POLICY:
Support for Diagnostic Radiology Resident / Fellow Presentation of Scholarly Activity at Scientific Meetings

Department of Radiology, USC Keck School of Medicine
LAC+USC Medical Center

Date of GMEC Approval:

Date of Implementation:

A. Rationale: Current ACGME Program Requirements for Graduate Medical Education in Diagnostic Radiology (effective July 1, 2008) indicate:

1. “During their training, all residents must engage in a scholarly project under faculty supervision. …. The results of such projects must be published or presented at institutional, local, regional, or national meetings, and included in the resident’s learning portfolio. The program must specify how each project will be evaluated.” (IV.B.2.a.)
2. The sponsoring institution and program should allocate adequate educational resources to facilitate resident involvement in scholarly activities” (IV.B.2.b.)

It benefits the residents/fellows individually, and the department as a whole to provide reasonable tangible support for resident/fellow scholarly activity. The goal of this policy is to clearly articulate the support the department will provide for this goal.

B. Types of Scholarly Activity to which this policy applies: These criteria are set to ensure that the department adheres to ACGME requirements that the program must specify how each project will be evaluated: the peer-review process inherent in being invited to present scholarly activity in a national venue provides a de facto evaluation process. Note, all scholarly activities supported by the department must reflect work done in the Department of Radiology or in collaboration with other departments at USC.

1. Scientific Presentation: A scientific presentation is a hypothesis-driven research project that is summarized in an abstract with clearly articulated sections describing the Purpose, Materials and Methods, Results and Conclusion. Scientific presentations are oral presentations delivered at an assigned date/time.

2. Scientific Poster / Exhibit: Scientific posters / exhibits are hypotheses-driven research that is summarized in an abstract with clearly articulated sections describing the Purpose, Materials and Methods, Results and Conclusions of the work. Scientific posters / exhibits are available for viewing by meeting attendees for a period of days proscribed by the meeting organizers. Format may be electronic or traditional backboard panel. At some meetings, the presenter may be required to be available in person to discuss the material at an assigned date/time.

3. Educational Exhibit / Poster: Educational exhibits are designed to teach or review radiologic signs, pathologic correlations, procedures, techniques, treatments, and interventions or other aspects related to the practice of imaging. Presentation of original research is not a feature although the exhibit may include data to support the educational goal of the work. These exhibits may be presented in traditional backboard panel display or in electronic format. Typical construct of the information includes Purpose/Aim; Content organization and Summary.
C. **Resident / Fellow qualifications for departmental support to present scholarly activity:**

1. With respect to oral scientific presentations and scientific exhibits /posters, the resident / fellow supported to attend the meeting must be the presenter or must have made a significant contribution to the project as determined by the attending faculty mentor.

2. With respect to educational exhibits / posters, one resident OR fellow is supported to attend the meeting. The attendee must be the first author.

3. In the event that unexpected circumstances prevent the designated resident / fellow from attending the meeting in question, the faculty mentor may designate a replacement resident / fellow to attend.

D. **Scientific meetings to which this policy applies:**

1. **National Radiology Society Meetings**
   a. Radiologic Society of North America
   b. American Roentgen Ray Society
   c. American College of Radiology
   d. Association of University Radiologists

2. **National Radiology Sub-Specialty Societies**
   a. American College of Nuclear Medicine
   b. American College of Nuclear Physicians
   c. American Institute of Ultrasound in Medicine
   d. American Society of Clinical Oncology
   e. American Society of Emergency Radiology
   f. American Society of Head and Neck Radiology
   g. American Society of Neuroradiology
   h. American Society of Spine Radiology
   i. Academy of Molecular Imaging
   j. Fleischner Society
   k. International Society of Magnetic Resonance in Medicine
   l. National Consortium of Breast Centers (NCBC)
   m. North American Society of Cardiac Imaging
   n. Society of Breast Imaging
   o. Society of Computed Body Tomography and Magnetic Resonance
   p. Society of Gastrointestinal Radiology
   q. Society of Interventional Radiology
   r. Society of Molecular Imaging
   s. Society of Nuclear Medicine
   t. Society of Pediatric Radiology
   u. Society of Radiologists in Ultrasound
   v. Society of Thoracic Imaging
   w. Society of Uroradiology

**NOTE:** Resident / fellow presentation of scientific or educational scholarly activity at regional meetings, state meetings, or postgraduate courses and non-national meetings centered on recreational or non-educational activities is not supported by the department of radiology. Travel to meetings outside of the continental USA and Canada not supported.
E. **Departmental support for resident / fellow TIME to travel to present scholarly activity:** Time for resident / fellow travel to present scholarly activity is measured in “per-diem nights”. Monday-Sunday are credited equally.

