

VALLEYCARE
**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
MEDICAL ADMINISTRATION
POLICY & PROCEDURE**

**NUMBER: 2084
VERSION: 1**

SUBJECT/TITLE: PHYSICIAN SALARY ONLY TRAVEL AND TRAINING

POLICY:

1. Physicians must be County employees on any item (except an as-needed one) to qualify for travel and training time.
2. Travel and training time for physicians will be authorized for educational, scientific, or administrative meetings if it: improves patient care or hospital management, is in keeping with the goals of the institution and its departments, is appropriate for a physician's specialty and position, and/or allows the physician to meet the requirements for maintenance of professional status or UCLA position.
3. Travel and training time will be based on years of service within the County (see below).
4. Before any travel and training time will be authorized, the physician's departmental and institutional responsibility must be current.
5. The Department Chair and Medical Director must approve any travel and training time.
6. Once travel and training time is approved, that travel and training will be granted to that individual unless there is a specific and real departmental emergency.
7. The department that employs the individual should be able to meet all service and administrative obligations without overspending its budget in spite of the absence of the individual. Cancellation of any clinical obligation (e.g. a clinic or a procedure) must be avoided unless, in the opinion of the Department Chair and Medical Director, the benefit of the absence clearly outweighs the inconvenience caused by any cancellation of clinical activities. Sometimes it may be necessary to reorganize clinics and duty schedules.
8. If the individual goes to a meeting with the expectation that an honorarium will be given for his or her major professional activity on any specific day, salary will not be paid for the day on which the honorarium is earned. If the sole reason for travel is to participate in an activity that will generate an honorarium (irrespective of the professional honor or the need to satisfy academic promotion), then any additional day(s) required for accomplishing the travel may not be eligible for travel and training time. Exceptions might be: 1) donation of the honorarium to the ERI that becomes available for academic enrichment for the physician who earned it or 2) if the honorarium simply pays for the expenses of the trip and there is no profit for the

SUBJECT/TITLE: PHYSICIAN SALARY ONLY TRAVEL AND TRAINING

Policy Number: 2084

Page Number: 2

- individual physician.
9. Although travel and training is a privilege when the outcome is beneficial to the physician’s department and institution, circumstances may make it impossible for the Department Chair or the Medical Director to permit an individual to leave his or her clinical or administrative responsibilities to go to a specific meeting at a specified time.
 10. The permitted time available for travel and training cannot be accumulated, but under certain circumstances (to be determined in specific cases by the Medical Director) individuals may plan to save allotted travel time during one academic year for use during the first 3 months only of the following academic year.
 11. Disagreements between an individual and a department chair regarding granting of travel and training time will be settled by the Medical Director.
 12. Additional travel and training time can be granted to individuals in exceptional circumstances outside of the recommended time. This must be approved by the Medical Director.
 13. Travel and training time will be consistent with the physician’s item (i.e. ½-time person gets travel and training time prorated ½-day not full-day pay.).

RECOMMENDED TIME

Years of service to County	Days +granted per year
<0.5	0*
0.5 – 1	5∇
2 – 5	5
6 – 10	10
> 10	10§

+Certain circumstances may preclude granting of the full allotment.

*Except to present a paper at a meeting or take board examination.

±5 days total for 1st year. If the physician travels in the first 6 months, these days will be subtracted from 5.

§5 days will accrue to the department for each physician with more than 10 years of service. These days will become the departmental pool and will be dispersed at the discretion of the Department Chair and/or Medical Director.

PURPOSE: Travel to professional meetings and time spent away from Olive View-UCLA Medical Center on training constitute appropriate grounds for absence from the regular work of a county physician, and he/she can receive payment of salary for this travel.

DEPARTMENTS: MEDICAL ADMINISTRATION

SUBJECT/TITLE: PHYSICIAN SALARY ONLY TRAVEL AND TRAINING

Policy Number: 2084

Page Number: 3

DEFINITIONS:

PROCEDURE:

References:	
Approved by: Carolyn Rhee (Chief Executive Officer), Rima Matevosian (Chief Medical Officer)	Date: 07/19/2011
Review Date: 07/19/2014	Revision Date:
Distribution: Medical Administration	
Original Date: 07/19/2011	