



DEPARTMENT OF
**Family Medicine and
 Community Health**
 UNIVERSITY OF WISCONSIN
 SCHOOL OF MEDICINE AND PUBLIC HEALTH

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| Policy Name: Professional Development Policy | Effective: July 1, 2015 |
| Updated by: Barb Stransky, CFO | Date updated: July 2, 2015 |
| Approved by: Leadership Council | Date approved: 7/1/15 |

Scope:

Faculty, fellows,* non-faculty academic staff, nurse practitioners and physician assistants with a DFMCH appointment of .50 FTE or more are eligible for professional development benefits. This includes family medicine physicians, nurse practitioners and physician assistants working in the regional primary care clinics as well as those working in all other clinics and programs that are included in the DFMCH financials.

**Fellows for purposes of this policy do not include research fellows since their expenses are covered by grants.*

Purpose:

- To promote and provide funding for professional and educational development for faculty, fellows, NPs, PAs, and academic staff.
- To align professional development with the mission and strategy of the Department.
- To outline the processes for accessing professional development funds.

Guidelines:

I. General Guidelines:

- a. Unless specifically noted in the Clinician Business Expense policy or in sections III and IV of the Professional Development policy, reimbursement requests for conferences, dues, memberships, etc., will be charged to the clinician’s Professional Development Fund balance if they meet the requirements for reimbursement under the Professional Development Policy.
- b. All Professional Development reimbursement requests will be paid by UWMF, and as such, must comply with the “UW Department of Family Medicine and Community Health UWMF Reimbursement Policy” and any reimbursement guidelines or policies issued by UWMF.
- c. DFMCH will not pay for Professional Development expenses that have been incurred prior to the start of employment with DFMCH unless required to start employment and specifically pre-approved. Documentation and justification for the pre-approval must be submitted in order for payment to be made.
- d. DFMCH will not pay for expenses that will benefit an employee after they leave DFMCH employment unless the expense covers a time period in which the employee is an employee of

- DFMCH and cannot be broken down to cover only the time period in which they are an employee.
- e. Once an employee covered under this policy has given notice or been given notice of their termination of employment, no additional professional development requests will be approved. However, if an employee gives more than 90 days' notice of their voluntary termination, additional professional development may be approved on a case-by-case basis by the employee's supervisor first and then the Department Administrator. This includes all types of professional development covered under this policy.
 - f. Conference travel and attendance preference will be given to those giving professional presentations, receiving awards or otherwise representing the Department.

II. Professional Time Away:

- a. Up to ten days per fiscal year are available for 1.0 FTE faculty, fellows, and academic staff and up to five days per fiscal year are available for 1.0 FTE NP/PA's for professional development. Professional time away will be prorated the nearest half day for those working for the DFMCH part of the year or if their FTE changes during the year. Examples of uses of professional time away are conference attendance, presentations, course attendance or other pre-approved activities. This time away is paid as part of the regular salary, and no benefit time needs to be used.
 - For faculty and fellows, time away must be approved in advance by the faculty member's or fellow's Medical Director or designee; for faculty/fellows not working in a clinic and for Medical Directors, time away must be approved by his/her direct supervisor.
 - For academic staff, nurse practitioners and physician assistants, time away must be approved in advance by the direct supervisor.
- b. For professional time away, faculty must arrange for any replacement coverage for call, attending, and teaching responsibilities. Fellows, NP's and PA's and academic staff must arrange for any coverage needed for his/her responsibilities.

III. Professional Memberships:

- a. For faculty and fellows, the Department pays annual dues for the following memberships:
 - American Academy of Family Physicians (AAFP). The DFMCH budget unit will pay up to the cost of an AAFP membership if another professional membership is chosen.
 - Society of Teachers of Family Medicine (STFM). All Faculty are encouraged to join; however, they may choose a professional membership, with approval of their supervisor, to replace STFM if another is more aligned with their professional work.
 - DFMCH will pay for up to the combined cost of the AAFP and STFM dues should another membership(s) be substituted for one or both of these memberships.
 - DFMCH will pay for other position-specific memberships that are required by DFMCH on a case-by-case basis.
- b. For academic staff, nurse practitioners and physician assistants, the Department will pay for one of the following options each fiscal year for professional memberships and/or journals up to the total cost of the current AAFP plus STFM membership dues:
 - Annual dues for two professional memberships related to the staff member's position, or
 - One-year subscription rate for two professional journals related to the staff member's position, or

- Annual dues for one professional membership and a one-year subscription for one professional journal related to the staff member's position
- c. To receive reimbursement for the above professional memberships or journals, either forward the membership or subscription invoice, or "UWMF DFMCH Request for Reimbursement" form with the original receipt attached, to your Medical Director (or his/her designee) or direct supervisor for signature, and then to the DFMCH Accounts Payable at 1100 Delaplaine Court, Madison, WI 53715. The DFMCH CFO may sign in the absence of the Medical Director or direct supervisor signature for these types of expenses.

