

<b>Hospital-wide Policy</b>	<b>Title:</b> Resident On-Call Meals
<b>Issuing Department:</b> Educational Office	<b>Effective Date:</b>
<p><b>IMPORTANT NOTICE:</b> The official version of this policy is contained in the Policy and Procedure Manager (PPM) and may have been revised since the document was printed.</p>	

**SCOPE/PURPOSE:**

This policy provides hospital-wide standards and procedures for subsidizing meals for Residents and Fellows (Trainees) who are required to stay in the Tufts Medical Center overnight for on-call duty.

**APPLICATION:**

This policy applies to all Trainees in an ACGME-accredited GME program sponsored by the Tufts Medical Center.

**This policy does not apply when the Trainees rotate from home (home-call), to an affiliated hospital, or for trainees who rotate in from another teaching hospital (except when that Trainee is the primary on-call resident).**

**This policy does not apply to medical students.**

**This policy does not apply to Residents who are assigned to night float duty.**

Any additional meal subsidization costs provided by programs will be incurred by the respective department.

**ELIGIBILITY:**

The Program’s published on-call schedule will determine the number of eligible Trainees per night. Programs are responsible to submit updated on-call schedules on a yearly basis to maintain approval of meal voucher funds. Any requests for edits to the existing department approval &/or future requests for approval must be submitted in writing to the Graduate Medical Education office accompanied by an updated (if applicable) on-call schedule. The request will need to outline the rationale for a change in the approved amount.

On-call Meal subsidy eligibility:

- On-call, in-house ≥24 hour shift (weekdays/weekends/holidays) \$12.00
- On-call, in-house >16 - <24 hour shift – \$8.00

**PROCEDURE:**

Programs are provided with their approved allotment of meal voucher funds on a monthly basis through a transfer of funds from the GME cost center to the program cost center on file. If updates are made in department cost center please note that the cost center selected for meal voucher funds cannot be the same as the cost center used for housestaff payroll and all changes must be approved by the Graduate Medical Education office.

All monetary allotments of meal voucher funds are individualized to each programs' proposal, using the outline of **\$8.00 per >16-24 hour on call shift, \$12.00 per  $\geq$ 24 hour on call shift.**

All existing approvals on file with Graduate Medical Education will continue to have the money transferred on a monthly basis for disbursement to trainees as long as updated on-call schedules are submitted to the GME office on a yearly basis.

The disbursement of funds to trainees is managed at the program level. Examples of ways to disperse funds include vouchers, prepaid visa cards or gift cards.