

GUIDANCE ON INTERACTION WITH HEALTHCARE PROFESSIONALS

MEALS AND TRAVEL



The Medtech Canada Code of Conduct states that modest and reasonable meals and travel may be provided to Healthcare Professionals as an occasional business courtesy when part of a bona fide exchange of scientific, educational or business information. This guidance document provides further assistance and insight to companies that may not have a policy for meals and travel. Companies are welcome to take all or part of the following information to develop their own guidance or policy.

Meals

- Meals must be modest and occasional in nature as permitted by applicable law.
- Incidental to the presentation of business information and provided in a manner conducive to the presentation of such information (physician offices, conference rooms). In some cases, for example in the case of one-on-one presentations without the need for large visual aids, a restaurant setting may be appropriate.
- May provide a meal only to Healthcare Professionals actually present for the business discussions. May not pay for meals for social guests of Healthcare Professionals or for any other person who does not have a professional interest in the business information being shared at the meeting.
- Recommended maximum spend per person for breakfast \$50; for lunch \$75; for dinner \$150 or a daily maximum of \$150. If a Healthcare Professional is travelling on their own, then suggested maximum daily meal limits would be as follows \$25 for breakfast; \$50 for lunch; and \$75 for dinner.
- When in Canada these amounts are in Canadian dollars and are in US dollars when traveling outside of the country. The organization may wish to consider a few location exceptions, where the higher cost of living warrants it.

Continued on page 2

Customer Trips / Travel

- May only pay for reasonable travel and accommodation costs incurred by a Healthcare Professional in connection with consulting and speaking services, meetings and conferences, or sales/promotional meetings where necessary as defined below.
- May conduct sales, promotional and other business meetings with Healthcare Professionals to discuss product features, sales terms and/or contractual arrangements, where permitted by applicable law.
- May pay only for reasonable travel and accommodation costs incurred by an attending Healthcare Professional. Such costs may be covered only where there are objective reasons to support the need for out-of-town travel to efficiently deliver the training and education. It is never appropriate for companies to pay for any costs incurred by spouses of Healthcare Professionals, or any other individuals lacking a professional interest in the training program. If travel is to be covered by [company], reasonable travel will be covered for attendees. In general, the expectation would be economy but when a flight is more than five (5) hours, business class may be acceptable or under other special circumstances.
- May pay for reasonable travel costs only in instances in which travel is absolutely necessary (e.g., for plant tours or demonstrations of non-portable equipment).
- Must not pay for travel or lodging of guests of Healthcare Professionals or any other person who does not have a professional interest in the information being shared at the meeting.
- Written documentation such as a customer travel approval form, clearly stating who, where, when, agenda, to be approved by a manager and senior officer of the organization.
- Meal guidelines for travel should be adhered to as above.

Medtech Canada Code of Conduct

The Medtech Canada Code of Conduct is designed to ensure that all relationships between Companies and Healthcare Professionals are governed by the highest ethical standards. By adhering to these carefully developed guidelines, Companies create a win-win situation. Their vital relationships with Healthcare Professionals are safeguarded, legitimate business practices are affirmed and patients across Canada benefit from vital and innovative collaboration between Healthcare Professionals and the medical technology industry.

For a copy of the Medtech Canada Code of Conduct visit: www.medtechcanada.org/page/code