

Postgraduate Medical Education (PGME) Guideline

Title:	Resident Activity Fund expenditure guideline
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Resident Activity Fund – Guiding Principles

The Resident Activity Fund (RAF) is funding that enables educational support to residents during their training at UBC. This funding could be used for residents to attend program-wide courses and conferences, purchase educational materials, or used for Program Orientations or Academic events that are not already reimbursable via any other funding source. The primary intent of the funding is to supplement the education experience of the residents.

In principle, RAF is intended:

1. to be used for educational purposes only.
2. to allow flexibility and discretion to programs in terms of how money is allocated.
3. to acknowledge that departments/programs have differing guidelines and educational priorities, and that this may be reflected in how the RAF is allocated at the program level.

The Resident Activity Fund is allocated to programs on a per resident basis, however the intention is that the program decides best how to allocate the funds based on the specific needs of the program. This may mean that residents are not eligible for the full RAF amount, as the Program is entitled to use some of this funding for other resident activities i.e non-mandatory resident retreats, wellness/wellbeing events or other resident focused initiatives.

Resident Activity Fund – Suggested examples of appropriate expenses

The following examples are intended to act as a guideline to PGME programs. It is understood that many departments/programs have differing educational needs for their residents. When allocation of RAF funding conflicts with the suggested use of expenses outlined above PGME will respect the program specific policy. All expenses should be reasonable and should support the educational mandate of the program. Excessive expenses are not recommended.

Travel & Accommodation	
Recommended	Not Recommended
Reasonable travel and accommodation costs to/from educational conferences and/or electives approved by program director.	Travel and accommodation for examinations (inc. food / subsistence costs).



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Courses	
Recommended	Not Recommended
Costs of appropriate medical education related courses deemed appropriate by the program director.	Courses not relevant to medical education, Cost of meals

Conferences	
Recommended	Not Recommended
Registration for educational conferences approved by program director	Cost of meals

Academic Events	
Recommended	Not Recommended
Operational costs for a resident retreat, team building activities or events with an educational component.	Operational costs for resident social events i.e parties for example.

Resident Wellness/Wellbeing Events	
Recommended	Not Recommended
Operational costs for resident focused initiatives, events and/or retreats with a wellness or wellbeing component.	Operational costs for resident social events i.e parties for example.

Academic and Educational materials	
Recommended	Not Recommended
Text books, electronic textbooks, journal subscriptions, electronic resource subscriptions, educational software deemed appropriate by the program director.	Eyewear i.e glasses or lenses



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Membership Fees	
Recommended	Not Recommended
	Examination fees i.e LMCC, Royal College or CFPC exams, association fees, CMPA

Computer & IT Equipment	
Recommended	Not Recommended
Shared computers and mobile phones intended for resident use where the program/ department retains ownership of the device (i.e for chief resident deployment for example), medical education related software	Individual computers, devices and cell phones for residents. Monthly phone/internet bills. Computer programs or licenses (Windows, Adobe etc).

Miscellaneous	
Recommended	Not Recommended
Personal Protective Equipment not provided by the employer – i.e safety glasses	Office furniture / Ergonomic upgrades - suggest residents to approach their employing health authority with this type of expense.

For more information programs may wish to review UBC expenditure guidelines, which you can find [here](#).

For further clarification on this guideline, please contact the PGME office at: postgrad@postgrad.med.ubc.ca