IV. Maternity Care Course:

- a. Registration fees for one maternity care course every 5 years are paid by the Department for faculty and fellows who do obstetrics. Attending an ALSO course offered locally or within Wisconsin is strongly encouraged as the maternity care course. If travel should be necessary, food, mileage and lodging may be covered with Professional Development Funds as described below. To receive reimbursement for registration fees for a maternity care course every 5 years, forward the "UWMF DFMCH Request for Reimbursement" form with the original receipt and course brochure attached to your Medical Director (or his/her designee) for signature, and then to the DFMCH Accounts Payable at 1100 Delaplaine Court, Madison, WI 53715. The DFMCH CFO may sign in the absence of the Medical Director signature for these types of expenses.
- b. ALSO instructor course fees plus travel-related expenses for faculty will be paid by the Department if approved by the respective Medical Director of their clinic and will be charged to that clinic's budget.

V. Additional Professional Development – Professional Development Funds (aka CME):

- a. Dependent upon the availability of Department funds, funding may be provided for faculty, fellows, nurse practitioners and physician assistants, and academic staff for professional development in addition to the items outlined above. Professional development funds are to be used for professional development that is mutually beneficial to the individual and the Department.
- b. Grant and other funding sources must be explored before use of these funds.
- c. Professional Development funds must be used in full before Chair Discretionary Funds (see section IX below) or any budget unit of the department can be charged, unless a conference or training is requested by the Chair, Vice-Chair, Department Administrator or CFO based on the required job duties of the faculty, fellows, nurse practitioners and physician assistants, or academic staff. If approved as a Department expense in these circumstances, then the Chair, Vice Chair, Department Administrator or CFO must sign the reimbursement request.
- d. Faculty, fellows, nurse practitioners and physician assistants, and academic staff that use any Professional Development Funds may be asked to provide a presentation or report for others in the Department.
- e. Amounts for individual employees: Each fiscal year, up to \$2,100 will be available for faculty working 1.0 FTE in the DFMCH, up to \$2,000 will be available for NP/PAs working 1.0 FTE in the DFMCH, and up to \$4,000 will be available for fellows working 1.0 FTE in the DFMCH. For PA program faculty, \$2,000 will be available for a 1.0 total DFMCH appointment even though a percent of their clinical FTE or CME may be funded outside the DFMCH. For DFMCH fellows, \$4,000 will be available for a 1.0 total appointment even though all or part of that appointment may be outside DFMCH.

- This amount will be prorated for those working less than 1.0 FTE in the DFMCH. This amount will be prorated for the portion of the year that faculty, fellows and staff are not employed by DFMCH (to the nearest half month).
 - Unused dollars are not carried over to subsequent years. Unused dollars are not available for payout to the employee upon termination.
 - There will be a negotiated Professional Development allowance dollar amount for the Department Chair and any DFMCH faculty serving in a Dean position at the UW School of Medicine and Public Health.
 - Faculty, fellows, nurse practitioners and physician assistants, and academic staff may not use next year's Professional Development funds in the current fiscal year.
- f. Amounts for CME pools: Non-faculty or provider academic staff will be assigned to CME pools based on who their supervisor is. The pools will be administered by the budget unit manager. The amounts per pool will vary and are subject to budgetary constraints. The amount in each pool will be reviewed annually. The pool dollars will be recommended by the Department Administrator and the CFO and approved by the finance committee. The following CME pools will be established effective 7/1/15: Department Administration, Clinic Operations, IT, PA program, Educational Services, Research and Eau Claire. It is the responsibility of the manager of each pool to manage the funds in their pool based on the strategic priorities of their area, any required professional development for employees in their pool and other appropriate factors. At the discretion of the budget unit manager, some of the money in their pool may be used for professional development of University staff (formerly classified staff) as well.
- g. Approval: To ensure reimbursement, advance approval is strongly recommended:
- For faculty in Eau Claire and Augusta, from your Campus Director;
 - For faculty and NPs/PAs in Madison residency clinics, from your Medical Director;
 - For PA faculty in the PA program, from the Director or Administrator of the PA program;
 - For faculty in UWMF managed or Regional Primary Care clinics, from your area Medical Director;
 - For Madison/Dane County area Medical Directors, and upstate Campus Directors, from the Chair of the Department or his/her designee;
 - For nurse practitioners and physician assistants in UWMF-managed or Regional Primary Care clinics, from your direct supervisor;
 - For research staff, from your supervisor;
 - For fellows, from your respective fellowship director.;
 - For non-faculty academic staff, all usage of professional development funds over \$500.00 must be pre-approved. If all projected expenses for attendance at a conference or other items purchased all at the same time will exceed \$500, then pre-approval is required using the "Request Form for Travel or Employee Development Authorization". No reimbursement will be available from professional development funds for expenses over \$500.00 that has not been pre-approved by your direct supervisor and your CME pool manager. All requests will be reviewed in light of budgetary constraints and business necessity.

