

## Compensation

Approval Authority: CEPD Governance Committee

Established On: 2019 11 01

Amendments: September 19, 2024

Category: (to be completed by the Office of the University Secretary)

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### 1.0 POLICY STATEMENT

This policy exists to guide NOSM University staff, faculty, preceptors, and guest presenters regarding compensation for their participation in the development, or delivery of Continuing Professional Development (CPD) educational activities where the CEPD Office is the Physician Organization (RCPSC) and Provider Organization (CFPC).

### 2.0 SCOPE

CEPD Developed and Co-developed programs that provide compensation and reimbursement of reasonable expenses in recognition of a person's participation in the development, delivery, or evaluation of CPD or Faculty and Preceptor Development (FPD) activities or materials.

### 3.0 DEFINITIONS

For the purposes of this policy:

**Provider Organization (CFPC):** A CPD provider organization is one that assumes responsibility and accountability for the development, delivery, and evaluation of Mainpro+ certified CPD activities. The CPD provider organization must form a scientific planning committee— independent of sponsor influence—to conduct this work.

**Physician Organization (RCPSC):** A not-for-profit group of health professionals with a formal governance structure, accountable to and serving, among others, its physician members through continuing professional development, provision of health care, or research.

**Scientific Planning Committee:** A group of target audience representatives responsible for identifying the educational needs of the intended target audience; developing educational objectives; selecting educational methods; selecting SPC members, speakers, moderators,

facilitators and/or authors; developing and delivering content; and evaluating the outcomes of a certified CPD activity. SPCs may also include educational experts.

**Continuing Professional Development (CPD):** Educational activities that meet an identifiable need and are designed to enhance knowledge, skills, attitudes, performance, or health outcomes and includes learning activities that address competencies across the CanMEDS/CanMEDS-FM frameworks. (CACME). This includes faculty development (FD) and continuing medical education (CME) initiatives.

**CEPD Developed Programs:** CEPD/CEPD-CME/CEPD-FD Committee is the Physician Organization. Program content and concept is derived from CEPD Needs Assessment data. A CEPD representative chairs the scientific planning committee (SPC) and CEPD manages the administrative, ethical, and educational aspects of the program development. CEPD is responsible for pursuing, receiving and managing any financial and in-kind support for the development of an accredited CPD program. CEPD is responsible for budget management and for ensuring a zero balance. (Examples include: Northern Constellations /Northern Lights)

**CEPD Co-Developed Programs:** The process by which the CEPD Office and one or more organizations develop an educational program, learning resource or tool. CEPD/CME Committee is requested to be the primary Physician Organization, or to be a secondary Physician Organization for the scientific planning committee. CEPD responsibilities include but are not limited to providing guidance and expertise related to needs assessment, content development, and evaluation, adult education, education methods and planning, online education and sponsorship. CEPD guides the planning committee decisions to ensure that the CFPC standards and quality criterion are met, and that the RCPSC administrative, educational and ethical standards for program development are met, as appropriate. The primary physician organization and scientific planning committee, led by a NOSM faculty member, may retain control and accountability for the adherence to standards. Co-Developed programs include an MOU which clearly outlines the responsibilities of the CEPD Office and the co-developing organization. (Have a standard MOU for co-developed programs(rounds/conferences) where CEPD is responsible only for guiding the process – ie with our 90 minutes of guidance and second standardized MOU that flex's where responsibilities are negotiated/shared.) (Examples include: Pediatrics Conference)

**Educational Activity:** An educational offering that is part of the CPD provider organization's overall programming or one for which the CPD provider organization grants credit(s). (CACME)

**Compensation:** Includes salaries, wages, commissions, allowances, bonuses, fees, and honoraria, plus the value of taxable and non-taxable benefits for persons (employees) working full-time or part-time in roles that support the development and delivery of CPD.

**Honorarium:** A voluntary payment made to a person for services for which fees are not legally or traditionally required. An honorarium is typically used to help cover costs for volunteers or guest speakers.

