

Title: Client/Patient and Family Honoraria	Policy No.: AF 5.1.23
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1.0 Purpose

This policy outlines the expectations for the provision of honoraria to client/patients of CAMH and their family members for their participation in decision-making, processes of continuous quality improvement, training, and educational activities.

2.0 Persons Affected

This policy applies to all CAMH employees, physicians, and agents (hereafter referred to as CAMH personnel).

3.0 Policy

Client/patients and family members are given an honorarium for their participation in meetings, training, educational activities or research activities approved by CAMH. Honoraria are not intended as wages, but rather as compensation for costs incurred (such as transportation, materials, meals, and/or parking).

4.0 Definitions

N/A

5.0 Responsibilities

5.1 Program / Department

The Program or Department that invites the client/patient or family to participate in an activity for which an honorarium is provided is responsible for covering the cost of an honorarium

5.2 CAMH Personnel Chairing Committee or Facilitating Activity

CAMH personnel who chair the committee, or facilitate the training or educational activity, for which an honorarium is to be provided may authorize payment of the honorarium, so long as he or she has signing authority on the applicable Accounting Unit (see [AF 5.1.7 Organizational Authority](#)).

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5.3 Management

Management is responsible for completing the required Signing Authority Forms to add staff signatures to the Signing Authority Database.

6.0 Procedures

6.1 Approved Activities

An honorarium is only provided for the following designated activities:

6.1.1 Committee Meetings

- a. An honorarium will only be provided to clients/patients and family members who serve on and attend any meeting of a standing committee of the Board of Trustees, a program or service advisory committee, or a special committee or work group that has been established to carry out CAMH business. Honoraria are not paid for participation in regular program planning, unit meetings, or any other meetings not listed here. The appointment of clients/patients to CAMH committees is guided by the principles set out in CAMH's [Guidelines for Client Participation on CAMH Committees](#).
- b. The following rates apply to the payment of honoraria for participation in committee meetings:
 - Minimum of \$30 for the first hour, followed by a minimum of \$20.00 for every additional hour.
 - This includes the time spent preparing for meetings
 - CAMH may provide compensation at a higher rate according to the level of participation in the committee meeting

6.1.2 Training or Educational Activities

- a. An honorarium will be provided to clients/patients or family members who assist CAMH personnel with designated training or educational activities. This includes activities such as speaking engagements and the review or development of resource materials.
- b. Honoraria are not paid for participation in clinical care activities delivered by a student on placement at CAMH.
- c. The following rates apply to the payment of honoraria for training or educational activities:
 - d. Minimum of \$30 for the first hour, followed by a minimum of \$20.00 for every additional hour.
 - e. This includes time spent preparing for training or educational activities.
 - f. CAMH may provide compensation at a higher rate according to the level of participation in the training or educational activity.

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6.2 Payment of the Honorarium

- 6.2.1 In advance of the meeting, training or educational event, the number of clients/patients and family members for whom honoraria are required and the amount of each honorarium will be determined.
- 6.2.2 CAMH personnel will obtain a cash advance through Rapport Credit Union ("Rapport") using the Advance Form Worksheet in the [RAPPORT Client/Patient and Family Honoraria Workbook](#). CAMH personnel who pick up cash from Rapport must have their signature listed on the Rapport Authorization Database in order for or Rapport to release funds to them.
- 6.2.3 At the meeting, training, or educational event, cash payment of the honorarium in a sealed envelope will be made to the clients/patients and/or family members who are in attendance. The recipient will be asked to sign the Receipt Form found in the [RAPPORT Client/Patient and Family Honoraria Workbook](#) as confirmation that they have received the honorarium.
- 6.2.4 CAMH personnel with a Rapport Authorization in place submits the completed Receipt Form and Reconciliation Form in the [RAPPORT Client/Patient and Family Honoraria Workbook](#) to Rapport and returns any funds that have not been provided to the clients/patients and/or family. Reconciliations must be done within 30 days of receiving the funds or no further funds will be advanced.

6.3 Client/Patient Assistance with Research Projects

Reimbursement for participation in research projects will be decided on a per project basis, by the investigators as approved by the Research Ethics Board.

7.0 References

N/A

8.0 Links/Related Documents

[AF 5.1.7 Organizational Authority](#)
[RAPPORT Client/Patient and Family Honoraria Workbook](#)
[Guidelines for Client Participation on CAMH Committees](#)

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9.0 Review/Revision History

Date	Revision No.	Revision Type	Reference Section(s)
April 2008	1.0	New Policy	N/A
September 2013	2.0	Minor	reformat
May 2017	3.0	Moderate	Updated compensation to reflect a new hourly rate.
October 2017	3.1	Minor	Updated links to associated forms.