

UNIVERSITY OF COLORADO SCHOOL OF MEDICINE
Office of Continuing Medical Education

POLICY for HONORARIA and REIMBURSEMENT of EXPENSES

Purpose

This policy is established in accordance with requirement 3.7 of the Accreditation Council for Continuing Medical Education's (ACCME) Standards for Commercial Support: Standards to Ensure Independence in CME Activities (SCS) and outlines the payment of honoraria for contributors to continuing medical education (CME) activities certified by the Office of Continuing Medical Education (OCME) of the University of Colorado School of Medicine (CUSOM). This policy is inclusive and applies to all individuals considered to be planners, faculty, authors and reviewers of CME activities, such as course directors, course faculty and lecturers, etc.

Policy

CME activities certified by OCME may pay reasonable honoraria to the planners, faculty, authors and reviewers who develop and implement certified CME activities. The decision to offer honoraria payment is at the discretion of the course director and the amount of the honoraria is at the discretion of the course planning committee. Payment consideration should be based on usual and acceptable honorarium for the discipline, the location of the activity, as well as the number of presentations developed and delivered. If an activity is receiving commercial support, the grantor may not play any role in determining honoraria rates.

Honoraria payments to CUSOM Medicine faculty are acceptable, even when an activity is held on the Campus property, for certified CME only. In addition, CUSOM faculty are obligated to the *POLICY TO LIMIT CONFLICTS OF INTEREST BETWEEN HEALTH CARE PROFESSIONALS AND INDUSTRY REPRESENTATIVES* of The University of Colorado Schools Medicine, Medicine, Nursing, Public Health and Pharmacy and the Health Sciences Library, dated May 1, 2016.

No individual in a CME activity may receive payment directly from a commercial interest, including honoraria, travel, out-of-pocket expenses or other payments. Rather, the OCME (CUSOM department) or joint-provider must pay directly any individuals considered to be planners, faculty, authors and reviewers of CME activities.

If planners, faculty, authors and reviewers of CME activities are listed on the agenda as facilitating or conducting a presentation or session, but participate in the remainder of an educational event as a learner, their expenses can be reimbursed and honoraria can be paid for their teacher or author role only. Learners (non-teachers or non-authors) participating in CME activity may not receive any commercial support for travel, lodging, honoraria or personal expenses. Out-of-pocket, per diem, airfare, ground transportation, and other travel expenses for planners, teachers, speakers, instructors, and authors will be paid in compliance with CUSOM policies governing travel reimbursement.

Procedure

An Additional Payment Form (APF) is required to process additional pay to CME faculty members who are employees of the University payroll system. Upon department preparation of the APF, the document is sent to the OCME Administrator, acting on behalf of the School of Medicine, for approval and signature. The department prepares a Scope of Work form for CME faculty not paid through the University payroll system; this form is also signed by the OCME Administrator.