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System*
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Education*
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Tier 1: Compensation, Benefits, Professional Development Funds, & Travel (MEP 204)

Purpose

To ensure appropriate and consistent compensation, benefits and reimbursements for all interns, residents and fellows in training in the Henry Ford Health System.

Policy

Henry Ford Health System (HFHS) is committed to compensating all employees, including interns, residents and fellows, a market competitive wage. We provide all levels of employees with a total compensation package, known as Total Rewards, that is commensurate with their responsibilities, competitive with other organizations in the labor market in which we compete, and perceived to be fair and equitable. The objectives of our compensation program are to attract and retain the best employees in the industry, motivate them to do their best, and support our mission and goals.

Definitions

Stipend/Salary: Amount paid annually, under contract, in bi-weekly paychecks.

Benefits: Benefits for non-management, including medical, vision and dental plans, accidental death and dismemberment, life and long-term disability insurances, flexible healthcare and dependent care accounts and adoption assistance. All benefits are subject to change.

Hospital-Paid Expenses: The Medical Education Budget of the intern's, resident's or fellow's hospital or department pays for additional expenses related to regulatory or program accreditation requirements which cannot be met within HFHS.

Professional Development Fund: Funds available to house officers for approved education-related expenses to further their development as a physician.

Vacation: See [MEP # 221 Paid Time Off](#).

Procedures

Interns, resident and fellow stipends or salaries, hospital-paid expenses and professional development funds are reviewed annually against market data and internal resources. HFHS

applies the following Compensation Philosophy for HFHS house officer:

HFHS uses the Association of American Medical Colleges (AAMC) *Annual Survey of Resident/Fellow Stipends and Benefits Mean for Midwest Other Non-Profit Hospitals* as its compensation benchmark. The Michigan Association for Medical Education (MAME) Annual House Officer Stipend & Benefit Reports data is also considered. HFHS will respond to the AAMC data provided for the previous year, not attempt to anticipate upcoming increases.

HFHS compensates house officers based on the level of training in their enrolled program. If a House Officer is not promoted, their salary remains at the level of training until promotion in the program.

Benefits are specified by HFHS Human Resource policies. All benefits are subject to change.

Recommendations for stipends or salaries, benefits, hospital-paid expenses and professional development funds are presented for review and approval to:

- A. Henry Ford Allegiance Hospital Graduate Medical Education Committee (GMEC), Henry Ford Hospital GMEC, Henry Ford Macomb Hospitals GMEC, and Henry Ford Wyandotte Hospital GMEC;
- B. Shared Governance Committee, representing all system hospitals with medical education programs;
- C. HFHS Medical Education Governing Council

The System-Wide Medical Education Governing Council annually reviews and ensures that the house officer compensation schedule is uniform across the system.

Professional Development Funds (PDF)

Funds are available with approval of the Program Director for education-related expenses to further development as physicians ***while in the training program***. The Professional Development Fund must be used within the specified academic year.

Professional Development Funds can be provided to PGY1s at the discretion of the sponsoring institution's GMEC as a lump sum at the beginning of the first year.

These funds will substantially cover the cost of the USMLE or COMLEX III exam which must be passed by the end of PGY2 year. If the house officer has not passed the exam prior to beginning their appointment at HFHS, test scores are sufficient evidence that the funds have been used for an acceptable purpose. If the house officer has taken the exam prior to beginning their appointment at HFHS, receipts for acceptable expenses must be provided to the Program Coordinator as evidence that the funds were used for an acceptable purpose to retain the tax-free value of the funds.

Acceptable Professional Development Fund Expenses

- Exams (COMLEX III or USMLE III) one time only
- iPads (purchased through HFHS and encrypted; once every 36 months)
- Books

- Journal subscriptions
- Scientific/educational videos/electronic medical subscriptions and applications
- Medically-related computer software and downloads
- Abstract fees for submissions to peer-reviewed publications
- Professional society dues (excludes voluntary contributions)
- Elective rotations and courses; related travel expenses
- Local, Regional, National and International Conferences; related travel expenses (non-participant or participant)
- Medical Missions (not part of curriculum; additional experience)
- Teleconferences
- Review courses
- Medical equipment (i.e., stethoscopes, leaded glasses, etc.) within the first half of the graduate medical education program

Unacceptable Professional Development Stipend Expenses

- Equipment that can be used for non-medical purposes
- Computer hardware (i.e., a computer, printer, etc.)
- Cameras
- Phones & phone bills
- Membership fees for personal clubs
- Voluntary contributions to professional societies
- Travel related to interviews for future positions
- Airline ticket upgrade from coach to first class
- Publication fees
- Lab coats
- Board certification examination fees

Hospital-Paid Expenses

The Medical Education budget of the house officer's hospital or department pays for additional expenses related to ***regulatory or program accreditation requirements***, including:

- Regulatory requirements (e.g., fingerprinting) to apply for a Michigan medical license, including the cost of the educational license and renewals or the equivalent amount towards the cost of a permanent license.
- Out-of-state medical licenses when an out-of-state rotation is essential to fulfill the program's educational requirements during the term of the residency.
- Required rotations, conferences, courses and related travel expenses (See Required Travel below).
- Participant conference registration and travel expenses (see Participant Travel below).
- Mileage reimbursed according to Internal Revenue Service regulations (See IRS Business Mileage Reimbursement below)
- Required professional memberships as defined by basic accreditation standards.
- Lab coats.
- Alpha-numeric pagers, or alternative devices designated by HFHS, are provided to fulfill educational and professional responsibilities.

