



Speaker and Committee Member Compensation

Category:	Continuing Medical Education
Number:	N/A
Responsibility:	Associate Dean, Continuing Medical Education
Approval:	College of Medicine Faculty Council
Date initially approved:	March 25, 2020, College of Medicine Faculty Council

Purpose:

The purpose of this policy is to:

- Standardize payment processes and rates, where applicable
- Outline who should receive compensation for contributions to the development and delivery of Continuing Professional Development (CPD) Activities

This policy and related procedures are in accordance with the University of Saskatchewan's [Employment vs. Contracted Services Policy](#), [Conflict of Interest Policy](#) and [Travel Policy](#).

Principles:

CME is a cost-recovery unit and aims to minimize costs associated with planning and executing CPD activities.

This policy will provide clarity and transparency of payment processes.

This policy is based on principles of equity and fairness.

Definitions:

Continuing Professional Development Content: Content can include programs, seminars, conferences, workshops, lectures, online programs, and the production of learning resources designed for participation or use by health professional learners.

Scientific Planning Committee (SPC): A group of target audience representatives responsible for the identification of the educational needs of the intended target audience; development of educational objectives; selection of educational methods; selection of scientific planning

committee members, speakers, moderators, facilitators and/or authors; development and delivery of content; and evaluation of outcomes of an accredited CPD activity.¹

Speakers: Participants invited as speakers, workshop leaders (including online facilitators), plenary speakers, and keynotes.

Payment: Financial reimbursement.

Scope of this Policy:

This policy addresses speakers or other presenters.

This policy will be reviewed on an annual basis to ensure alignment with inflation and other factors.

Policy:

To ensure consistency of payment processes and rates.

Speakers must not receive honoraria or financial support for accommodations from sponsors.

Responsibilities:

- Presenters will be selected by Scientific Planning Committees.
- Payment is the responsibility of the administrative unit holding the fund.
- Standard compensation rates will be \$200 per plenary session and \$100 per concurrent session.
- Exceptions to rates must be determined by the Event Coordinator, Conference Chair and CME Manager.
- Speakers may voluntarily forfeit their fee at any time.
- Speakers who are already contracted with the College of Medicine on an Academic Clinical Funding Plan (ACFP) will not receive compensation for their presentation for the CPD activity.
- SPC Members will not receive compensation for their involvement with planning and executing the CPD activity however travel and accommodation support will be provided, as required.
- Communication to speakers is the responsibility of the administrative unit managing coordination and logistics.

Non-compliance: (consequences)

¹ National Standard for Support of Accredited CPD Activities, 2017, V. 23.1, Glossary of Terms, page 10

Failure to follow this policy may:

- Incur financial risk to CME.
- Negatively impact the reputation of CME by stakeholders.
- Lead to a precedent that is inconsistent with a cost-recovery model.

Procedures:

- The administrative, coordination, and management unit holding the fund will ensure that payment processes are clear and orderly and University procedures are followed.
- Fees will be reviewed by the Associate Dean and Manager on an annual basis.
- Ensure payments are within University Policy and guidelines.
- Agreement of fees with eligible presenters must be confirmed and communicated in the speaker letter.

Contact the [Division of CME](#) for the Event Procedures Manual, which includes procedures related to reimbursement and payment processing.

Contact:

Associate Dean, Continuing Medical Education