



Laboratory Medicine Discipline Fund Internal Guidelines for Resident Continuing Professional Development Activities

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| Office of Accountability: | Discipline of Laboratory Medicine |
| Office of Administrative Responsibility: | Discipline of Laboratory Medicine |
| Approver: | Chair, Discipline of Laboratory Medicine |
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Overview

Discipline funds play an important role in augmenting expenditures that support the academic activities of residents. Resident participation in Continuing Professional Development (CPD) opportunities is a pivotal component of their training and all residents should have an equal opportunity to attend such events.

Purpose

The purpose of this document is to provide guidelines for the appropriate and equitable use of Discipline Funds to support resident expenditures for CPD. This may include travel to conferences, online CPD courses, and/or educational materials.

Scope

Residents of the Diagnostic and Molecular Pathology residency program.

Policy

1.0 The Discipline of Laboratory Medicine can provide up to \$1,000 per year, per resident, to support CPD activities

1.1 The \$1,000 per year can be used towards conferences, online CPD courses, and/or educational materials.

1.2 Approval for residency CPD activity expenditures are subject to available funding and must be preapproved by the Chair and Program Director.

1.3 Funds may be available to support residency travel for research and scholarly work. Please see the Faculty of Medicine Residency Travel for Research and Scholarly Work Guidelines for details.

2.0 Residents may be able to accumulate the yearly amount and utilize the accumulated money for one CPD activity at the approval of the Chair and Program Director.

2.1 Residents must make a written request to the Chair, to have CPD funds carried over into the next fiscal year.

2.1.1 The written request must be submitted by August 31st, approximately 1 month in advance of the discipline's annual budget meeting.

2.1.2 Residents can carry over CPD funds from PGY1 through to PGY5.

2.2 Money can be used by a resident prior to the completion of their residency program. If a resident leaves their program to complete a fellowship, they cannot use any previously accumulated money during their fellowship.

Procedure

1.0 Resident submits conference travel, online CPD course, and/or educational material request to Chair's Secretary

2.0 Chair and Program Director review and approve or decline request.

3.0 Request is sent to Office of Finance, Faculty of Medicine for approval.

4.0 Approved or declined request is communicated to resident via email by Chair's Secretary.

5.0 Please review below Related Links.

Non-Compliance

1.0 A resident who reserves flights and/or hotels before receiving approval for conference travel will be responsible for any fees related to cancellations in the event a travel request is declined.

Related Links

1.0 Travel Request Form: <https://www.mun.ca/finance/online-forms/>

2.0 Travel Claim Form: <https://www.mun.ca/finance/online-forms/>

3.0 Travel Policy: <https://www.mun.ca/policy/browse-or-search/browse-policies/>

4.0 Submitting a Travel Claim: <https://www.mun.ca/finance/online-forms/>

5.0 Resident Travel for Research and Scholarly Work Guidelines <https://www.mun.ca/medicine/about-us/policies-and-procedures/guidelines/>

6.0 Request to Accumulate Resident Annual CPD Funds Form (Please see the Chair's Secretary)

7.0 Discipline Funds and Operating Budget Expenses Guidelines: <https://www.mun.ca/medicine/about-us/policies-and-procedures/guidelines/>