

## GUIDE TO COMPLETING THE CODE MONITORING TEMPLATES

This Guide is intended to help your Company to prepare the summary template that is provided to members of MTAA's Code Panel. They were developed in consultation with the Code Authority, and have common elements with the procedures of MTAA's previous Code Monitoring Committee, and those of Medicines Australia. In time they may be varied according to stakeholder feedback.

The Code Panel has been delegated the task of monitoring Company compliance with the Code of Practice by MTAA's Code Authority. The terms of reference of each committee are contained in Appendices 1 to 3 of the Medical Technology Industry Code of Practice. Members of the Code Panel are also required to comply with Code Subcommittee Guidelines.

### The Code monitoring templates

You are asked to complete the summary templates for key activities that **either occurred or were paid for** during the time period under review. Please indicate the basis for your reporting period by ticking the relevant check box.

The Code Panel will review the template and will either confirm that the activities appear compliant or request further information or documentation about certain entries.

There are three templates to complete for this review. The review will examine three key types of Company engagement with healthcare professionals. Over the next twelve months each member Company will be audited on these activities. The primary purpose of monitoring is to develop industry benchmarks for best practice, and provide the base for new FAQs and deidentified case studies.

The three areas of engagement currently subject to review are gift giving, Company training and sponsorship of third party educational conferences. The next round of monitoring will centre on hospitality, consultancies and educational/research grants.

**Table 1:** Member Companies are required to report all Company-sponsored Training and Education and Medical Technology Demonstrations (clause 9.2) that were paid for during the reporting period. Examples of the meetings that must be reported include:

- All educational meetings, including dinner meetings
- Clinical training demonstrations
- Company-organised conferences for attendance by HCPs

**Completing Table 1 – Please note that this table only needs to be completed for hospitality over \$50 per person.**

#### *Description of event:*

- Describe the educational, scientific or other purpose of the event (please do not simply state 'lunchtime meeting' or 'weekend conference').
- Include the total length of the event in hours or days, and total length of the educational component of the event
- If the event involved any Continuing Professional Development points then details should be provided

#### *Venue:*

- Include the full name of the venue for the educational event as well as its geographical location (either domestic or overseas)

#### *Professional status of HCP attendees:*

- Include the professional status of HCP attendees e.g. type of specialist or physician.

*Hospitality, financial support provided and other costs incurred:*

- Specify the nature of any Hospitality provided and indicate whether it was provided at the same venue as the educational event or at another venue.
- Specify the nature any financial support provided to attendees, such as travel expenses and accommodation (e.g. economy class flights to the venue, taxi fares). Please indicate if lodging was provided at the site of the event or at another venue
- Total cost of function: please indicate the total cost of the function. It is not necessary to include a full breakdown of expenses, but it may be useful for the Panel in certain circumstances, such as high-cost events.

*Total number of attendees:*

- The number of attendees used to calculate the average cost per Healthcare Professional should be the number of Healthcare Professionals the Company has paid for to attend the function. Indicate the confirmed (i.e. paid for) number of attendees (not the actual number of attendees).
- The number of attendees does not include Company staff.

**Table 2:** Member Companies are required to report all Company-sponsored Third Party Educational Conferences (clause 9.3) that were paid for during the reporting period. These include conferences held by Australian professional associations, either locally or offshore.

**Completing Table 2**

*Description of Third Party Educational Conference:*

- Companies should provide as much information as necessary to explain the educational purpose of the conference
- This includes:
  - The name or title of the event
  - The hosting organisation (e.g. RACP) and the intended audience (i.e. type of specialist or physician)
  - Nature of education provided
  - Duration of educational content
  - Details of any Continuing Professional Development points

*Venue:*

- Include the full name of the venue for the educational event as well as its geographical location (either domestic or overseas)

*Purpose of financial support provided:*

- Indicate how Company sponsorship is to be appropriated, such as for hospitality, speaker fees, attendee registration, transport etc
- Indicate whether support was used to fund an advertisement or trade display at the conference
- Indicate whether Company conducted a Company-sponsored symposium as part of that conference. This should also include the name, position and (where applicable) the employer of the speaker

*Nature and total cost of any hospitality provided:*

- Specify the nature and conditions of the hospitality
- Specify the total cost of hospitality sponsorship

*Total cost of sponsorship contribution:*

- Please indicate the total cost of Company sponsorship.

*Total number of attendees:*

Please indicate the total number of conference attendees (official delegates) if known.

**Table 3:** Member companies are required to report all items provided by the Company to a Healthcare Professional (clause 9.7) that were paid for during the reporting period.

### **Completing Table 3**

*Description of item provided to Healthcare Professional:*

- Describe nature of item (i.e. educational aid, textbook etc)

*Professional status of recipient:*

- Include the professional status of HCP attendees e.g. type of specialist or physician.

*Cost of item:*

- Indicate cost of item provided

*Purpose of item provided:*

- Specify how item provided either benefits patients or serves a genuine educational function for the HCP

### **General requirements when completing the table**

This table should either be completed by or reviewed by Company staff with knowledge of the Medical Technology Industry Code of Practice. When completing the table, Companies are asked to:

- Use landscape format.
- Not change the title of the header or any of the cells.
- Not split or merge cells or add or remove columns.
- Not use acronyms unless the full term has already been used earlier in the table.
- Include all interactions with Healthcare Professionals who work in Australia, even if the interaction took place in another country (such as at an overseas company training event).
- Provide all figures in Australian dollars and indicate whether they include or exclude Goods and Services Tax (GST).

If a term is capitalised in this Guide, please refer to the definition in the Medical Technology Industry Code of Practice. All references in this Guide to dollars are in Australian dollars.

### **Further questions**

If you have any more questions about the revised monitoring process or how to complete the summary table, please contact MTAA by email at [code@mtaa.org.au](mailto:code@mtaa.org.au) or by contacting Andrea Kunca, Director- Access and Policy on (02) 9900 0650.

Please note that the templates may undergo further revision, subject to member feedback.