



Faculty of Medicine

Resident Retreat Guidelines

Resident retreats are funded through discipline funds. Each discipline has autonomy over the organization of their retreat and the content to be delivered. However, it is important consistency exists in the type of retreat experiences provided to residents across disciplines. It is also essential strict economy is exercised by all disciplines when resident retreat expenses are incurred. If external funding is acquired by a discipline for a Resident Retreat, all appropriate MUN policies must be adhered to (e.g. Conflict of Interest Policy). During retreats, residents and faculty are expected to conduct themselves in a manner that upholds the professional and ethical standards of the medical profession and MUN.

The purpose of this document is to provide a guideline for the type of expenses that can be funded for a resident retreat and the range of expenses that are appropriate.

Approval of Expenses

- Resident retreat expenses **must** be preapproved by the FoM Finance office before any expenses are incurred.
- An itemized budget, agenda, and the preapproval form must be submitted to the Finance office no later than ten (10) business days prior to the date of the event.

Length of retreat

- Maximum of a one (1) day event and may include an overnight stay

Agenda

- The retreat agenda must include academic activities.
- A social evening is permitted.

Meal expenses

- Dinner: \$50 per resident
- Breakfast: \$10 per resident
- Lunch \$25 per resident
- There will be no funding for alcoholic beverages.

Accommodations

- Overnight accommodation expenses should be made at the lowest obtainable cost.



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Transportation

- Due to variability in retreat locations across disciplines, transportation to and from the retreat venue will not be covered.

Guests

The following guests can be funded to attend the resident retreat:

- Program Director or designate
 - Accommodations and food
- Internal speaker(s) from the Discipline
 - Accommodations and food
- Guest Speaker(s) (Local speakers preferred; if not local, please limit to 1 guest speaker)
 - Accommodations, food, travel, and honorarium
 - A maximum of \$500 can be offered for an honorarium.