

Honoraria for Public and Community Involvement in Undergraduate Medical Education Policy

Office of Accountability	MD Program
Office of Administrative Responsibility	MD Program
Approver	MD Curriculum Committee
Scope	This policy applies to the delivery of undergraduate medical curriculum

Overview

The MD program's vision 'With our communities, inspired through learning, serving society' cannot be effectively actualized without partnering with our community in curriculum delivery. Partnership and engagement 'with' community members who have expertise and lived experience requires the building of mutually beneficial relationships which can include a clear and appropriate honoraria practice.

Community partners in this context include formal and informal leaders, activists and individuals who have personal experiences of value for curriculum design and educational content delivery who are asked to give of their time and lived experience.

Community partners may represent equity-seeking groups. There may be specific guidelines or considerations relevant to those groups, and this document is not intended to supersede those.

This policy does not apply to individuals who are employees of the University of Alberta.

Incidental and travel expenses are not included in these amounts (University guidelines can be followed to calculate incidental and travel expenses where applicable).

For participants in research, see [REB guidelines](#)

Rationale for the use of honoraria with Community Partners

Involving community members in the development, implementation, and evaluation of Undergraduate Medical Education is essential in meeting our mission to develop physician leaders who will serve the health needs of Alberta. It also aligns with democratic principles of citizenship, accountability, and transparency, especially given the publicly funded nature of medical education. Diverse and inclusive involvement

brings invaluable perspectives and results in outcomes that are more relevant to people's needs and concerns, and contributes to improved medical education.

As a program, we value community members' time, lived experience, and contribution. This policy outlines our commitment to acknowledging and valuing their participation in our educational initiatives.

Principles for providing honoraria to Community Members

The following principles underpin our approach:

Recognition: We acknowledge the value of lived experience and time dedicated by community members.

Equity: We strive to offer inclusive opportunities accessible to diverse individuals.

Flexibility: Acknowledge that a 'one size fits all' approach is not appropriate, and we adapt our honoraria methods to meet specific needs.

Transparency: We are committed to a clear and open process regarding honoraria provision for involvement.

Timeliness: We endeavor to deliver honoraria quickly and avoid financial burdens on our community partners.

Process Considerations for Community Partner Honoraria

Honoraria to community members can take various forms:

- Monetary honoraria (paid through cash, gift cards or bank transfer)
- Access to facilities (e.g., library) or spaces
- Access to training opportunities

Community members have the right to decline honoraria, to request a change in how honoraria is made, or to ask for a lower amount. This may be particularly important for individuals receiving disability or retirement benefits. Out-of-pocket expenses incurred during involvement in activities should be reimbursed in a timely manner, and costs of supporting public involvement should be factored into funding arrangements from the outset.

See Community Partner Honoraria Guidance Document for suggestions on specific payment amounts.

Other Considerations

Different honoraria amounts and forms may apply depending on the type of involvement activity. In some cases, community members may be considered volunteers and will

only be offered reimbursement of expenses. In other cases, community members may be paid a monetary amount per unit of time (dollars per hour) or provided a lump-sum honorarium.

We aim to provide practical guidance on determining honoraria while focusing on inclusivity. We understand that certain methods, like payroll, might exclude those without a right to work, those uncertain about how their benefits might be impacted, or individuals without bank accounts.

We are aware of challenges related to payment for community involvement, such as confusion over whether involvement constitutes employment, inconsistencies in payment processes across organizations, and inflexible payment systems. Our commitment is to tackle these challenges, striving for a more efficient, fair, and inclusive system for community involvement in education.

RELATED LINKS

University of Alberta Indigenous honorarium guidelines
Elder Protocol and Guidelines - Edmonton
Payment for public involvement in health and care research: a guide for organisations on employment status and tax
Payment guidance for researchers and professionals NIHR
Guidelines on public engagement 2023: Overview - Canada.ca
Compensation of Human Research Participants (University of Alberta REB guidelines)

APPROVAL HISTORY

Approver	Status	Date
MD Curriculum & Program Committee	New Policy approved by MDCPC after initial review and discussion on 21 September, 2023	19 October 2023