

# APP

## KING ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES ADMINISTRATIVE POLICY AND PROCEDURE

NUMBER : 032-P-V01-19  
TITLE : HONORARIA & FINANCIAL REMUNERATION DURING THE  
EDUCATIONAL ACTIVITY  
ORIG. DEPARTMENT : DEANSHIP OF POSTGRADUATE EDUCATION  
ORIGINAL DATE : 11 NOVEMBER 2018

### 1. STATEMENT OF PURPOSE

To establish and define a policy and applicable procedure governing the scales of granted financial remuneration for the scientific and affiliated faculties such as Activity's Director, Scientific Chairman Speakers, Facilitators, Training Center Faculty, and other Supporting Staff during the conduction of educational activities in all types.

### 2. APPLICABILITY

This APP shall apply to the staff and affiliated faculties of all educational activities which organized by the department or division under the Deanship of Postgraduate Education.

### 3. RELATED REFERENCES

- 3.1 APP 1414-004: Delegation of Signatory Authority
- 3.2 APP 1433-20: Business Leave Policy

### 4. DEFINITIONS

- 4.1 **Educational Activity** – this defines all activities that involve medical education for postgraduates and accredited by the Saudi Commission for Health Specialties such as Symposia, Conferences, Annual Meeting, Awareness Days, Courses and Workshops.

**4.2 Symposia/um** - a formal meeting at which several specialists deliver short addresses on a topic or on related topics. One to three days is the usual duration of symposia, the aim of these events is to educate and provide participants with information of significant topics which deliver to high number of participants.

**4.3 Conference** - a meeting of two or more persons for discussing matters of common concern, also indicate the largest event and probably for unlimited participants. Conferences may last for several days, inclusive of social events and exhibitions. International guests are often invited at conferences to discuss issues of global interests and importance.

#### **4.4 Workshops**

**4.4.1 General Workshop** - a practical training on a general topic outside the specialty that aims to develop the general skills of the health practitioners.

**4.4.2 Specialized Workshop** - a specialist practical training for group of health practitioners in specialty field.

**4.5 Course** - contains presentation of series theoretical health information on a certain topic in order to develop and upgrade the health practitioner's information during a specific period of time that can be attached to practical training.

**4.6 Postgraduate Education Committee on CME** - reviews requests for educational activities and approves or rejects them based on health care professionals training needs and importance to postgraduate education in MNGHA.

**4.7 Scientific Committee** - defines the general outline of the scientific program, identifies potential international/national speakers and evaluates the selected abstracts, if applicable.

**4.8 MNGHA** - refers to Ministry of National Guard Health Affairs

**4.9 KSAU-HS** - refer to King Saud Bin Abdulaziz for Health Sciences University.

**4.10 DPE** - refers to **Deanship of Postgraduate Education** under the umbrella of King Saud Bin Abdulaziz for Health Sciences University.

**4.11 Departments and Divisions** - refer to:

**4.11.1** Postgraduate Training Center

**4.11.2** Trauma Courses Office

**4.11.3** Symposia/Conferences Division

**4.11.4** CANMEDS Collaborating Center

**4.11.5** Visiting Professor Program

**4.12 Honoraria** - financial remuneration or usually a payment to confer distinction and recognition of achievements and/or services.



**4.13 Affiliated Faculties** – applies to Course director and whoever is elected to present a paper or an abstract and/or any kind of demonstration during the educational activity, Trainers, Veterinarians, Team leaders (if applicable) Coordinators, Patient Models, Technicians, supporting staff and/or assistants.

**4.13.1 Scientific Chairman** – refer to course director to ensure guidance for scientific part and provide support to the training center.

**4.13.2 TCF -Training Center Faculty-** refer to assigned task required for AHA life support courses who serve as quality assurance and educational leadership for the training center, to conduct instructor courses and monitor, update, and coach instructors in each conducted course.

**4.13.3 Lead Instructor** - refer to assigned task for AHA life support courses who facilitate the specialized sessions in each advanced training.

**4.13.4 Simulation Specialist** - refer to assigned task during running and preparation of simulators/simulation based training session and courses.

**4.14 AHA** - refer to American Heart Association.

## **5. POLICY**

**5.1** All the financial remunerations should be adopted in the activity budget by the activity coordinator, reviewed by department head during the educational activity budget preparation/establishment.

