



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

**SAUSHEC GME and GAHE BUDGET PRINCIPLES**

**1. General principles of GME and GAHE budgeting in SAUSHEC programs:**

a. Brooke Army Medical Center (BAMC) will pay GME and GAHE expenses for Army members and 59th Medical Wing (59 MDW) for Air Force members. BAMC and 59 MDW will share in the expenses for other personnel assigned to SAUSHEC. The Commanders of both medical organizations are committed to ensuring SAUSHEC programs have sufficient budget resources to keep the programs in substantial compliance with ACGME/RRC and DOD requirements. To this end, resources from both commands will be allocated to the common SAUSHEC budget where they will be appropriately distributed to the training programs under the supervision of the Office of the Dean, SAUSHEC.

b. SAUSHEC program directors, in conjunction with their respective Department Chair, will work to ensure that all faculty and residents are practicing cost-effective medicine. This includes assisting the Commanders in 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 members will be treated equally, without regard to service affiliation, with respect to financial management and opportunities for training – to include educational TDYs, medical equipment and other support for GME and GAHE training.

d. SAUSHEC program directors will develop a fiscally responsible GME or GAHE budget for their training programs annually. They will prioritize their budget expenses focusing primarily on essential expenses that are needed to ensure their programs meet all standards and requirements of accrediting and certifying 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 standards expected of military training programs.

e. The TDY cost for required away “training rotations” (i.e. 1-6 month rotations outside of San Antonio) will vary widely among SAUSHEC programs depending upon necessary program requirements to meet accreditation case-mix and educational standards for that specialty. However, SAUSHEC will strive for relative budget equity across all combined and stand-alone programs for budget items that are considered

“negotiable” such as learning aids (books, computer learning programs, etc.), TDY for educational conferences, etc. To this end, a standard template for these “negotiable” items will be applied to all programs and modified only as necessary to meet the training needs of the program and with approval of the Associate Deans for GME, GAHE, and the Dean.

f. Books and learning resources may be purchased for the program as a reference resource (program library). In general, learning resources and books may not be purchased for individuals. Specifics (e.g., title and cost of books) should be listed in the budget.

g. When a program is not able to execute its budget, the money originally allocated to the program will be returned in whole to the overall SAUSHEC budget. Extra funds are not automatically available to the program to spend. Any newly identified educational opportunities (e.g. additional courses or conferences) must be justified and formally approved by the Associate Deans in order to make use of any surplus funds.

h. Expenses for the Dean’s Office will be shared equally between 59MDW and BAMC.

**2. SAUSHEC program directors will use the following specific budget guidelines for TDY expenses:**

a. **Training Rotations/Courses:** External, GME/GAHE-essential, training rotations or courses will be completed 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 whenever possible (either locally or for rotations outside of San Antonio) in an effort to keep costs to a minimum. Each year program directors must be prepared to justify the need and location for all external rotations. All new rotations or courses must be presented to SAUSHEC Executive Committee (EXCOM) for approval using the new rotation request template.

b. **Educational or Specialty meetings:** SAUSHEC leadership recognizes the high educational value of attendance at, and participation in, specialty conferences. These events afford trainees the opportunity to acquire cutting edge knowledge, gain exposure to world class speakers, and network with military and civilian counterparts and future colleagues in their specialty.

(1) In general, educational or specialty meetings for trainees will not receive TDY funding without associated scholarly activity due to budgetary constraints. Exceptions may be made for purposes of academic or other remediation (see Section 2.b.2, below) or on a case-by-case basis with preapproval by the ADGME.

(2) Review/remediation courses (e.g., Board Review Course) that are being used to address specific academic or other identified deficiencies may be funded. Funding in such instances requires the course to be a specific component of a program

level remediation or academic probation remediation plan. Final approval of funding for a review/remediation course as part of a remediation plan is through the ADGME of the resident's service.

(3) Program directors, associate program directors, and assistant program directors for research (APD-Rs) will in general be funded to attend one educational conference or course per year that includes educational elements that add to their acumen as academic leaders.

(4) GMEC faculty-at-large will be funded to go to an educational conference every other year if desired.

(5) Program coordinators will in general be funded to attend one educational conference or course every other year. An additional course or conference for program coordinators may be considered to prepare for an accreditation site visit.

(6) Program core faculty and other faculty members will not, in general, receive TDY or other funding support using SAUSHEC funds. An exception to this policy may be made on a case-by-case basis and requires preapproval by the ADGME using the faculty TDY request template.

(7) Local educational meetings are highly encouraged. Payment of registration fees for such meetings will be based upon the availability of funds.

(8) In general, TDY costs for educational meetings should be less than \$2,500 per person per meeting. Any cost exceeding \$3,000 per person or OCONUS TDY (except Canada) must be justified in writing to the Dean of SAUSHEC through the appropriate Associate Dean(s) and approved by the SAUSHEC EXCOM well in advance of the meeting. Program directors may accept other funding sources (in accordance with Service guidelines). Lodging costs higher than per diem require preapproval in order to be reimbursed by SAUSHEC.

(9) Any military service requirements for travel/TDY approval (non-federal entity, OCONUS TDY, readiness training) must be met prior to SAUSHEC funding.

(10) Funding for educational meetings *will not* be approved if there is failure to comply with these guidelines.

