

Baystate Health
Office of Continuing Education
Holyoke, MA 01040

SUBJECT: Honoraria and Reimbursement of out-of-pocket expenses

Policy

In collaboration with the education planning committee, Baystate Health Office of Continuing Education (OCE) is responsible for the determination and direct payment of honoraria and/or reimbursement of out-of-pocket expenses to any teacher or author. No other payment shall be given to the director of the activity, planning committee members, teacher or authors, joint sponsor, or any others involved with the activity.

Purpose

To be in compliance with the Baystate Health Personnel Policies and the Accreditation Council for Continuing Medical Education (ACCME), American Nurses Credentialing Center (ANCC), American Psychological Association (APA) and requirements of other oversight entities

Scope

Payment for services of planners, faculty and content experts/authors involved in educational activities provided by Baystate Health Office of Continuing Education

Procedure

1. Participation by Baystate Health (BH) faculty in BH sponsored/provided continuing education is considered to be a responsibility of both full time and community faculty.
2. Honoraria for full time BH faculty are not appropriate for continuing medical education presentations in departmental Regularly Scheduled Conferences (grand rounds and series), but may be paid for presentations at multi-hour conferences at the discretion of the faculty's Department Chair. The method of payment will be in accordance with current BH Employee compensation policies.
3. Visiting faculty may be paid honoraria for Regularly Scheduled Conference and for multi-hour conferences.
4. BH Visiting Faculty may be reimbursed for direct expenses associated with a presentation, such as media production, mileage, or other travel expenses consistent with the BH Travel policy and based upon submission of original receipts. This must be agreed upon prior to the activity.
5. All payments of honoraria and reimbursement of travel and other accommodations must be auditable. The OCE facilitates commercial support for CE activities. This will be in compliance with the BH Travel policy and the ACCME/ANCC Standards of Commercial Support.
 - a. The honoraria agreed to and the source of funds must be specified in the Continuing Education Documentation record.
 - b. If the source of funds is the operational budget allocation provided by BH to the clinical department, the BH clinical department may pay the speaker honoraria and speaker travel expenses.
 - c. If a commercial company is providing support to the educational activity, all funds must be deposited in the BH Office of Continuing Education account. The grantor must complete a letter of agreement. The OCE will pay the speaker honorarium as determined by the planning committee and speaker travel



Verification that teacher or author honoraria and reimbursement are paid in compliance with provider's policies (C8; SCS 3.8; 3.10)

expenses. Reimbursement of speaker and travel expenses will be paid in a manner consistent with the BH Travel policy.

6. BH must pay directly any teacher or author honoraria or reimbursement of out-of-pocket expenses in compliance with Baystate Health's written policies and procedures. No other payment shall be given to the director of the activity, planning committee members, teachers or authors, joint sponsor any others involved with the supported activity.
7. If teachers or authors 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.
8. No compensation is awarded to the Course Directors/Planners.
9. Honorarium amount is determined by the Course Director and is not linked to commercial support, or to specific requests of the commercial interest. Honoraria are paid within the attached honoraria guidelines. Amounts in excess of the guidelines require approval by the Senior Vice President for Academic Affairs and the Director of Continuing Education.



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