**5.2** The financial remunerations ought to be sufficiently relevant to the course income generation and/or the scientific level of the educational activity.

**5.3** The financial remunerations will be processed by the Financial Affairs upon submission of the required documentation supporting the payment with the approvals of the authorized signatories.

**5.4** There shall be a clear numbers of activity's faculties who will be nominated in compliance with the norms and the standards of educational activity after the approval from the PE Committee for CME.

**5.5** The task of the instructorship based on the educational activity structure /format and activity period / number of days will be determined during the scientific meeting to achieve the educational objectives of the training program and based on the relevance of the educational event requirements.

**5.6** Entitlement of financial remunerations through granting of overtime or paid business leave when travelling during educational activity for full time employees including PTC life support instructors, coordinators and support staffing of the Deanship divisions includes the following:

**5.6.1** Inside the institution premises after working hours and during weekends

**5.6.2** outside the institution premises during weekdays and weekends.

**5.6.3** traveling to conduct educational activities and site visits with additional one travel day/set-up payment.

**5.7** Part-Time employees of the deanship such as physicians, directors, deputy directors shall be entitled for honoraria for any participation during educational activities.

**5.8** The herewith scale of financial remunerations shall not be changed unless there is an exceptional approval of the authorized managements of the Postgraduate Education Deanship and/or higher levels.

**5.9** The remuneration for the educational activities in the Deanship of Postgraduate Education must not be more than the rates as per the following (attachment 1):

**5.9.1** All mentioned payment are in the maximum range of payments and can be less/modified according to the course income and budget.

**5.9.2** Specific Payment scale for all PTC - Life Support Courses (attachment 2).

**5.9.3** Specific Payment scale for all Trauma Center Courses (attachment 3).

**5.9.4** Honorarium for international speaker:

**5.9.4.1** Remuneration or honorarium for invited international speakers should be based upon the expertise, educational attainment, specialization and / or accomplishment of the distinguished speaker.

**5.9.4.2** The international speakers will receive 1000USD per day per activity for the activity period.

**5.9.4.3** Exemptions for the cases of pre contracted expert which must be approved by the President of the university or the CEO of MNGHA.

**5.9.4.4** Regional speakers from Middle East and Gulf Regions will receive 1000USD per day per activity for the activity period.

**5.9.5** Honorarium for national speaker is 500 -1500 Saudi Riyals per day per activity for all activities type based on approved budget.

**5.9.6** Honorarium for Simulation specialist is 1000 Saudi Riyals per day for all activities involves Simulation training & sessions.

**5.9.7** Honorarium for off location activities is 1000 Saudi Riyals for all payment categories and activities type based on approved budget.

**5.9.7.1** Payment for coordinator and activity support staff includes travelling day payment for the setting up of the activity.

**5.9.8** Honorarium for course directors and co-directors:

**5.9.8.1** Course Co-Director can be paid the same or 200-500 SAR less from the director payment

**5.9.8.2** To receive 500-2000 Saudi Riyal per course for all activities of one to two days period based on approved budget

**5.9.8.3** To receive 500-1000 Saudi Riyal per day if the activity is 3 days to one week period based on approved budget.



**5.9.8.4** To receive 5000 – 8000 Saudi Riyals per activity for more than one week activities period depending on the activity type and based on approved budget.

**5.9.9** Honorarium for supporting faculties and sessions organizers is 500 per day for all activities types and based on approved budget.

**5.9.10** No payment of honorarium for moderators tasks.

**5.9.11** Honorarium for workshops facilitators and technicians based on approved budget:

**5.9.11.1** To receive 500 SAR per day for all workshops without hands on training.

**5.9.11.2** To receive 1000 SAR per day for all workshops with hands on training.

**5.10** The financial remunerations rates for educational activities shall increase to %50 incase if there is a collaboration or contract/ agreement with other institutions/ organizations inside the city, and be increased %100 in case of conduction outside city.

## **6. PROCEDURES**

**6.1** After the approval of the PE scientific committee on CME of each educational activity, a formal meeting between the course director and activity coordinator to determine the activity's required faculties, speakers, facilitators and all related details including number of days, lectures and workshops based on the scientific assignments during the educational activity in order to establish the activity budget and to identify the potential honoraria scale rates to follow.

**6.2** The educational activity budget should be reviewed by the management to assure that the honoraria is in accordance with the here by policy and to make sure that all figures, sums and all other necessary indications are done properly.