### **c. Meetings to present research:**

(1) In general, trainees will be funded for a meeting to present their research yearly during their training (including internship). To be eligible, the trainee must have been a principal (first) author on a research project of original work. The program director must ensure that the same research project is not utilized for or presented at multiple meetings, nor presented by multiple trainees. Trainees may submit their research to a meeting *only* after receiving the approval of their program. Funding for presentation of an additional original work in a given year will be considered on a case-

by-case basis requiring approval of the program director, and based on the availability of funds. Acceptance for presentation at a meeting without pre-approval as noted above violates the SAUSHEC budget principles and does not obligate SAUSHEC funding. Further, acceptance of scholarly activity for presentation does not guarantee SAUSHEC funding. As funding will be centrally managed by SAUSHEC, program directors must identify anticipated presentation expenses and include them in annual budget request. However, these expenses will be placed in the SAUSHEC research category and will not be included in the program specific totals. Approval for research presentations will be handled by the program director and SAUSHEC to ensure proper clearance (i.e. public affairs, CRD, ethics, etc) has been accomplished.

(2) For SAUSHEC program directors, associate program directors, and assistant program directors for research, SAUSHEC will consider funding an additional meeting, if the PD/APD/APD-R is presenting scholarly work (i.e., research, conducting a workshop, chairing a panel discussion, etc.).

(3) In general, TDY costs for research presentations should be less than \$2,500 per person per meeting. Any cost exceeding \$3,000 per person or OCONUS TDY (except Canada) must be justified in writing to the Dean of SAUSHEC through the appropriate Associate Dean(s) and approved by the SAUSHEC EXCOM well in advance of the meeting. Program directors may accept other funding sources (in accordance with Service guidelines) Lodging costs higher than per diem require preapproval (as noted above) in order to be reimbursed by SAUSHEC.

#### **d. Publication Fees**

(1) Due to scholarly activity requirements, funding for the cost of publications is available for core faculty and trainees. However, approval by the ADGME is required using the publication fee approval template.

(2) The publication funding request must be for an accepted manuscript. SAUSHEC does NOT pay for abstracts or submission fees.

(3) The author has tried to submit this manuscript to at least one additional journal without publication fees.

#### **e. Use of Alternative Funding Sources:**

(1) Non-military funding, e.g. funds obtained through Gifts and Grants, may be used to send trainees to additional courses and conferences beyond what is outlined above if:

(a) The experience is determined to be educationally appropriate by the program director;

(b) All trainees in the program have an equal opportunity to receive this type funding;

(c) Approval is obtained from the appropriate authorities (i.e. a formal proffer is generated) to use this type of funding and

(d) Any military service specific requirements for proffer/travel/TDY approval must be met.

Program directors should make note of the following:

(2) Trainees should travel in formal TDY status (not permissive TDY or on leave) when utilizing funds obtained through the gifts and grants process.

(3) If the gift or grant does not cover the entire expense associated with the educational experience and the non-covered expense is not identified in the approved budget, the Program Director will need to identify other areas within their budget to cut to pay for this additional expense and approval will be on a case-by-case basis. If partial gift and grant travel is for an approved research presentation, the additional funds will come from SAUSHEC research funds (See 2.c).

#### **f. Budget Review Process**

(1) Each spring the Associate Deans will review each program director's budget plan for the next academic year using these budget principles and the program budget financial template. Each program's GME expenses will be prioritized and rank ordered by the program director and the Associate Deans as follows:

(a) The first priority (Required Rotations/Travel and Required Costs/non-travel) is for funding to comply with requirements established by ACGME/RRC, Specialty Boards, DOD, The Joint Commission, SAUSHEC, BAMC, 59 MDW, or other governing, regulating or certifying bodies that impact military GME/GAHE programs. This may include educational rotations, courses or online curriculum materials that in general will be required for all residents at a given level of training. Funding for these expenses must be supported throughout the academic year and will be given funding priority from the SAUSHEC combined budget.

(b) The next priority (Improvement) is for important to enhance program effectiveness, but not specifically required GME/GAHE expenses to help ensure the program maintains its historic training excellence and long-term viability. These expenses will also be supported to the extent possible, but may have to be modified from year to year depending upon resources allocated to SAUSHEC. Items at the bottom of this category will be most vulnerable to being cut in the event of budget shortfalls.

(c) Although centrally managed by SAUSHEC, PDs need to include estimated costs for scholarly activity in the Research category.

(d) Each program director will be notified of his/her budget allotment for the coming academic year, following the final allocation to the SAUSHEC budget. The program director will be responsible for executing the training plan for that year within the budget as allocated. Any additional financial requirements must be submitted by the program director or associate program director for approval through the Associate Dean(s) and the Dean, with the understanding that additional monies are not guaranteed and are subject to availability from the facility commanders.

(2) Upon request, each program director may receive a financial statement from the SAUSHEC office of his/her expenditures and remaining monies. This will help the program stay on track with the utilization of funds and alert the program director to any potential problems.

(3) The GME/GAHE budgeting plan will be presented annually to the Commanders and Resource Management departments of BAMC and 59 MDW after approval by the Dean. If unusual circumstances require modifications to the GME/GAHE budget plan for any program during the academic year, the Dean and Associate Deans will work with the resource managers of BAMC and 59 MDW to make sure that such modifications are executed without violating the critical budget principles noted above.