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Responsible Person/Office	Anesthesiology Business Office
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Next Scheduled Review Date	

## Department of Anesthesiology Policy

### Continuing Education (CE)

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#### Type

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**Functional (relates to operational/administrative dept. infrastructure and/or actions; may apply broadly)**

#### I. Rationale

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To provide guidance on the administration of the Continuing Education (CE) benefit for employees in the Department of Anesthesiology.

#### II. Stakeholders Affected by this Policy

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Compliance with this policy is mandatory for all employees.

#### III. Definitions

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1. Continuing Education (CE) encompasses Continuing Medical Education (CME) and Continuing Education Units (CEU).
2. The designated days and funding are an at-risk benefit of the Department of Anesthesiology and are not guaranteed. The amount of available days and any related available funding may change between and during fiscal years.
3. A CE day is a day used for continuing education and requires documentation of a minimum of six (6) hours of continuing education per day.

#### IV. Policy

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- A. The following policy guidelines apply to Attending faculty CE days in the Department of Anesthesiology.
  - a. The total number of CE days shall not exceed seven (7) total days per academic year.
  - b. Additional meeting days may be scheduled for extenuating circumstances with approval from the Department Chair.
  - c. CE days will be prorated based on total FTE.
  - d. CE days need to be scheduled and documented in advance in QGenda (or a suitable alternative if QGenda is not used by the division or service for scheduling).
  - e. The employee is required to provide documentation within five (5) days of CE completion to their designated service chief, medical director and/or division administrator of a minimum of six (6) hours of continuing education credit completed per scheduled CE day.
  - f. CE days without the required documentation will be converted to vacation days.
  - g. The use of CE days will be reviewed during the employee's annual performance assessment.
  - h. Clinical needs supersede the use of CE time as determined by the designated service chief and/or medical director.
  - i. This policy supplements the travel policy. Baylor College of Medicine policies supersede department policy wherever applicable.
  - j. CE funds will not be paid out beyond the designated amount per faculty member

- k. This policy applies to meetings funded through the Department CE funds or through other sources.
  - l. Canceled CE days must be reported to the service chief and/or medical director prior to the CE day for appropriate rescheduling.
- B. The following policy guidelines apply to certified registered nurse anesthetist, nurse practitioner, and anesthesiology assistant CE days in the Department of Anesthesiology.
- a. The total number of CE days shall not exceed five (5) total days per academic year.
  - b. Additional meeting days may be scheduled for extenuating circumstances with approval from the Department Chair.
  - c. CE days will be prorated based on total FTE.
  - d. CE days need to be scheduled and documented in advance in QGenda (or a suitable alternative if QGenda is not used by the division or service for scheduling).
  - e. The employee is required to provide documentation within five (5) days of CE completion to their designated service chief, medical director and/or division administrator of a minimum of six (6) hours of continuing education credit completed per scheduled CE day.
  - f. CE days without the required documentation will be converted to vacation days.
  - g. The use of CE days will be reviewed during the employee's annual performance assessment.
  - h. Clinical needs supersede the use of CE time as determined by the designated service chief and/or medical director.
  - i. This policy supplements the travel policy. Baylor College of Medicine policies supersede department policy wherever applicable.
  - j. CE funds will not be paid out beyond the designated amount per faculty member
  - k. This policy applies to meetings funded through the Department CE funds or through other sources.
  - l. Canceled CE days must be reported to the service chief and/or medical director prior to the CE day for appropriate rescheduling.
- C. Policy for use of CE funds
- a. Covered
    - i. Dues and Memberships
    - ii. Trainings/ Course Materials
    - iii. Conference Registration/Travel Related Expenses
    - iv. Meetings
    - v. Lectures/Seminars
  - b. Not Covered
    - i. White Coats
    - ii. Scrubs
    - iii. Personal Items
  - c. Chair Approval Required
    - i. Electronic Devices (Computer, tablets, iPad, etc.)
    - ii. Stethoscope
    - iii. Hand Held Portable devices (i.e.: hand held i-butterfly)
    - iv. Aprons

## V. Responsibilities

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The responsibilities for all employees receiving CE days:

- a. Requesting of CE Days: Schedule days in advance in the appropriate scheduling system. Department standard is QGenda. Include documentation for the following in the request:
  - a. Meeting name or course title.
  - b. Date(s) of the CE event.
  - c. Total number of continuing education units expected from the CE event.
  - d. Total cost estimate.

- b. Documentation upon Completion: Provide documentation of completed CE activity to their designated service chief, medical director, or division administrator within five (5) days of completion, *according to division guidance*.
- c. Report canceled CE days to your designated service chief and/or medical director prior to the scheduled CE day for appropriate rescheduling.
- d. Adhere to this policy and any related policies of the Baylor College of Medicine.

## VI. Procedures for Implementation and Review

Faculty and Staff, or a designee, must request the use of CE funds using Baylor College of Medicine IT systems (e.g. Concur). Approval should be obtained prior to spending any funds for CE purposes.

## VII. Stakeholder Compliance

Compliance with this policy is mandatory for all employees in the department receiving CE days.

## VIII. Tools

[Concur Expense Reporting](#)

## IX. Related Policies

[13.1.0 - Expense Reimbursement Policy](#)

## X. Applicable Laws, Regulations & Standards

N/A