



## **I. Honoraria for College of Medicine (COM) Faculty within COM Continuing Medical Education Activities**

- A. All continuing medical education activities engaged in by any of the College's departments and divisions shall occur in collaboration and cooperation with the College's Office of Continuing Medical Education.
- B. It is expected that salaried faculty members will actively participate in live CME presentations (including telemedicine presentations) sponsored by the UAMS College of Medicine Office of CME. Participation is considered part of the routine faculty duties; therefore no additional compensation will be provided. However, clinical departments may compensate individuals for their participation in these educational activities as outlined in their department's specific compensation plans. If COM faculty member(s) must travel outside of Pulaski County to participate in a COM CME presentation, it is acceptable for the organization hosting the CME activity to reimburse the faculty member(s) for reasonable meal and travel expenses.

## **II. UAMS COM Faculty Participation in the UAMS Outreach Program**

The UAMS Outreach Program facilitates regional hospitals and other programs to have access to the COM Faculty for the purposes of continuing medical education and showcasing UAMS areas of excellence. All presentations are scheduled by UAMS Outreach Program staff. Transportation expenses are paid by Outreach Program and a nominal fee is paid by the requesting organization to the Outreach Program in exchange for the faculty member's presentation. Participation by the UAMS COM Faculty member is considered part of their routine faculty duties; therefore, no honorarium is paid to individual faculty members.

## **III. Honoraria for Visiting Faculty Providing Local Presentations**

The honorarium for a visiting faculty member will typically be set by the Office of CME based on the recommendation of the course director and/or planning committee. In addition, criteria for determining an honorarium will include the individual's background, the level of honoraria for the discipline, time and development considerations as well as other unique factors. In addition to providing an honorarium, it is expected that travel, meals and lodging will be reimbursed at reasonable rates.

Honoraria should not exceed \$2000. With the approval of the Associate Dean for CME and Faculty Affairs in consultation with the CME Advisory Committee, larger honoraria may be deemed appropriate in certain circumstances.

## **IV. Honoraria for Other Types of Continuing Medical Education Activities**

Participation in other types of continuing education activities are not considered part of routine faculty duties. These types of activities may include, but are not limited to the following:

- A. Development of educational web pages
- B. Creation of internet materials such as streaming videos or animation
- C. Authoring articles, manuscripts, and monographs
- D. Creation of videotapes, audiotapes, CD-ROMs, DVDs, or other enduring educational materials
- E. Development of home study courses
- F. Participation in the assessment and remediation of health professionals
- G. Review of educational content created by anyone who is not a faculty member of UAMS

- H. Participation in research projects
- I. Function as a medical director for the purpose of planning and implementing a CME activity such as a conference or symposium

Honoraria for participating in these other types of continuing medical education activities will be set by the Associate Dean for CME and Faculty Affairs, in consultation with the CME Advisory Committee. Criteria that will be taken into account when setting an honorarium will include the individual's background, the level of honoraria that is traditional in the discipline, the amount of effort entailed, and available funding.

## **V. Method of Payments**

Payments are limited to the following scenarios:

- A. For UAMS faculty and staff – including presenters, activity planners and course directors:
  - i. a payroll check from UAMS
  - ii. a transfer from a UAMS account to a faculty member's departmental educational fund
- B. For faculty and staff from outside UAMS
  - i. a check from a UAMS account to the individual faculty member
  - ii. a check from a UAMS Foundation account to the individual faculty member
- C. Direct payment from a commercial source is prohibited. No other payments shall be given to a CME activity director, planning committee member, teacher, speaker or author from a commercial source or supporter