**Remuneration:** Payment for work or services.

**Stipend:** A fixed sum of money that is paid periodically for services or to defray expenses.

## 4.0 POLICY TERMS OR PROCEDURES

### 4.1 Compensation for Speaking Engagements

#### 4.1.1 Compensation for NOSM U Faculty and Preceptors

Compensation for NOSM U faculty and preceptors will be guided by the NOSM U Faculty Handbook, with final decisions about compensation made by the SPC.

Compensation for SPC participation, guest speaking, travel, meals and standard lodging will be reimbursed as per NOSM University policy.

Compensation rates must be approved by the Scientific Planning Committee (SPC) in advance of speaker contracts being signed.

4.1.2 Compensation rates for guest speakers will be determined by the SPC for the educational activity, per the following guidelines:

- a. Compensation for speaking shall be determined through the negotiation of speaker fees based on the speaker's standard fees and the budget of the SPC, for speaking engagements requiring overnight travel. In addition to the compensation for speaking, reimbursement of travel, meals and standard lodging expenses may be issued per the NOSM University Travel Management and General Expenses [Policy](#).

Fees must be approved by the SPC in advance and per the budget authority as outlined in the Service Agreement.

#### 4.2 Compensation for the Development of Enduring Materials

- Compensation for the development of enduring materials (educational web pages, articles, algorithms, manuscripts, monographs, toolkits, home study programs, Infographics or podcasts) shall be determined by the SPC, within the budget allowances for the respective program. Reimbursement of reasonable out of pocket expenses will be made per the ~~Travel Management and General Exp~~Travel Management and General Expenses Policy~~olicy~~.
- Compensation for the review of enduring materials shall be determined by the SPC, within the budget allowances for the respective program. Reimbursement of reasonable out-of-pocket expenses will be made per the Travel Management and General Expenses Policy.

Fees must be approved by the SPC in advance and per the budget authority as outlined in the Service Agreement.

#### 4.3 Compensation for Members of Scientific Planning Committees (i.e. 1/4 days per month).

NOSM University faculty, preceptors, content experts and other representatives of the intended audience for an educational activity, as well as those with lived experience who participate on Scientific Planning Committees may, at the discretion of the SPC, receive reasonable payment for their participation in the development of the educational activity.

Compensation may be provided to planning committee members who moderate or speak at live CPD events or provide services for developing or reviewing enduring materials. The provided honoraria will be determined by the SPC and will be in addition to the reimbursement of reasonable out-of-pocket expenses documented per the Travel Management and General Expenses Policy.olicy.

#### 4.4 Method of Payment

Payment will be made in accordance with NOSM U [Finance procedures](#).

### 5.0 ROLES AND RESPONSIBILITIES

NOSM U CEPD Office: Responsible for ensuring cheque requisition with required documentation is submitted to the NOSM U Finance Office for payment unless otherwise outlined in the MOU.

Speakers/Authors/Facilitators/Moderators: Responsible for submitting original receipts to the NOSM U CEPD Office for reimbursement through the approved NOSM U Finance process.

### 6.0 INTERPRETATION

Questions of interpretation or application of this policy or its procedures will be referred to the Director, CEPD Office.

### 7.0 RELATED DOCUMENTS

Related policies; (ii) any applicable legal or regulatory information (from the Policy Statement section); or (iii) any FAQ documents, forms, or other information related to the policy.

University Documents and Information

1.

- [NOSM Faculty Handbook](#)
- [NOSM Clinical Teaching Compensation Plan \(2007\)](#)
- [NOSM Travel Management and General Expenses Policy](#)
- NOSM Finance Reimbursement Process

### AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

- a. Approving Authority: CEPD Governance Committee
- b. Responsible Officer: Associate Dean
- c. Procedural Authority: CEPD Director

**Review and Revision History**

**Review Period:** 2 years or as required

**Date for Next Review:** 2026 September

**Development History – this section will be deleted when the policy is finalized and ready for review/approval**

Date	Action
November 2019	Remuneration Policy Draft created
June 2024	Revised and renamed Compensation Policy
September 19, 2024	Approved