



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
EL PASO

Office of Continuing Medical Education

Paul L. Foster School of Medicine

CME Operating Policy and Procedure

OP: **Payment of Honorarium**

PURPOSE: The purpose of this policy is to establish 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 Senior 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 establish honorarium amounts and make payments to presenters of CME activities.
2. **Procedures.**
 - a. The activity director and the planning committee shall establish the amount of honoraria for speakers at CME activities. Projected revenues and expenses for the CME activity are used to establish honorarium amounts.
 - b. The amount of honorarium shall be based on fair market value, taking into consideration the speaker's specialty, qualifications, length and number of presentation(s), preparation time, and travel time. Maximum honorarium paid shall be \$10,000.
 - c. Honoraria shall be paid to speakers by the Department of CME, other TUHSC EL Paso departments, educational partners, or joint sponsoring organization. Honoraria paid by joint sponsors must be made with the prior approval of the Department of CME.
3. **Restrictions**
 - a. No speaker for a CME activity shall receive honoraria, travel, or out-of-pocket expenses directly from an industry support company.
 - b. No other payment from external sources may be given to the activity director, planning committee members, speakers, or any others involved with the activity.
 - c. Speakers who participate in remainder of educational event as a learner; before or after conducting or facilitating a session will have only their expenses paid and honoraria paid for their speaker, role only.