



**San Antonio Uniformed Services
Health Education Consortium
San Antonio, Texas**

6 April 04

MEMORANDUM FOR COMMANDERS WHMC/CC BAMC/CC

FROM: OFFICE OF THE DEAN

SUBJECT: SAUSHEC GME BUDGET PRINCIPLES

1. General principles of GME budgeting in SAUSHEC programs:

a. Brooke Army Medical Center (BAMC) will pay GME expenses for Army residents and Wilford Hall Medical Center (WHMC) for Air Force residents. The Commands are committed to ensuring SAUSHEC programs have the budget resources to keep the programs in substantial compliance with ACGME/RRC and DOD requirements.

b. SAUSHEC program directors will work to ensure that all their faculty and residents are practicing cost-effective medicine and assisting the Commanders of both medical centers in the appropriate documentation of workload necessary for reimbursement of health care. Program Directors will teach, implement and monitor these techniques as part of their Systems Based Practice curriculum and faculty development programs.

c. All residents in integrated programs will be treated equally with respect to financial management and opportunities for training – to include educational TDYs, medical equipment and other support for GME training.

d. SAUSHEC program directors will develop a fiscally responsible GME budget for their training programs annually. They will prioritize their budget expenses focusing primarily on GME-essential expenses that are needed to ensure their programs meet all standards and requirements of accrediting agencies and the DOD. They will make every effort to accomplish these requirements in the most cost effective manner possible while assuring that their programs continue to meet the high GME standards expected of military training programs.

e. The TDY cost for required “training rotations,” i.e., 1-6 month rotations outside of San Antonio, will vary widely among SAUSHEC programs depending upon what is required for each program to meet RRC case-mix and educational standards for that specialty. However, SAUSHEC will strive for relative budget equity across all integrated and stand-alone programs for budget items that are considered “negotiable” such as learning aids (books, computer learning programs, etc.), TDY for CME-type meetings, etc. In other words, one SAUSHEC program should not be budgeted to send its trainees TDY to several CME-type meetings per year while a similar SAUSHEC program is not budgeted to send its residents TDY to any CME-type meetings.

2. SAUSHEC program directors agree to the following specific budget guidelines for TDY expenses:

a. Training Rotations

Outside, GME-essential, training rotations will be done locally when possible and at the most cost-effective site outside of San Antonio if there is not a locally acceptable training site. DOD/VA facilities will be utilized when possible either locally or for rotations outside of San Antonio.

b. CME-type meetings

If CME type meetings are essential to satisfy educational requirements or to improve performance of trainees on critical GME indicators like specialty board examinations, the following guidelines will be used. In general, interns will not receive TDY funding for any CME type meetings. If necessary, residents and fellows will be TDY-funded for only one CME-type meeting per academic year to meet the academic/curriculum needs of the program and when possible, this should be done at local CME meetings. The program director will determine the type of meeting that is best to accomplish the required educational experience needed for their program. Residents and fellows may attend a board review course as their one TDY-funded CME meeting in a training year if the program director decides that is needed to ensure the resident and program meet standards. In general, TDY costs for required CME-type meetings should be less than \$2,000 per resident per meeting. Any cost exceeding \$2,000 per resident must be justified in writing to the Dean of SAUSHEC through the appropriate Associate Dean(s) well in advance of the meeting. Funding for CME-type meetings will not be approved if there is failure to comply with these guidelines.

c. Meetings to present research

(1) In general, residents will be funded for a meeting to present their research only once every other year during their residency (including internship for categorical programs). If this is not an RRC or DOD requirement, expenses in this category will fall into the 2nd priority of priority (see 4 below). Fellows or residents in programs with specific RRC research requirements may be funded for up to one meeting each year of their training to present their research at a national meeting to meet these requirements. The same research will not be approved for funding for multiple meetings. For a resident/fellow to present research, they must have contributed significantly to the research project. Residents and fellows may submit their research to a meeting only after receiving the approval of their program director and SAUSHEC. Acceptance for presentation at a meeting without pre-approval by the program director for consideration violates the SAUSHEC budget principles and therefore may not be funded.

(2) Non-military funding, i.e. Gifts and Grants monies, may be used to send trainees to additional meetings (beyond what is outlined in 1 above) to present research if it is determined educationally appropriate by the program director; all trainees in the program have an equal

opportunity to receive this type funding; and approval is obtained from the appropriate authorities to use this type funding.

3. The expenses of the Dean of SAUSHEC will be shared equally between WHMC and BAMC.

4. GME Budget Process: Each Spring the Associate Deans will work with the program directors to develop the SAUSHEC GME budget plan for the next academic year using these budget principles. Each program's GME expenses will be prioritized by the program director and the Associate Deans as follows:

a. The first priority is for GME expenses that are required for the military GME program as established by the ACGME/RRC, Specialty Boards, DOD, JCAHO, SAUSHEC, BAMC, WHMC or other governing, regulating or certifying bodies that impact military GME programs. Funding for these expenses will be supported throughout the academic year by the Commanders.

b. The second priority is for important, but not required, GME expenses that help ensure the program maintains its historic training excellence and long-term viability. These expenses will also be supported as much as possible but may have to be modified during a fiscal year if there are significant budget changes that affect either BAMC or WHMC.

c. The third priority is for GME expenses that are not necessary to meet standards or maintain the historic excellence of the program but that would dramatically improve the program if they could be executed. These expenses may be supported by the Commands if possible but may have to be supported by gifts and grant monies if the Command cannot support.

The GME budgeting plan will be presented to the resource management departments of BAMC and WHMC after approval by the Dean. If modifications are needed to the GME budget plan during the academic year, the Dean and Associate Deans will work with the resource managers of BAMC and WHMC to make sure that the modifications are executed without violating the critical budget principles in paragraph 1 above. This will be done by first cutting from the third priority, then the second priority while preserving the first priority GME expenses to the fullest extent possible.

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