

Drexel University College of Medicine

Honoraria and Reimbursement Policy for CME Activities

Honorarium is a payment for services to individuals of scholarly or professional standing in conjunction with an academic activity. Honorarium must comply with the Accreditation Council for Continuing Medical Education Standards for Commercial Support. Payment of an honorarium must not **influence the content of the presentation or be influenced by specific requests of the commercial interest.**

The Activity Director in charge of the activity negotiates the honorarium fees. Prior to confirming a speaker, the activity director should discuss with the presenter if an honorarium and expenses are required. A written confirmation should follow the discussion. Considerations for determining the honorarium include the speaker's expertise and reputation, the length of the presentation(s), the amount of preparation and the distance traveled. If there are questions about the honorarium, the Activity Director should consult with the Assistant Dean for Continuing Medical Education. In compliance with the ACCME Standards for Commercial Support no honoraria or reimbursements for travel or out of pocket expenses may be paid directly to the speaker by the Commercial Supporter.

DUCOM allows a range of honoraria to be offered to or negotiated with speakers, authors and editors. The standard range is \$0 to \$2,000. The amount of the honoraria must not be influenced by the source(s) of external funding for the activity. DUCOM recognizes the amount of the honorarium may vary depending upon a number of factors including the type of activity and the speaker's credentials. Due to the speaker's exceptional credentials the Activity Director may choose to exceed the standard. If the honorarium exceeds \$2,500 the Activity Director should send a memo to the Assistant Dean for Continuing Medical Education explaining the extenuating circumstances. Exceptions should not be influenced by external funding availability. Should an exception be made, the reason will be documented in the activity file.

All payments must be auditable and in compliance with DUCOM's Accounts Payable Department or the approved designee. The required documentation must be submitted before payment or reimbursement is made.

Approved by the Drexel University College of Medicine Executive Committee of the Faculty - August 4, 2005

Amended and Approved by the CME Committee - February 7, 2006