**6.3** The activity budget must be signed by the authorized signatories before the course conduction unless there is an adequate justification to be explained to the higher management.

**6.4** During the educational activity, a sign-in sheet shall be fully signed by the trainers and affiliated faculties, whoever will be granted an honorarium.

**6.5** Certified Cheque Payment Authorization shall be submitted to Finance Department together with the required necessary documents such as: sign in sheet, activity program and bank information form for each payee in order to process the honoraria.

## **7. RESPONSIBILITY**

Deanship of Postgraduate Education shall oversee all aspects of the organization and implementation of this APP. All PE departments' management, Coordinator and other related staff shall assist in the monitoring and implementation of this APP.



جامعة الملك سعود بن عبدالعزيز للعلوم الصحية  
King Saud bin Abdulaziz University for Health Sciences


## 8. APPROVALS

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18 MAR 2019

**Attachment 1:**

Scale for all educational activities honoraria of Postgraduate Education Deanship:

<b>Payment category / Discription</b>	<b>Method of payment</b>	<b>Amount</b>	<b>Application</b>	<b>Remarks</b>
<b>International speakers</b>	Per day	1000 USD	Apply to all activities types	Including travel days
<b>National speakers</b>	Per day	500 -1500 SAR	Apply to all activities types based on approved activity budget.	
<b>Simulation Specialists</b>	Per day	1000 SAR	Apply to all activities involves simulation sessions	
<b>Outside activities payment for all categories.</b>	Per day	1000 SAR	Apply to all activities types.	Business Leave Per dime as per group benefit for Payments for Coordinators and staff supports plus traveling day for the setting up of courses.
<b>Course Directors &amp; Co-Directors</b>	Per day	500 - 2000 SAR but not to exceed 8000 per course	Apply to all activities types	Course co-directed can be paid less than the Director
<b>Supporting faculties and sessions Organizers</b>	Per day	500 SAR	Apply to all activities types based on approved activity budget.	No Payments for Moderators tasks
<b>Workshops payments / Facilitators and Technicians.</b>	Per day	500 SAR	Apply to all workshops without Hands On Training	
	Per day	1000 SAR	Apply to all workshops with Hands On Training	



**Attachment 2:**

Scale for all PTC - Life Support Courses approved honoraria:

Budget Description	Amount in SAR	
AHA - Basic Life Support (BLS) Provider Course		
Honoraria – Scientific Chairman	400	Per person per course
Honoraria – Training Center Faculty	350	Per person per course
Honoraria – Instructor	300	Per person per course
AHA - Arabic Basic Life Support (ABLS) Course		
Honoraria – Scientific Chairman	400	Per person per course
Honoraria – Training Center Faculty	400	Per person per course
Honoraria – Instructor	400	Per person per course
AHA - Basic Life Support (BLS) Instructor Course		
Honoraria – Scientific Chairman	1000	Per person per course
Honoraria – Training Center Faculty	500	Per person per course
Honoraria – Instructor Trainer	500	Per person per course
AHA - Advanced Cardiovascular Life Support (ACLS) Provider Course		
Honoraria – Scientific Chairman	650	per person per day
Honoraria – Training Center Faculty	600	per person per day
Honoraria – Lead Instructor	550	per person per day
Honoraria – BLS Instructor	300	per person per day
AHA - Advanced Cardiovascular Life Support (ACLS) Instructor Course		
Honoraria – Scientific Chairman	1000	per person per course
Honoraria – Training Center Faculty	750	per person per course
Honoraria – Instructor Trainers	600	per person per course
AHA- Pediatric Advanced Life Support (PALS) Provider Course		
Honoraria – Scientific Chairman	650	per person per day
Honoraria – Training Center Faculty	600	per person per day
Honoraria – Lead Instructor	550	per person per day
Honoraria – BLS Instructor	300	per person per day
AHA -Pediatric Advanced Life Support (PALS) Instructor Course		
Honoraria – Scientific Chairman	1000	per person per course
Honoraria – Training Center Faculty	600	per person per course
Honoraria – Instructor Trainers	500	per person per course
Saudi Neonatal Resuscitation Program for Providers		
Honoraria – Scientific Chairman	1000	Per person per course
Honoraria – QM & Simulation Facilitator	750	Per person per course
Honoraria – Facilitator	600	Per person per course
Saudi Neonatal Resuscitation Program for Instructors		
Honoraria – Scientific Chairman	1000	Per person per course
Honoraria – Instructor Trainer	750	Per person per course



