Wake Forest™
School of Medicine

Office of Continuing Medical Education

POLICY ON HONORARIA AND OUT-OF-POCKET EXPENSES FOR PLANNERS, TEACHERS, AND AUTHORS OF CONTINUING MEDICAL EDUCATION ACTIVITIES

BACKGROUND:

This policy is designed to permit Wake Forest School of Medicine (WFUSM) faculty and planners as well as invited teachers and authors to be paid for their participation in continuing medical education (CME) activities without influence by any individuals or groups. It is recognized that both faculty and WFSM may enter into financial or other materially beneficial relationships with commercial organizations, but these relationships cannot dictate honoraria levels. The purpose of this policy is to describe appropriate behavior on the part of faculty members and the institution.

WFSM policy states honoraria higher than $1500 per day must be approved by the Dean or his/her designee. The Office of Continuing Medical Education (OCME) will operate under the following policy as it relates to the payment of honoraria for CME activities.

POLICY:

1.) Planners [1], teachers, and authors of WFSM-sponsored CME activities may be paid an honorarium for their participation. All honoraria will be reviewed, considered, and approved by the institution's CME Committee as part of the CME activity review and approval process. The institutional *Request for Payment/Special Services Form* must be executed by the OCME or another WFSM department/section as authorized by the OCME, and all forms listing a payment higher than $1000 per day must be signed by the Dean or his/her designee.

2.) OCME staff will work with Activity Directors and the WFSM CME Committee to ensure that honoraria are consistent with current market averages.

3.) Planners, teachers, and authors of WFSM-sponsored CME activities may be reimbursed for out-of-pocket expenses consistent with WFSM policies. WFSM allows adequate, comfortable accommodations. Use of private planes, commercial airline first-class tickets and upgrades, luxury restaurants, and items of like nature are usually considered to be in excess of normal business needs. Non-reimbursable expenditures include charges for traveler's cheques, valet parking, personal long distance telephone calls in excess of $5.00 per day, personal entertainment and recreation, and snacks. Non-allowable costs such as

alcoholic beverages must be categorized separately due to federal grant requirements. Original receipts are required for reimbursement.

4.) If teachers or authors are listed on a CME activity agenda as facilitating or conducting a presentation or session, but participate in the remainder of the activity as a learner, their expenses can be reimbursed and honoraria can be paid for their teacher or author role.

5.) No other payment, apart from those paid by WFSM in adherence to this policy, shall be given to the Activity Director, planning committee members, teachers, authors, joint sponsor, or others involved with a CME activity.

[1] Planners are defined as Activity Directors, planning committee members, and their staff that are involved in the planning and delivery of CME activities.