



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

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

PURPOSE: The purpose of this policy is to guide course directors, planners, authors, and planning committee members in establishing limits for compensation to presenters/faculty of accredited continuing education.

REVIEW: This policy will be reviewed on September 1st of each odd-numbered year by the Managing Director for Texas Tech University Health Sciences Center (TTUHSC) Office of Professional Development and Accredited Continuing Education (OPD&ACE), with recommendations for revision forwarded to the Dean for approval and publication.

POLICY/PROCEDURE:

Policy

It is the policy of the TTUHSC OPD&ACE to abide by the ACCME Standards for Integrity and Independence in Accredited Continuing Education. TTUHSC OPD&ACE will use this policy as guidance to establish speaker fee* amounts and make payments to presenters of accredited continuing education. TTUHSC OPD&ACE will pay reasonable, allowable expenses of individuals involved in educational activities. Expenses can be reimbursed, and speaker fees* can be paid for their presenter role only.

Procedures

1. Speaker fees* for presenters for an accredited continuing education must be determined by the course director in conjunction with the TTUHSC OPD&ACE. The amount of any speaker fee* is at the discretion of the course 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 ineligible companies, may not suggest, set, or determine the amount that a presenter is paid.
2. Speaker fees* will be paid either by TTUHSC OPD&ACE 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 an ineligible company 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 TTUHSC OPD&ACE and in compliance with this Policy and Procedure.

Restrictions

1. 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, except for usual reimbursements allowed by TTUHSC institutional policy.
2. Social events or meals may never compete with or take precedence over the education activity.
3. Commercial support may not be used for speaker fees* or expenses for a non-teacher or non-author.
4. Commercial support may be used to pay expenses of employees and volunteers of TTUHSC, joint provider or partner.
5. 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 align with that terminology.