
Speaker Honorariums and Expenses

Effective date: April 2, 2018

Functional area: Continuing Medical Education (CME)

Department: Spectrum Health Office of Medical Education (OME)

- 1. Purpose:** To establish guidelines for speaker honoraria and expenses
- 2. Responsibilities:** CME personnel
Spectrum Health Hospitals is accredited by the Michigan State Medical Society to provide Continuing Medical Education (CME) for physicians. The CME Office is responsible for ensuring compliance with the ACCME Essential Areas, Elements, Criteria, Policies and Standards for Commercial Support as well as other regulations as they relate to the quality of CME.
- 3. Regulations:**
Educational grants given by a commercial entity must be paid to Spectrum Health Hospitals. Spectrum Health Hospitals will be responsible to pay for speakers' honoraria, travel/lodging expenses, and room rental for the CME activity. A letter of agreement must be signed by all parties. Speakers' honorarium and expenses will be reimbursed directly to the speaker(s) by Spectrum Health Hospitals. Honorariums must be reasonable and customary as concluded by the Spectrum Health Hospitals Office and CME Committee. Extenuating circumstances will be taken under advisement. If an honorarium is being paid to a speaker(s), the source of the funds must be disclosed to the learners.