University of Texas Medical Branch
Office of Graduate Medical Education

MEAL STIPEND REQUEST FOR HOUSE STAFF ON DUTY POLICY – Revised 05/09/2016

INSTRUCTIONS FOR ALL MEAL STIPEND REQUESTS

PURPOSE: House Staff who are officially on duty and unable to make/purchase food because of their duty will be provided a food stipend of $6.00 per call.

CRITERIA: Meals will be provided for house staff assigned to clinical duties 14 hours or greater in any 24 hour consecutive period where they do not have sufficient time to obtain food.

Below are the following eligible scenarios:

1. House Staff, who work their regularly scheduled shift and logs 14 hours or greater using New Innovations Daily Duty Hour Log, are eligible for the stipend.

2. House Staff who work their normal daytime shift and then works home call where they spent 14 hours or greater in the hospital or clinic, cumulative in a 24 hour period, are eligible for the stipend. (If resident or fellow leaves the hospital, then returns to the hospital for home call, they are still eligible as long as they have spent 14 hours or greater at work in a consecutive 24 hour period.)

3. House Staff who work a regularly scheduled shift and then goes on to work in house call overnight which is equal to or greater than 14 hours in a consecutive 24 hour period, they will be eligible for the stipend.

The following process will be observed for obtaining the meal stipend.

STEP 1) House Staff must accurately document their work hours daily using New Innovations for the specified 24 hour period for which they worked.

STEP 2) House Staff must Log and confirm duty/work hours in New Innovations for the prior work week of Monday through Sunday. House Staff will have the following Monday AND Tuesday to log any missing duty hours for this time duration. All duty hours for the eligible period must be logged no later than the following Tuesday so that the GME Program Coordinator is given adequate time for preparing and submitting Meal Forms to GME by 12:00pm each Wednesday. NOTE: When logging hours worked please add comments to any duty hour violations. Program Coordinators cannot submit without violations being addressed by the House Staff.

STEP 3) The GME Program Coordinator must verify duty hours using the New Innovations Report. The GME Program Coordinator will prepare and submit the Meal Stipend Request Form outlined in Section 5 of the GME Coordinator Handbook to the Institutional GME Office by 12:00pm each Wednesday. All eligible duty hours not logged the Tuesday prior to Wednesdays processing time will NOT be eligible for Meal Stipend.

Request Form Detail
When completing the form, please list the House Staff’s name by Last Name, First Name. You may copy and paste your list of House Staff however remove those names that are not eligible or not applicable.
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STEP 4) GME Program Coordinator finalizes the Meal Stipend Request form and prepares an email to Roshanda Courville, cc-ing the remaining GME Staff to ensure the form is reviewed, approved and submitted to Morrison Management in a timely manner.

List of GME Staff: To: Virginia Simmons Kimberly Pandanell L. Colleen Capoy Laverne Douglas

Email Subject Line MUST reflect the following:
- Meal Stipend Request Form: Insert Name of Program and Complete Date Range to include Program Name
  (SUBJECT: Meal Stipend Request Form: Graduate Medical Education)
- Date Range:
  (SUBJECT: 2015--01 20-24)
  (EXPLANATION: 1/20/2015 – 1/24/2015 = 2015-01 20-24)
  Meal Stipend Request Form: Graduate Medical Education - 2015 -- 01 20-24

Email MUST include the following with attachments:
- Statement in email: PC Verification of Duty Hours Logged
- Attachment Name should reflect the Subject Line Date Range: (EXAMPLE: 2015 - 01 20-24)

SUBMIT ALL REQUESTS AS AN EXCEL (NOT PDF) ATTACHMENT VIA EMAIL ONLY.

GME Program Coordinator MUST retain copy for departmental/program records.

Please notify the GME office in advance (via email) if you will be out of office for an extended period time to request an extension for Meals Stipend Request.

STEP 5) Office of ADGME will review and verify the request and duty hours logged for each person and email the approved request to Vicky Orton of Morrison, cc-ing the GME Program Coordinator and GME Staff.

Questions? Office of Associate Dean for GME, (409)772-5284