



The Alberta Rural Physician Action Plan & Alberta Rural Family Medicine Network



Policy & Procedure:	Rural Rotations & ARFMN Preceptor Honorarium
Target Group(s):	Rural Rotations & Network preceptors/faculty
Goal:	RPAP Administration
Approval Date:	15 March 2001
Revisions:	1 April 2003, 11 December 2003, 23 March 2005, 19 Sept 2005

1.1 PURPOSE

The purpose of this policy is to provide guidance on the payment of preceptor honoraria for the Rural Rotations Program for medical students and Residents, and the Alberta Rural Family Medicine Network.

1.2 GUIDELINES & PROCEDURE

1. Teaching

The RPAP will provide preceptors of its rural rotations and Network initiatives offered through the University of Alberta and University of Calgary an honorarium. This honorarium is offered to recognize the voluntary contribution of the practicing physician to the medical education process and to the profession.

The honorarium is provided to preceptors or to teaching site coordinators on behalf of the participating physicians for each training month, and upon the submission of completed trainee evaluations.

2. Honoraria Rates

The honoraria for medical student rotations including electives, PGY1 rotations including electives, and PGY2 rotations and beyond including electives shall be reimbursable at the rates determined by the RPAP Board from time to time.

1.3 HONORARIUM PAYMENT PROCESS

1. Preceptors or site coordinators shall complete and return the applicable claim form to the appropriate University or ARFMN Node.
2. All claims must be submitted within 90 days from the date of "service".
3. The rural program coordinators, UofA and UofC, and RAN and RAS, shall review every claim for clarity and completeness.
4. The rural program coordinators, UofA and UofC, RAN and RAS, will notify the RPAP of claims from preceptors. The RPAP shall make payment for preceptors according to eligibility and available funding for rural rotations.