

CPD OFFICE COMPENSATION

Approval Authority: CPD Office Governance Committee

Established On: 2019 11 01

Amendments: 2026 06 18

Category: Continuing Professional Development

1.0 POLICY STATEMENT

This policy aims 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 CPD Office is the Physician Organization (RCPSC) and Provider Organization (CFPC).

2.0 SCOPE

CPD Office Developed and Co-developed programs that compensate and reimburse 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:

CPD Office Co-Developed Programs:

The process by which the CPD Office and one or more organizations develop an educational program, learning resource or tool. CPD Office is requested to be the primary Physician Organization or to be a secondary Physician Organization for the scientific planning committee. CPD Office 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. CPD Office guides the planning committee decisions to ensure that the CFPC and RCPSC administrative, educational and ethical standards, and the CFPC quality criterion 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 CPD Office and the co-developing organization. (Have a standard MOU for co-developed programs(rounds/conferences) where CPD Office is responsible only for guiding the process – i.e. with our 90 minutes of guidance and second standardized MOU that flexes where responsibilities are negotiated/shared.)

Examples include the Pediatrics Conference.

CPD Office Developed Programs:

CPD Office is the Physician Organization. Program content and concepts are derived from CPD Office Needs Assessment data. A CPD Office representative chairs the scientific planning committee (SPC), and CPD Office manages the administrative, ethical, and educational aspects of the program development.

CPD Office is responsible for pursuing, receiving and managing any financial and in-kind support for the development of an accredited CPD program. CPD Office is responsible for budget management and for ensuring a zero balance.

Examples include Northern Constellations and Connections, and Northern Lights Conferences.

Compensation:

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

Continuing Professional Development (CPD):

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

(Educational) Activity:

An educational offering that is part of the Continuing Professional Development (CPD) provider organization's overall programming or one for which the CPD provider organization grants credit(s).

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.

Physician Organization (RCPC):

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, and/or research.

Examples may include but are not limited to departments within a hospital or university or Local Education Groups (LEGs).

Provider Organization (CFPC):

An organization 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.

Examples include Not-for-Profit physician organizations, Canadian university faculty of medicine, Canadian hospital departments, medical societies/associations, and healthcare research organizations.

Remuneration:

Payment for work or services.

Scientific Planning Committee (SPC):

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 and people with lived experience (PWLEs).

Representatives of a commercial interest (e.g., pharmaceutical company, medical cannabis producers/providers, medical device company, or marketing or communication firm) cannot participate as members of the SPC, nor may they participate as observers, scribes, etc., for SPC activities or meetings.

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

The NOSM U Faculty Handbook will guide compensation decisions for NOSM U faculty and preceptors, with the SPC making the final decisions.

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

The Scientific Planning Committee (SPC) must approve compensation rates before speaker contracts are signed.

4.1.2 Compensation for Guest Speakers

Guest speaker rates 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 SPC's budget for speaking engagements requiring overnight travel.

In addition to the compensation for speaking, travel, meals, and standard lodging expenses may be reimbursed 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 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 Expenses Policy.

Compensation for reviewing 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., ¼ 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 SPC will determine the provided honoraria, which will be in addition to the reimbursement of reasonable out-of-pocket expenses documented per the Travel Management and General Expenses Policy.

4.4 Method of Payment

Payment is made in accordance with NOSM University Finance Procedures.

5.0 ROLES AND RESPONSIBILITIES

NOSM U CPD Office: Responsible for ensuring that a 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 CPD 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, CPD Office, at CPD Office@nosm.ca

7.0 RELATED DOCUMENTS

University Documents and Information

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

AUTHORITIES AND OFFICERS

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

- a. Approving Authority: CPD Office Governance Committee
- b. Responsible Officer: Associate Dean, CPD Office
- c. Procedural Authority: Director, CPD Office
- d. Procedural Officer: Director, CPD Office

Review and Revision History

Review Period: 2 years or as required

Date for Next Review: 2026 09

Date	Action
2019 11 01	Created and approved at CEPD Advisory
2024-09-19	Approved at CPD Office Governance Committee
2026-06-18	Updated to reflect CPD Name Change from CEPD