1. **Background and general restrictions:**
   a. **Tiered support:** the support for scientific research oral presentations and scientific posters / exhibits is greater than for educational exhibits / posters.
   b. **Days allowed per trip are NOT transferable to another trip or to another academic year.**
   c. **Presentation at a single scientific meeting is supported per project.**

2. **Specifics**
   a. **Support for a resident / fellow presenting one or two scientific presentation / posters:** up to four nights at an eligible scientific meeting will be supported.
   b. **Support for a resident / fellow presenting one or more Educational Exhibits / posters:** up to two nights at an eligible scientific meeting will be supported.
   c. **If a resident / fellow is presenter or first author on more than two scholarly activities at one scientific meeting, departmental support will be determined on a case by case basis by the Residency Program Director and Department Chair.**
   d. **Maximum number of per diem nights supported per resident / fellow per type of scholarly activity per academic year:**
      i. **Scientific presentation / poster / exhibit:**
         1. **PGY2 (R1) & PGY5 (R4):** 4 per diem nights; 1 trip per year
         2. **PGY3 (R2) & PGY4 (R3):** 8 per diem nights; 2 trips per year
         3. **Fellow:** 4 per diem nights; 1 trip per year
      ii. **Educational exhibit / poster:** 2 per diem nights; 1 trip per year

F. **Departmental Financial Support for Resident / Fellow presentation of scholarly activity:**

1. **Airfare:** roundtrip coach airfare. Lowest fare available. Maximum $600.00. Restrictions:
   a. **No support for mileage upgrade fees or itinerary changes**
   b. **A detailed receipt is required for reimbursement**
   c. **Air travel must be booked at least 30 days prior to departure. Airfare for flights booked less than 30 days prior to travel may not be fully reimbursed by the department.**

2. **Bag check fee:** the department will support a bag check fee for a single bag that is not deemed overweight IF the airline charges for a single checked bag.

3. **Meeting registration fee.** The department will fund the meeting registration fee if the resident / fellow **must** pay a fee. **NOTE:** many societies have no registration fees for members-in-training.

4. **Per diem amount – the department will support expenses such as hotel, cab fare and food at a set rate of $275.00 per per-diem night per trip for all trip types.**

5. **Expenses not covered in the per diem include:** alcoholic beverages, entertainment (including but not limited to spa or health club fees, movie rentals, books, magazines) and expenses related to a travelling companion.
G. Approval Procedure for departmental support for resident / fellow travel to present scholarly activity at a national scientific meeting

1. Notification of abstract acceptance:
   a. Who to notify: Program Coordinator
   b. When to notify: immediately upon acceptance. Must be at least 2 months prior to the meeting.
   c. How to notify: forward a copy of the acceptance notification letter or email to the Program Coordinator. Header in the email should be “Abstract acceptance”

2. Submission of travel support request form (see attached)
   a. Who to submit form to: Program Coordinator
   b. When to submit form: no less than 6 weeks prior to the planned travel departure date
   c. What to expect: 7 day turnaround for approval / denial
   d. DO NOT MAKE TRAVEL PLANS UNTIL APPROVAL IS FINALIZED and until you receive confirmation of travel approval

3. Approval Process
   a. Program Director and Faculty Mentor: recommend approval or denial and provide explanation if recommendation is to deny
   b. Department Chair (or designee): authorizes approval or denial
   c. Request with documented action by program director and chair (or chair’s designee) returned to resident / fellow within 7 days of initial submission
Diagnostic Radiology Resident / Fellow Travel Support Request Form

Resident / Fellow Name:____________________
PGY Year:________________________
Date of Request:___________________

<table>
<thead>
<tr>
<th>Project Type (circle one):</th>
<th>Trainee Role (circle all that apply):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scientific Presentation</td>
<td>Presenter</td>
</tr>
<tr>
<td>Scientific Poster / Exhibit</td>
<td>First Author</td>
</tr>
<tr>
<td>Educational Poster / Exhibit</td>
<td>Second Author</td>
</tr>
</tbody>
</table>

Project Title: __________________________________________
________________________________________________________

Author List:____________________________________________

Scientific Meeting Name:__________________________________

Meeting Location:________________________________________

Meeting Dates:__________________________________________

Presentation Date/Time (if applicable)______________________

Faculty Mentor Signature:________________________________

ABSTRACT ACCEPTANCE MUST BE ATTACHED

________________________________________________________

Program Director Recommendation:__________________________

Signature & Date:________________________________________

Department Chair Action:________________________________

Signature & Date:________________________________________