

**INOVA FAIRFAX MEDICAL CAMPUS
GRADUATE MEDICAL EDUCATION POLICY**

Institutional Policy on Educational Stipend Use

I. Purpose

To establish a policy for appropriate uses of the educational stipend funds.

II. Scope

This policy will apply to all House Officers employed by Inova and participating in post-graduate training programs at Inova Fairfax Medical Campus.

III. Definitions

House Staff/House Officer – refers to all interns, residents and fellows enrolled in a post-graduate training program at Inova Fairfax Medical Campus.

Post-Graduate Training Program – refers to a residency or fellowship educational program.

IV. Responsibilities/Requirements

A. An educational stipend of up to \$1,000 per academic year is offered to each Inova employed house officer. The stipend may be used for, but not limited to, the following items:

1. Medical books
2. Medical audio or video tapes
3. Medical compact discs
4. Work-related medical equipment
5. Electronic devices pertinent to medical education and/or patient care including but not limited to desktop computers, laptops, tablets, smartphones, etc.
6. Software pertinent to medical education and/or patient care
7. Dues for medical specialty societies
8. Subscriptions for medical specialty journals
9. Medical license application and renewal fees
10. Medical license examination fees
11. Specialty board examination fees
12. Expenses associated with approved travel for offsite lectures or educational conferences

B. All stipend use must be submitted to and approved by the program director.

C. The educational stipend, either in its entirety or parts there of, may be transferred to the following academic year. The transferred funds must be utilized during the academic year in which they were transferred. Any remaining stipend amount that was transferred and not utilized will be forfeited. This process can occur more than once during a training period however, the transferred funds cannot extend beyond the following academic year in which they were transferred.