

Guidelines on Honoraria for Clinicians  
*Prepared by the Corporate Services Department*  
*December 2015*



# GUIDELINES ON HONORARIA FOR CLINICIANS

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## HONORARIA FOR CLINICIANS

The Centre for Health Information recognizes the invaluable services that clinicians provide to various committees of the Centre and as such, the Centre provides honoraria to those clinicians as outlined in these guidelines.

The guidelines for honoraria were developed to ensure consistent practice across the organization. All areas of the Centre must adhere to the following guidelines for the amount of honoraria paid to clinicians and the type of work appropriate for compensation.

Honoraria may consist of a cash payment and/or travel expenses. Travel expenses may be reimbursed or paid directly on behalf of the guest provided they are in accordance with the Centre's policies.

The honoraria amounts for clinicians are set out in the reimbursement schedule below:

### Reimbursement Schedule

Clinician	Amount of Honoraria
Physicians	\$125/hour
Pharmacists	\$70/hour
Nurse Practitioners	\$70/hour
Registered Nurses	\$60/hour

In the event that the Centre requires the expertise of a clinician not named in the Reimbursement Schedule, employees must consult with the Chief Financial Officer (CFO) before committing to payment of a particular honoraria amount. The CFO reserves the right to establish the honoraria amount for those clinicians not listed in the Reimbursement Schedule.

Monies paid for travel expenses will follow Centre policies and the Government of Newfoundland and Labrador travel reimbursement rates. The rates can be found at

[http://www.exec.gov.nl.ca/exec/pss/working\\_with\\_us/transportation.html](http://www.exec.gov.nl.ca/exec/pss/working_with_us/transportation.html)

[http://www.exec.gov.nl.ca/exec/hrs/working\\_with\\_us/meal\\_rates.html](http://www.exec.gov.nl.ca/exec/hrs/working_with_us/meal_rates.html).

Reimbursement will be provided for both travel time at the hourly rates above as well as travel expenses. Travel must be by the most economical means. Clinicians must present their claim for honorarium and other expenses within 90 days from the date of travel. All applicable receipts must also be included with the claim.

### Clinicians

Clinicians are paid honoraria as listed in the reimbursement schedule for any activities for which the clinician has been requested to perform by the Center. Compensation will also be provided for a reasonable amount of preparation time.

Claims for Honoraria and other expenses are submitted to the Centre using the Expense Claim Form.

Clinicians must include the date(s) of the meeting or activity, their mailing address and a brief description of the meeting on the Expense Claim Form as well as direct deposit information.

**Centre Representatives**

Proper documentation needs to be provided in ReqLogic prior to the payment of honoraria to clinicians. Approval is required from the appropriate Director in advance of the meeting or activity.

An employee of the Centre is not eligible to receive honoraria for Centre sponsored events. Employees sitting on related committees outside of the Centre should refer to the *Conflict of Interest Act, 1995*. Salaried employees of partner organizations (e.g. RHAs) will not be compensated for work that takes place in normal business hours. After hours work can be compensated according to the schedule above.

**Honoraria Approval**

The Director/Manager of the applicable Program authorizes payment of honoraria and other expenses to clinicians in alignment with authorization levels for NLCHI.

At the discretion of, and with supporting documentation, the the Vice-President responsible for the applicable Program may approve amounts above the established guidelines if it can be proven that such an increase is warranted. For example: The VP may authorize higher honoraria if the clinician has undertaken a chairperson role, an excessive amount of committee workload or responsibility, or has faced undue hardship.

Honoraria payments are processed by Corporate Services and as such appropriate documentation should be provided to support the payment.

**Definitions**

*Honoraria:* An honoraria is an ex-gratia payment made to a person for their services in a volunteer capacity or for services for which fees are not traditionally required.

President and CEO Approval  
Date:

Signature on Original Document  
December 1, 2015

**Revision History**

Initially Approved: October 2010  
Revised: September 2013  
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Newfoundland and Labrador Centre for Health Information

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