

<p align="center">Saskatchewan Centre for Patient Oriented Research</p>	<p>Status: new Effective Date: March 31, 2016 Pages: 2</p>
<p>Approved by: Host Council Date approved:</p>	<p>Contact: Patient Engagement Platform Lead</p>
<p>Title: SCPOR Policy for Patient and Family Advisor Honoraria</p>	

1. Background:

Patient Oriented Research seeks to create partnerships between patients, families, clinicians, policy-makers and researchers. This policy was established to ensure that patients and families receive a honoraria as a token of appreciation for participating in SCPOR committees and research projects. This policy aligns with the Ministry of Health policy for compensating patient and family advisors.

2. Definitions

2.1. **Patient and family advisors** are individuals who have recent experiences with the Saskatchewan healthcare system as a client, resident, patient or a family member. They volunteer their time to provide their perspectives and input to designing and the delivery of healthcare services, including development and implementation of programs, policies, facility design and research.

3. Purpose:

This policy acknowledges the contributions of the client, patient and family advisors by providing an honorarium and reimbursement of their expenses.

4. Policy:

4.1. SCPOR will provide honoraria to client, patient and family advisors in recognition of their time and costs incurred to attend

- SCPOR oversight committee
- SCPOR funded programs
- Educational or awareness events

4.2. Research teams and CIHR networks engaging with patient, family advisors shall be responsible for the processing and costs associated with patient/family honoraria and travel reimbursement.

4.3. The honorarium amount will be \$100 per day.

4.3.1. Honorarium will be pro-rated where the total time required is five hours or less, then one-half the rate will apply.

4.3.2. Costs associated with their participation will be considered on a case by case basis. (E.g. child care, eldercare, respite care, parking fee, access transit.) Requests for reimbursement should be discussed with the Patient Engagement Platform lead prior to the date of engagement.

4.3.2. An individual employed in the Saskatchewan public service, University of Saskatchewan, Health Quality Council, University of Regina will not be eligible to receive an honorarium, but may be reimbursed for travel expenses.

4.4. Expenses associated with out-of-town travel, will be reimbursed based on University of Saskatchewan rates.

- Transportation costs, including mileage, airfare, and taxi and bus fare;
- Meals during travel; and
- Accommodations (if required).

4.4.1. Client, patient and family advisors must submit receipts for their expenses in order to receive reimbursement.

5. Procedures:

5.1. SCPOR staff will follow work standards to process honoraria and expenses.

5.2. Any request for revisions on this policy shall be forwarded to the Patient Engagement Platform lead, who will present the case to the Host Council for their approval.

5.3. The revisions shall be effective upon approval of the Host Council.