

IDENT	GME33
Type of Document	Policy
Applicability Type	Department-Level
Title of Owner	Dir GME
Title of Approving Official	GMEC
Date Effective	10/15/2015
Date of Next Review	10/15/2018



TITLE: Resident/Fellow Meal Cards

Resident/Fellow Meal Cards

POLICY:

Residents/Fellows in ACGME accredited training programs receive an annual meal card allowance for use at UVM Medical Center dining venue.

PROCEDURE

1. Based on duty hours recorded in 2014 – 2015 the GME Office uses the duty hours data from New Innovations to calculate the total number of hours residents/fellows worked in the previous academic year and then the percentage of each program's contribution to the total number of hours worked.
2. The GME amount budgeted for meal cards is multiplied by each program's percentage of hours worked to determine the program's allocation amount.
3. The program's allocated amount is divided by the number of FTEs identified in step 1 to get the average amount allocated per resident/fellow in the program.
4. The average amount allocated per resident/fellow is multiplied by the current number of residents/fellows in the program to get the program's total allocated amount.
5. The distribution of the total allocated amount to residents/fellows in a program is determined by the program director.
6. The program director provides the GME Office with the allocated amount for each resident/fellow in their program.
7. GME Office submits the allocation requests to Nutrition Service.
8. Nutrition Service puts the allocated amount on the resident's/fellow's UVM Medical Center ID badge.

GME programs that historically received \$100 per resident/fellow for their meal card allowance per academic year will continue to receive this funding.

If resident/fellow loses their ID badges, s/he must contact Nutrition Services (7-3642) to inactivate their account.

DEFINITIONS: None

REFERENCES: Accreditation Council for Graduate Medical Education, Institutional Requirements

OWNER: Karen Miller, Dir GME

APPROVING OFFICIAL: Mark Levine MD, GMEC