



PROFESSIONAL DEVELOPMENT AND ENRICHMENT FUNDS POLICY

POLICY: Professional Development and Enrichment (PDE) Funds

POLICY STATEMENT: The purpose of PDE Funds is to enhance the engagement of participating clinical champions and actively participating physicians at program sites, and promote quality improvement activities at the individual program (hospital) level and participant level (cardiac surgery team member).

POLICY PURPOSE: To outline the process for requesting and distributing PDE Funds.

STANDARDS:

- BCBSM has provided \$144,000 in funding for PDE as part of MSTCVS's Year Seven contract. This amount is based on the expectation that \$1,600 per MSTCVS member surgeon (x 90) is sufficient to support professional development and enrichment activities. Understanding that MSTCVS surgeon membership is required, PDE fund requests are not restricted to a specific amount and will be awarded based on activity merit and fund availability.
- All requests for funding will be reviewed by the MSTCVS Quality Committee which is chaired by Richard L. Prager, MD and comprised of one MSTCVS member surgeon from each participating hospital for approval. Requests for funds will be reviewed at quarterly MSTCVS Quality Committee meetings.
- Requests for PDE Funds must be submitted to the MSTCVS Coordinating Center using the funds request form and must include a preliminary budget. Funds will be dispersed by the MSTCVS Coordinating Center after the activity has been completed and all related expenses (receipts) have been submitted to the Coordinating Center.
- Professional Development and Enrichment Funds will be maintained in a UMHS Project Grant account (within the Cardiac Surgery Department) that is separate from the MSTCVS Quality Collaborative Coordinating Center Project Grant (operating expenses) account. The purpose of a separate account is to allow for efficient tracking of fund activity.
- An accounting of PDE fund requests and amounts dispersed will be maintained by the Coordinating Center and a summary of the fund's activity will be provided in both the MSTCVS Progress and Annual Report.
- Unspent PDE funds have the potential to be carried forward to MSTCVS's subsequent year's budget, upon providing rationale to and approval by BCBSM.
- UMHS travel, reimbursement and hosting policies and procedures will be adhered to for disbursement of PDE funds to approved requestors.
- Recipient of PDF funds agrees to provide PDE Fund Activity follow up report/presentation at Quality Committee meeting within 3 - 6 months of activity completion.



MSTCVS Quality Collaborative

Professional Development and Enrichment (PDE) Funds Request Form

Name: _____ Date: _____

Email Address: _____ Hospital: _____

Surgeon Champion Name: _____

Please describe how these funds will be used and attach a preliminary budget including travel, lodging and honorarium if applicable.

Amount Requested: _____

Date of Activity: _____

PDE Fund check to be made out to: (hospital name and address, department name and department code if applicable).

Applicant/requestor agrees to provide PDE Fund Activity follow up report to the MSTCVS Quality Committee within six months of activity completion.