



UCLA GME TRAINEE MEAL CARD POLICY

PURPOSE

The purpose of this policy is to specify the conditions under which Trainees are eligible for the Meal Card Program, and to formalize the procedures for issuing and using meal cards.

The purpose of the Meal Card Program is to provide meals for Trainees who are scheduled to work in the UCLA Healthcare System in direct patient care activities. Time spent in non-clinical settings (i.e. research laboratories, the library, etc.) does not count towards meal credits.

SCOPE

This policy applies to all UCLA ACGME accredited residency and fellowship programs in all clinical learning environments.

DEFINITIONS

N/A

POLICY

Issuance and Use of Cards

- A. The UCLA BruinCard also functions as a meal card for those house staff eligible to receive meal credits. An annual allocation is deposited into the account of those house staff who are eligible.
- B. Lost BruinCards may be replaced by Hospital Security/Photo ID for a fee of \$23.50. The existing meal credits are automatically transferred to the new BruinCard.

II. Eligibility

- A. A Trainee is defined as an individual with a Post MD or Post DDS title who is enrolled in an ACGME accredited training program (or equivalent).
- B. A Trainee's meals will be calculated on shifts worked in direct patient care activities that are nine or more continuous hours.
- C. Meal credits may be accrued when the Trainee is involved in direct patient care activities at the following sites:
 - On campus although not directly in the Westwood Medical Center
 - At Santa Monica-UCLA Medical Center

- UCLA owned or operated facilities such as Venice Family Clinic.
 - UCLA Residency assigned sites if in conjunction with above two sites
- D. The total number of meal credits earned is based on the total number of on duty hours per day, per the formula approved by the UCLA Graduate Medical Education Committee and Hospital Administration (see attached Appendix).
- E. After their meal allocation is exhausted, Trainees may purchase additional meals to be added to their card.
- F. Balances on the BruinCard accounts can be viewed by the Trainee by visiting www.bruincard.ucla.edu.

III. Use of Meal Card

- A. Meal Cards may be used in the Medical Center cafeteria, at Santa Monica-UCLA, and at participating Medical Plaza Deli locations.
- B. An annual limit for meals will be set for each Trainee based on the reported work schedule. Each time the Trainee uses the BruinCard to purchase a meal, the cost of the meal will be debited from the meal limit. Once the annual allocation has been used, no additional funds will be available.
- C. A maximum expenditure per day will be set by Administration. Expenditures that exceed the daily limit must be paid for in cash.
- D. Bruin cards must be presented to the cashier at the time of purchase. The University ID number will not be accepted in lieu of the card.
- E. When a Trainee is unable to obtain a meal in the cafeteria due to his/her need to remain in a patient care area, someone else may use the Trainee's Bruin Card on his/her behalf to go to the cafeteria to pick up the meal.
- F. Meal card balances will now carry over from year to year.

IV. Departmental Accounts

- A. Departments may have a departmental account that may be charged at the department's discretion to purchase meals for Trainees. For example, departments may wish to have meal credits that can be used for lunches during a noon conference.
- B. Meal credits on the departmental account will be issued only when credits that would have been given to specific *Trainees*, based on their work schedules, are deducted from the specific Trainees' meal access system balance.
- C. The Cafeteria Catering Manager tracks the balances on all department accounts.
- D. Balances on individual cards cannot be transferred to department cards.

Departments may purchase separate BruinCards to be used at the department's discretion for recruitment, to provide meals to rotating physicians, or if the department does not have a hospital-issued allocation. Lost cards cannot be replaced

V. Meal Access Card Program Management

- A. The House Staff Office will manage the Meal Card Program.
- B. Periodic, random audits of the Meal Access Card will be performed.
- C. Discrepancies or concerns regarding a Trainee's balance in the meal access system are to be reported to the individual residency program coordinators.
- D. The House Staff Office is responsible for setting up the annual meal card accounts for each Trainee.

APPENDIX

Meal credits are calculated according to the following formula:

<u>Scheduled Work Hours</u>	<u>Meals for Which Eligible</u>
0 - 8.9	0
9 - 13.9	1
14 - 18.9	2
19 - 24.9	3

1/06

Formula adopted by the UCLA Graduate Medical Education Committee.

PROCEDURE

The House Staff Office manages the Meal Card Program and is responsible for setting up the annual meal card accounts for each Trainee. Discrepancies or concerns regarding a Trainee's balance in the meal access system are to be reported to the individual residency program coordinators.

FORMS

N/A

REFERENCES

ACGME Requirements:

CONTACT

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REVISION HISTORY

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GMEC – 3/27/17

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