VI. Program/Clinic Funds:

Program Directors and Associate Chairs may also have budgeted funds to support required professional development or specifically as needed/required for that program or clinic. To ensure

reimbursement, advance approval is required from the respective DFMCH leader.

VII. Examples of appropriate uses for professional development funding described above include:

- a. Conferences for professional and educational development that mutually benefit the individual and the Department
- b. Conferences when presenting a talk or poster
- c. Non-degree program courses and conferences for maintaining professional licenses and certifications (including ACLS, Life Support classes, Neonatal resuscitation (NRP), International Board of Holistic Medicine (IBHM), and AWHONN online certification for Electronic Fetal Monitoring), or courses or conferences at a college or university that are work-related, but are not part of the employee obtaining a degree.
- d. Work-related journals and subscriptions
- e. Work-related books
- f. Work-related medical software and educational programs for computers and mobile technology devices. All software purchases must comply with DFMCH Acceptable Use Policy to be loaded on DFMCH-owned computers.
- g. Professional memberships outside of those provided in this policy or the Clinician Business Expense policy that mutually benefit the individual and the Department
- h. Work-related international travel approved in advance by the Department (must be recommended by the International Travel Advisory committee and approved by the DFMCH Chair, and adhere to the DFMCH's International Travel Policies and Procedures.)
- i. Additionally for faculty:
 - Travel and lodging expenses for maternity care courses
 - Board exam expenses for sub-specialty areas of Family Medicine (i.e.: lactation consultant boards, holistic medicine, etc.)
 - Cost of Haiku or Canto licenses for mobile technology device
 - Cost of DMMR (*Dragon Medical Mobile Recorder from Nuance*) licenses for mobile technology device
- j. Based on business need, the cost of a computer (laptop or desktop) or mobile computing device such as an iPad or similar tablet, including costs for a case, one charger (if not included in the price of the device), and memory card once every other fiscal year. Warranties, repairs or other service plans are not covered. Note: if a computer or other mobile technology device that is within DFMCH IS standards is purchased, then DFMCH IS staff will provide support for these items, provided that the majority of the use is DFMCH work-related. If there is personal software on the device, DFMCH IS department may not support it or may ask that the personal software be removed prior to supporting it. Reimbursement is limited to once every other fiscal year for either a computer or mobile technology device.
- k. Subject to Department approval, cost of a license for the DFMCH Airwatch Mobile Device Management (MDM) system to enable receiving email and calendar information on a mobile technology device.
- l. An iPod, cell phone, smart phone or other mobile communication device. Costs for a case, car charger, warranty, or services are not covered.
 - i. For faculty: only once every year
 - ii. For fellows, NP's, PA's and academic staff: Up to \$100 once every year if approved by their supervisor
- m. Personal Stethoscopes for clinical use
- n. Professional memberships such as AMA, WMS, WAOPS, and AOA.

VIII. Examples of inappropriate uses of professional development funds include:

- a. Printers, scanners, LCDs, networking equipment, voice communication devices (except as described above), other electronic and technical equipment, and warranties for such equipment.
- b. Cell/smart phone service bill, car chargers, warranties, or cases.
- c. Home phone, internet or other home-based data plan services
- d. Any other expenses related to everyday personal communications
- e. Furniture, décor, or other items for office
- f. Gifts
- g. Expenses for personal travel, or expenses to extend business time away with personal time
- h. Travel expenses for family or others who may accompany on a work-related trip
- i. Expenses for work-related parties or meals
- j. Upgrades to business or first class airfare except for international travel
- k. Fees for airline ticket changes, travel club or red carpet dues
- l. Movies in hotel rooms when traveling
- m. Hotel rates over \$300/night (exceptions will be allowed up to the single rate at the conference site hotel)
- n. Self-help and motivational conferences, books and products; exercise classes
- o. Mileage and parking for hospital, call, or other clinical, research, or academic work
- p. Medical equipment (excluding personal stethoscopes), special glasses, shoes, and other items not of an educational nature
- q. Course work towards a degree (Tuition reimbursement may be available. Contact the DFMCH Human Resources department for specific instructions.)
- r. Expenses for penalties, late fees or fines.
- s. Reimbursement for DEA license fees paid in error by UW employed faculty or staff

