split is not fixed and resident spending in either category may be variable per the flexibility of choice provided to residents. Year-end budget transfers between these two object code lines may be conducted by Program Coordinators to balance if requested by the Office of Finance. Further direction on fiscal year-end processing will be provided as needed annually.

3.4 Acceptable Use Categories for Resident Reimbursement Funds:

TRAVEL

Examples include:

- Travel expenses related to elective rotation travel outside of northern Ontario
- Travel expenses to educational conferences not covered by program academics or other special initiative funding offered periodically at NOSM
- Travel to certification or other exams
- Travel for family or compassionate reasons to a designated home-base or alternative location within Canada, when not already provided for by core and academic travel
- Travel to present research when not covered by, or in excess of, the research presentation grants outlined in the [Resident Conference and Course Funding Policy](#)
- Supplemental expenses related to approved housing while on rotation when out-of-pocket housing expenses exceed NOSM U approved stipends for resident arranged housing

All expenses must comply with NOSM's most current [Travel Management and General Expenses Policy](#) and must be submitted with appropriate supporting documentation following the procedures outlined in the policy. All-inclusive vacation travel is not eligible nor is travel for another individual.

EDUCATIONAL ACTIVITIES & SUPPLIES

Examples include:

- Seminar/conference and workshops fees,
- Learning materials such as books, software, apps, subscriptions,
- Research supplies/software and other research related expenses are eligible,
- Certification exam fees

- Coaching or counselling service-based wellness related services if not already available via the Resident Wellness Program or employee related benefits.
- Clinically required personal equipment up to 75% of the value to be reimbursed, examples include, but not limited to, surgical glasses, surgical footwear for surgical residents, stethoscopes etc.
- Personal technology devices limited to laptops/tablets up to 75% of the value to be reimbursed

The following examples are not eligible for Resident Reimbursement Funding due to personal tax implications and Broader Public Sector rules for travel and educational support spending. *Note – This is not an exhaustive list, please contact your Program Coordinator prior to making any purchases:*

- Purchase of clothing or general footwear
- NOSM U or PGME Registration Fees
- CPSO Registration Fees
- Smart phones and watches and telecommunication plans
- 100% of eligible laptop/tablets due to tax and asset implications
- Furniture and household items
- Gym and fitness memberships and other personal services

All expenses must fall under the two general categories of Travel or Educational Activity in the context of the Broader Public Sector (BPS) accountability and using Ministry of Health funding appropriately.

Requests for equipment, technology and travel that are required by a duty to accommodate follow procedures outlined in the [NOSM University Academic Accommodations Policy](#).

Further, travel and additional educational support funding for periods of remediation or enhanced learning plans also follow another procedure that is available when required. Information can be sought from Program Coordinators with respect to this academic support funding.

4.0 AUTHORITIES, ROLES, AND RESPONSIBILITIES

PROGRAM RESPONSIBILITIES

- Each program, through their Residency Program Committee (RPC), must have a *program level* Resident Reimbursement Procedure that is communicated to residents annually. This is important as some programs have additional course funding options, and the program level documents capture this distinction. If a program chooses to combine some of the funding for resident use as a group, this

must be approved and documented through the RPC, and individual balances adjusted annually and tracked by program staff.

- Program coordination/administrative staff are responsible to track individual resident availability of funds, renewable with progression to the next PG year level
- Reviewing submission of funds reimbursement requests for accuracy, eligibility, and completeness of supporting documentation

OFFICE OF FINANCE & PGME OFFICE

- Communication of the annual budget setting cycle
- Support and ongoing direction to PGME staff and managers
- Overall fiscal authority and operations for finance matters for NOSM U on behalf of NOSM U governance

RESIDENTS

- Timely submission of reimbursement claims per [Travel Management and General Expense Policy](#)
- Responsible use of public sector funding
- Providing input through residency program committees or PGMEC resident representatives on fiscal matters related to residents

5.0 RELATED DOCUMENTS

[PGME Resident Course and Conference Funding](#). See 3.2 and 4.2 in particular.

6.0 GETTING HELP

Queries regarding interpretations of this document should be directed to:

Senior Director, PGME & Health Sciences: postgrad@nosm.ca

AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this procedure:

- a. Approving Authority: Associate Dean, PGME & Health Sciences
- b. Responsible Officers: Senior Director, PGME Health Sciences & Associate Dean, PGME & Health Sciences

Review and Revision History

Review Period: 3 years

Date for Next Review: 2025 04 20