



Department of Medicine

INTERNAL MEDICINE RESIDENCY PROGRAM FINANCIAL SUPPORT

Financial assistance is offered to Internal Medicine Residency Program (IMRP) trainees attending conferences, approved of courses, UpToDate subscriptions, journal subscriptions and poster preparation costs. A total of \$1500 is available for the July 1, 2020 - June 30, 2021 period.

Conference Funding:

PGY1-PGY3's: support is \$1500/year total for conferences. Any unused money cannot be carried forward to the next academic year.

Internal Medicine Residents are allowed 5 paid conference days per year. If you would like to attend a conference, you must request time off from your rotation by filling out an [IMRP Vacation Request Form](#), ensuring that you include a line regarding the conference details (dates and location). Please send your requests at least 4 weeks in advance to your rotation lead and once approved send to you IM Program Administrator (PA).

Your PGY Program Assistant (PA) will be the main contact for reimbursements and expenses:

- R1s – Trudi Jersak – Trudi.Jersak@ahs.ca
- R2s – Carla Camac – Carla.Camac@ahs.ca
- R3s/R4s – Camille Baguio – Camille.Baguio@ahs.ca
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Please take a moment to review the [PGME website](#) for the complete reimbursement process and allowable expenses.

1. To submit a reimbursement, please complete the following forms and submit to your PA:

- a) [PGME Expense Summary Form](#) – please fill in your name, event, and event dates
- b) [PGME Expense Description Form](#) – please fill in as much information as possible
- c) If you have not previously had an account set up for direct deposit please send in an [Electronic Funds Transfer Form](#) and [New Supplier Request Form](#) to newsuppliers@ucalgary.ca – please include a third party bank statement (void cheque, invoice with banking details, or bank deposit slip) along with the two forms above.

2. Ensure you have original receipts that show proof of payment (zero balance)

- a) Send in all receipts and documents pertaining to your conference (conference fees, hotel, flights, taxi, meals, agenda/schedule, certificate of attendance, name tag from the conference)
- b) PGME may request bank/credit card statements showing the charges to support your reimbursement requests.

3. Please ensure that you send all the required documents to your PA - Camille will then send your reimbursement requests to the PGME to be processed and you will be copied on this information.

Conference Attendance:

The PGME office offers a wide range of grants including Resident Research Travel Grants, which covers up to \$2000 per conference if you are chosen to present. Resident Research Travel Grants applications

will be accepted without the confirmation of presentation and approvals are granted on a quarterly basis. Please review/apply for the Resident

Research Travel Grant via the PGME website (<https://cumming.ucalgary.ca/pgme/faculty-and-staff/awards-and-grants/grants/resident-research-travel-grants>). You must submit original receipts and complete all necessary forms via the PGME

Funding of Subscriptions:

Of the allocated \$1500, some or all of the money could be used to offset the cost of subscriptions.

Reimbursement for subscriptions must not exceed the length of training. As an example- if you have a July 2020-July 2021 subscription to UpToDate, and are a PGY3, you will only be reimbursed for one of the three years (ie July 1, 2020-June 30, 2021). For all subscriptions ensure that you submit proof of payment in Canadian funds as well as the subscription details (see points 1a and 1b above). Journal subscriptions could also be paid for, either online or paper format. Have a look at the University of Calgary library website (accessed with your UCID) as there are many journals available free of charge.

Posters

You can be reimbursed for posters prepared for conferences to a maximum of \$160/year. Please purchase the basic style poster with a maximum reimbursement of \$80 per poster. If your research abstract is chosen for a poster presentation during Resident Research Day, please await further instruction from Camille regarding the poster size etc.

Attendance of Special Graduate Level Course and RCPSC Prep Course:

We would like to welcome you to attend graduate level courses and courses of interest. The following set of guidelines must be followed to attend such courses.

Since we have Wednesdays as the protected Academic Half Day (AHD) the timing for courses other than Wednesday between 1-5 pm is difficult. A maximum of 4 -hours will be allowed off per week and, unless registered in a specific course, this time must be taken on Wednesdays. The program will permit your registration and attendance of courses if the following criteria are met:

You must be a 2nd, 3rd, or 4th year trainee in good academic standing

You must speak with the rotation "leads" to ensure that they are comfortable with you leaving early on a day other than Wednesday. If they are not comfortable accommodating this change due to the structure of the rotation the time away may not be possible and the course may also therefore not be an option. If necessary, please discuss matters directly with me. Weekly Preceptors must be notified ahead of time regarding the modification once approved of by the rotation lead.

Depending on the exact rotation you may need to "make up" time. This would be important for some of the heavier rotations. We would ask that you offer this and stay for part of AHD if necessary. If you are on for EL on the course day potentially stay 1-2 hours later on a Wednesday or return back early. If there are mandatory AHD activities that you must attend please work around this in scheduling time away. For example, if there are small group activities planned from 1:00pm-3:00pm on AHD and you have taken 1 ½ hrs off a different day please be back on the ward to work from 3:30pm-5:00pm on the Wednesday.

We would welcome you in taking a course in statistics, meta-analysis, or systematic review. Other courses may also be acceptable so please touch base with the Program Director to review. If interested in registering, please ensure that you receive approval from the Program Director after sending a copy of the time commitments and rotations that you will be on at the time. Once the Program Director has provided approval and the rotation leads are happy with the above time away you may then register.

PGY4 Support – Future Career Planning Financial Support:

To help you discover career opportunities, the IMRP has decided to allocate \$3000 to each of you over this year to help fund courses/conferences you may want to attend. Subscription are also covered, as noted above All course requests must be reviewed/approved by Dr. Mintz; please email your requests to Dr. Mintz and copy your PA.

We are unable to pay for personal textbooks or for the cost of journal article publication; these are ineligible PGME expenses. We are able to purchase textbooks for the IMRP *library development* and if you have requested items bring these forward to Dr. Mintz. These books could then be borrowed by trainees for their personal use for 2-4 weeks.

Marcy Mintz, FRCPC, MHPE

Program Director, Internal Medicine Residency Program
Cumming School of Medicine, University of Calgary, Department of Medicine

Revised – Oct 6, 2020 after Sept approval by RPC