



SOM OP: 60.01 Payment of Speaker Fees* and Reimbursement of Expenses

PURPOSE: The purpose of this policy is provide guidance to course directors and planning committee member in establishing limits for compensation to presenters of continuing medical education (CME) activities.

REVIEW: This policy will be reviewed on September 1st of each odd-numbered year by the Managing Director for Continuing Medical Education. If a revision to the policy is recommended, the CME Committee will review and approve changes.

POLICY/PROCEDURE:

1. Policy

It is the policy of the Office of CME to abide by the ACCME Standards for Commercial Support (see attached) specifically in Standard 3 and to comply with Criterion 8 of the accreditation criteria. TTUHSC Office of CME will use this policy as guidance to establish speaker fee* amounts and make payments to presenters of CME activities. The Office of CME will pay reasonable allowable expenses of individuals involved in education activities. Expenses can be reimbursed and speaker fees* can be paid for their presenter role only.

2. Procedures

- a. Speaker fees* for presenters at TTUHSC CME events must be determined by the activity director in conjunction with the Office of CME. The amount of any speaker fee* is at the discretion of the activity director in consideration of the budgeted revenues and expenses for the activity. The amount that a presenter is paid must represent fair market value for the actual work. The suggested range is zero to \$2,000 per activity. Outside entities, such as commercial supporters, may not suggest, set or determine the amount that a presenter is paid.
- b. Speaker fees* will be paid either by the Office of CME using grant funds or other activity generated revenue or by the sponsoring department using departmental funds. No payment of speaker fees* will be paid by a commercial supporter directly to a presenter. Speaker fees* paid by joint providers shall only be made with the full knowledge and prior approval of the TTUHSC sponsoring department and the Office of CME and in compliance with this Policy and Procedure.

3. Restrictions

- a. No other payment from external sources may be given to the director of the activity, planning committee members, teachers or authors, joint providers, or any others involved with the activity, with the exception of, usual reimbursements allowed by TTUHSC institutional policy.
- b. Social events or meals may never compete with or take precedence over the education activity.
- c. Commercial support may not be used for speaker fees* or expenses for a non-teacher or non-author.
- d. Commercial support may be used to pay expenses of employees and volunteers of TTUHSC, joint provider or partner.
- e. Provider will produce accurate records of expenses and income of education activities.

*TTUHSC Purchasing Department does not use the generally accepted term of honoraria. The Purchasing Department requires that honoraria be identified using the words "speaker fee". This policy and procedure aligns with that terminology.