

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES



SUBJECT: PHYSICIAN CONTINUING MEDICAL EDUCATION
SALARY ONLY

POLICY NO. 294.1

PURPOSE:: To clarify roles and responsibilities for obtaining continuing medical education (CUM) salary only approval for physicians.

DEFINITION:: "Salary only" CME time provides for continuation of salary while attending educational programs. Travel time is included in the calculation of "Salary only" CUE hours. Reimbursement of expenses is not a part of "Salary only " CME units are not reimbursable.

POLICY:: 1. It is the professional and legal responsibility of each physician to satisfy licensing requirements for CME. The County of Los Angeles, while not obligated to provide support for CME, recognizes and supports the CME requirement within existing resources.

2. The training/education will enhance clinical skills and knowledge to areas of medicine pertinent to practice at the County facility.

3. "Salary only" CME activities must meet the following criteria:

- The training is sponsored by institutions accredited to provide CME.

- Clinical needs of the service take precedence over attendance at CME.

- Each physician will normally be allowed a maximum of 80 hours of "Salary only" CME time per calendar year at the discretion of the Service Chief, Medical Director, or other medical supervisor as appropriate. Exceptions to the 80 hours per year maximum must be approved by the Director of Clinical and Medical Affairs, DHS.

4. If attendance at a CME function incurs travel expenses the physician must refer to the applicable travel policy procedure.

PHYSICIAN CONTINUING MEDICAL EDUCATION - SALARY ONLY PROCEDURES:

1. The physician who wishes to attend a CME program must submit for approval a training request form to obtain prior approval from the Service Chief, Medical Director or other medical supervisor as appropriate. The request will include the following:

- A request for time off is to be submitted with the location, date/time, and course title of the schedule program(s).

- A copy of the CME program and a brief description of how the

proposed training meets the criteria for CME as stated above.

2. The Service Chief, Medical Director or other medical supervisor as appropriate will review the request using the criteria for CME, approve or deny it, and notify the physician of the decision. The Office of Clinical and Medical Affairs' approval is required for accumulations of hours exceeding the yearly maximum of 80 hours.

3. The Physician will reflect approved "Salary only" CME time off as training time on the time card.

4. The Physician will return to clinic/hospital and report to his/her supervisor if the CME activity is canceled or the physician decides not to attend.

5. Physicians will submit total CME units obtained for the calendar year to the Medical Administration Office by the end of January of the following year.

6. Medical administration will keep a file of all requests for CME time off and monitor individual use of CME time.

EFFECTIVE DATE: Aug 15, 1998

SUPERCEDES:

APPROVED: Signature on File