IX. Chair Discretionary Funds

- a. The availability of any additional funding above the allocation for each faculty under Chair Discretionary Funds is limited and will be dependent on the Department's budget.
 - i. Even if a faculty member has a paper accepted for presentation or another significant professional opportunity, full DFMCH support for associated expenses cannot be assumed. It is required that requests for Chair Discretionary funding be submitted using the "DFMCH UWMF Reimbursement Form" as soon as the information required below is available to allow ample time for the request to be reviewed and a decision made as to funding.
 - ii. If Professional Development funds are spent on computers, cell phones or other electronic items as allowed in section VII above, any overage in their CME allocation will be reduced by the amount spent on electronic devices and associated expenses, and the remaining amount will be the amount considered for funding under Chair Discretionary Funds.
 - 1. Example 1: Original professional development:

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| Computer | \$1,300 |
| Conference | <u>\$ 900</u> |
| Total | \$2,200 |
| Reimbursed | <u>\$2,000</u> |
| Overage | \$ 200 |
| Chair Discr. | \$ -0- since more than \$200 was spent on electronics. |
 - 2. Example 2: Original professional development:

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| Computer | \$ 300 |
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| | |
|--------------|-----------------|
| Conference | <u>\$2,400</u> |
| Total | \$2,700 |
| Reimbursed | <u>\$2,000</u> |
| Overage | \$ 700 |
| Computer | <u>(\$ 300)</u> |
| Chair Discr. | \$ 400 |

- b. Supplemental funding from Chair's Discretionary Funds may be provided to allow faculty, fellows, NP/PAs and academic staff to attend additional meetings/ conferences or other professional development expenses in the following situations:
1. If the activity is requested by the Department, -- either to represent the DFMCH or to bring back to the department specific skills or information.
 2. If a faculty or staff member, in conjunction with her/his supervisor, mentor committee or site leaders, has a clearly defined academic development plan that would be substantially facilitated by attendance and/or presentation at specific professional forums for which the costs will not be entirely covered by the base allocation. Whenever possible, such a need for supplemental resources should be determined and requested within the annual performance review process.
 3. If a faculty or staff member has already used his/her allotted professional development-funds and is invited to give a presentation at an academic meeting.
 4. If the faculty or staff member, due to his/her position, receives approval from the Chair to attend certain conferences or meetings. At the Chair's discretion, this approval may be only for the current fiscal year, may continue on indefinitely, or may be for a certain time period.
 5. Other circumstances as deemed appropriate by the Chair.
- c. In each of these circumstances the faculty or staff member must apply to the Chair's Office for funding. Priority will be given to activities that have high likelihood to lead to publications and/or sharing of important innovations related to the missions of the DFMCH. Decisions will be based on the following considerations:
1. Resource Availability – this may vary depending on budgetary constraints
 2. Value – impact on DFMCH missions and initiatives
 3. Consistency – alignment with individual academic plan as outlined with mentor committee and/or site leaders. The use of the primary available funding should be a part of this plan.
 4. History – past success in developing publications from presentations, communicating knowledge gained from external activities to colleagues, and implementing strategies learned within the DFMCH.
 5. Equity – frequency of requests for supplemental resources in comparison to colleagues.
 6. Timeliness – early notice about supplemental needs is preferred.
- d. Applications for Chair Discretionary funding should be submitted to the Chair's office with inclusion of the following information:
1. Faculty, fellow, NP/PA. or staff member name
 2. Conference or meeting –date, location
 3. Approval from medical director or supervisor regarding time away, as appropriate
 4. Support from mentor committee or other leadership, as appropriate (can be copy of mentor committee report, annual performance review plan, etc.)
 5. Nature of activity: presentation (including topic and copy of request to present or acceptance of submission), panel participation, participation in learning activity, etc.
 6. Relationship of activity to professional development goals

7. Prior use of the base allocation of professional development funds (\$2000) in the academic year
8. Previous requests for supplemental funding over the past 5 years
9. Plans for subsequent dissemination of presentation materials, such as publication, or of information within the DFMCH
10. List of anticipated expenses
11. Date by which decision about supplemental funding is needed
12. Other factors as are relevant (e.g., matching funds from other sources, coordination with other activities, etc.).

Applications for funding to cover overages in Professional Development funds for the fiscal year are due to the Chair's office no later than June 30 of the year in which the overage occurred. The Executive Team will review all requests for funding for overages during one of their regular meetings in July or August of the next fiscal year. Recipients will be notified upon approval.

- X. Use of all Professional Development Funds should be reported in aggregate on an annual basis and reviewed by the DFMCH Finance Committee. The amount and use of funds should be recommended on an annual basis as part of the budget planning process. The DFMCH Chief Financial Officer or his/her designee will initiate this review and recommendation process on an annual basis.