**Attachment 3:**Scale for all Trauma Courses approved honoraria within NGHA/KSAU-HS, Riyadh courses:**ATLS Provider/Traditional Course (9<sup>th</sup> & 10<sup>th</sup> Edition) -2.5 days:**

#	Level	Amount
1	State Faculty Course Director / Course Director	SR3,000/per person per course
2	Instructors	SR2,500/ per person per course
3	Patient /Volunteer	SR100/ per person per course

**ATLS M-learning (Hybrid) Course -1.5 days: (10<sup>th</sup> Edition)**

#	Level	Amount
1	State Faculty Course Director / Course Director	SR2,000/per person per course
2	Instructor	SR1,500/ per person per course
3	Patient /Volunteer	SR100/ per person per course

**ATLS Instructor Course 2 -days:**

#	Level	Amount
1	Course Director	SR1,800/ per person per course
2	Course Educator	SR3,000/ per person per course
3	Instructor	SR1,250/ per person per course
4	Patient /Volunteer	SR100/ per person per course

**ATCN Provider Course - 2.5 days:**

#	Level	Amount
1	Course Director	SR1,200/ per person per course
2	Instructor	SR1,000/ per person per course
3	Instructor (for day 3 only)	SR400/ per person per course
3	Patient /Volunteer	SR100/ per person per course

**ATCN Instructor Course- 2 days:**

#	Level	Amount
1	Course Director	SR800/ per person per course
2	Course Educator	SR750/ per person per course
3	Instructor	SR600/ per person per course
4	Patient /Volunteer	SR100/ per person per course

**PHTLS Provider Course - 2 days:**

#	Level	Amount
1	Course Director	SR1,000/ per person per course
2	Instructor	SR900/ per person per course
3	Patient /Volunteer	SR100/ per person per course

**ATOM Course - 1 day:**

#	Level	Amount
1	Course Director	SR1,500/ per person per day
2	Instructor	SR1,000/ per person per day
3	Veterinarian / Anesthesiologist	SR500/ per person per day
4	OR Scrub Nurses	SR300 / per person per day
5	Coordinator (for offsite course, during weekends)**	SR400/ per person per day
6	Admin Assistant (for offsite course, during weekends)	SR200/ per person per day
7	Animal Lab Staff support (technicians)	SR150/ per person per day
8	Animal Lab Support (cleaners)	SR100/ per person per day

**DMEP Course - 1 day:**

#	Level	Amount
1	Course Director	SR1,500/ per person per course
2	Instructor	SR1,000/ per person per course

Scale for all Trauma Courses approved payment for outside NGHA (offsite), Riyadh - for all categories for NGHA/KSAU-HS Staff only:

Payment Category/Description	Method of Payment	Application	Remarks
ATLS, ATCN, PHTLS, ATOM, Course Directors, Instructors, Coordinators	Per Course / Per Day	Apply to all NGHA & KSAU-HS staff	**Per approved activity budget per category
Staff / Admin Asst	Per Course / Per Day	Apply to all NGHA & KSAU-HS Staff	Over-time per individual overtime rate

Scale for all Trauma Courses approved payment for outside Riyadh/outside KSA - for all categories for NGHA/KSAU-HS Staff only:

Payment Category/Description	Method of Payment	Application	Remarks
ATLS Course Directors, Instructors, Coordinators, Staff	Per Day	Apply to all NGHA & KSAU-HS staff	Business leave per diem allowance as per individual group benefit
ATCN Course Directors*, Instructors*, Coordinators, Staff	Per Day	Apply to all NGHA & KSAU-HS	Business leave per diem allowance as per group benefit  *All ATCN faculty (Course Director & Instructors) who uses own leave to participate in the course will be paid equivalent business leave per diem allowance as per individual group benefit
PHTLS Course Directors, Instructors, Coordinators, Staff	Per Day	Apply to all NGHA & KSAU-HS staff	Business leave per diem allowance as per individual group benefit
ATOM Course Directors, Instructors, Coordinators, Staff	Per Day	Apply to all NGHA & KSAU-HS staff	Business leave per diem allowance as per individual group benefit
DMEP Course Directors, Instructors, Coordinators, Staff	Per Day	Apply to all NGHA & KSAU-HS staff	Business leave per diem allowance as per individual group benefit