- A meal allowance is provided for trainees based on in-hospital schedules.

Required Travel

House officers may be **required** to travel outside the Detroit metropolitan area for rotations, courses and conferences to complete mandatory experiences for the completion of the program or to represent their hospital or program at the request of the Designated Institutional Official or Program Director. Travel requiring commercial transportation and/or accommodations must be approved in advance using the Travel Authorization Form and HFHS Travel Policies.

Participant Travel (Only applicable to ACGME-Accredited Program House Officers)

HFHS encourages house officers to conduct research and disseminate findings to further the profession and advance knowledge. Travel is considered **participant travel** if the house officer is a panelist, moderator, or speaker listed in an official program of a society or national meeting.

Funding of up to \$1,500 per trip may be provided for Participant Travel, based on the judgment and discretion of the Program Director. Expenses in excess of \$1,500 are the responsibility of the individual.

- Eligibility for participant travel shall be limited to one author, presenter or exhibitor per paper/poster per meeting and one presentation/exhibit of the same material per house officer.
- House officers invited to discuss scientific papers or poster presentations whose names have not been listed in the program may be reimbursed at the Program Director's discretion.

HFHS Travel Authorization & Reimbursement

All travel, required or participant, as defined above, and Away Sites, as defined below, requiring commercial transportation and/or accommodations must be approved in advance using the Travel Authorization Form and in accordance with HFHS Travel Policies and Procedures located on [OneHenry](#) and HR Connect Travel & Expense web pages. Expense reports with all supporting documentation must be submitted within 30 days of the return date and must account for cash advances.

Internal Revenue Service Business Mileage Reimbursement Regulations:

HFHS will, according to IRS regulations, reimburse residents and fellows, at the approved mileage reimbursement per mile when a personal vehicle is used for approved business purposes. Mileage reimbursement must be submitted for no more than a 90-day period and within 30 days of that period.

The business mileage rate covers all costs of operating the vehicle including gasoline, oil, insurance and repairs. Receipts for tolls and parking fees are reimbursed separately and not included in the business mileage rate. HFHS will not reimburse individuals for the cost of auto insurance or for other expenses including but not limited to driving or parking violations, fines, gasoline, automobile repairs, vehicle damage or insurance deductibles as a result of an accident,

break down, tow or resultant meals and lodging.

Business mileage does not include the normal commute to and from work, even if working during the commuting trip.

- **Local Sites. Sites within 50 miles of home hospital.** A house officer assigned to another site or a scheduled out-rotation within 50 miles of their home hospital is not eligible for reimbursement, as that is the normal commute to and from work.
- **Regional Sites: Sites more than 50 miles from home hospital, no relocation.** A house officer who is assigned to another site or scheduled out rotation which is more than 50 miles from their home hospital and they are using their primary home for lodging, may claim as business mileage the lesser of (1) the mileage from the their home hospital or (2) primary home to the alternate site, less 50 miles each way as business mileage. A Mileage Log, showing daily mileage claimed must be submitted with daily start and end points and rotation schedule, within 90 days of rotation completion.
 - Example: Distance from home hospital to away rotation is 70 miles one way and distance from home to away rotation is 80 miles, 20 miles may be claimed each way each day scheduled (hospital to hospital).
 - However if distance from home to away rotation is 60 miles one way, only 10 miles may be claimed each way each day scheduled (home to assigned hospital).
- **Away Sites: Sites more than 50 miles from home hospital, with relocation.** A house officer who assigned to another site or scheduled out rotation which requires them to relocate for the duration of the rotation, may claim as business mileage one time as the lesser of (1) the mileage from the their home hospital or (2) primary home to the alternate site, round trip, in lieu of coach air fare, if local transportation is required at the alternate site. Transportation between the temporary lodging and the rotation site is not reimbursable.
 - Travel Authorization Form must be completed and approved in advance.
 - Mileage Log, showing trip mileage claimed, and all receipts, must be submitted with the Travel Expense Report, within 90 days of rotation completion.
- **Conferences at another site.** Mileage is not paid for transportation to local conferences. House officers are encouraged to car-pool whenever possible to attend regional conferences. Only the driver may claim business mileage from the home hospital to the conference site.
- When business travel originates from home to an alternate site and then to the assigned site (or the reverse), mileage of the normal commute is subtracted from the total miles associated with the trip.

External Regulatory Requirement:

ACGME; CPME

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Administrative Director of Medical Education	Crystal Gyiraszin: Admin Dir- Med Educ CME SIM	1/28/2020
System Policy Management Office	System Policy Management Office	1/10/2020
Document Owner	Eric Boehm: Coor- Medical Education System	1/10/2020

Applicability

Henry Ford Allegiance Health, Henry Ford Allegiance Specialty Hospital, Henry Ford Behavioral Health Services, Henry Ford Community Care Services, Henry Ford Health System, Henry Ford Hospital, Henry Ford Kingswood Hospital, Henry Ford Macomb Hospital, Henry Ford Medical Group, Henry Ford West Bloomfield Hospital, Henry Ford Wyandotte Hospital

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