

# SESLHD PROCEDURE COVER SHEET



**Health**  
South Eastern Sydney  
Local Health District

<b>NAME OF DOCUMENT</b>	Sponsorship of Educational Meetings and/or Events within the Mental Health Service
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<b>FUNCTIONAL GROUP(S)</b>	Mental Health
<b>KEY TERMS</b>	Sponsorship, grand rounds, scientific meeting, in-services, company brand reminders.
<b>SUMMARY</b>	The sponsorship of educational meetings and events within the SESLHD Mental Health Service must adhere to NSW Health policies to protect the integrity of the Mental Health Service and minimise the risk of a conflict of interest.

## **COMPLIANCE WITH THIS DOCUMENT IS MANDATORY**

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# SESLHD PROCEDURE

## Sponsorship of Educational Meetings and/or Events within the Mental Health Service

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### 1. POLICY STATEMENT

All staff of the South Eastern Sydney Local Health District (SESLHD) Mental Health Service (MHS) are required to observe the [NSW Health Code of Conduct PD2015\\_049](#), the codes of professional conduct of their registration authority or professional body, and all other existing legislation, as well as policies and procedures of the MHS as they relate to MHS activities and services.

### 2. BACKGROUND

In the course of regular business, it is inevitable that many SESLHD MHS staff will come into contact with commercial entities, including pharmaceutical companies, medical device suppliers etc.

This Procedure has been developed to ensure that sponsorship of MHS meetings and/or events adheres to the [NSW Health Policy Directive PD2005\\_415 - Sponsorships Policy - NSW Health](#), protects the integrity of SESLHD and SESLHD MHS staff and reduces the risk of a conflict of interest.

#### Definitions

The NSW Independent Commission Against Corruption (ICAC) defines sponsorship as:

A commercial arrangement in which a sponsor provides a contribution in money or in kind to support an activity in return for certain specified benefits. Sponsorship can be provided by:

- The corporate sector or private individuals, in support of a public sector activity; OR
- The public sector in support of related and worthwhile private or public sector activities.

Sponsorship does not include:

- The selling of advertising space
- Joint ventures
- Consultancies
- Grants (in regard to received sponsorship)
- Unconditional gifts, donations, bequests or endowments.

Sponsorship is not philanthropic. A sponsor expects to receive a reciprocal benefit beyond a modest acknowledgement.

### 3. RESPONSIBILITIES

#### 3.1 Employees will:

- Follow this Procedure and refer to NSW Health policies (see [Section 7 – References](#)) when involved in any sponsorship arrangements as staff members of the MHS.

#### 3.2 Line Managers will:

- Ensure that all staff are made aware of this procedure

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- Ensure that staff who are involved in sponsorship arrangements have sufficient knowledge of this procedure and relevant NSW Health policies so as to minimise the risk of a conflict of interest and potential for corrupt activity (whether actual or perceived).

### 3.3 District Managers/ Service Managers will:

- Assign responsibility for any sponsorship within their unit/department/service on a case by case basis.

### 3.4 Medical staff will:

- Follow this Procedure and refer to NSW Health policies (see [Section 7 – References](#)) when involved in any sponsorship arrangements as staff members of the MHS.

## 4. PROCEDURE

When it is determined that sponsorship of educational meetings is to occur (e.g. scientific meetings, grand rounds, journal clubs, in-services etc.); the following procedure is to be followed and must be consistent with the relevant NSW Health policies (see [Section 7 – References](#)).

Breach of the following may be potentially viewed as corrupt conduct and may result in disciplinary and criminal action:

- Appropriate acknowledgement of the company's sponsorship is given at the beginning and end of the meeting or event (e.g. mention of the company in opening and/or closing address, PowerPoint holding slide etc.)
- The company has no control over the content of the meeting (i.e. the content of the meeting must be determined by a staff member or committee of the MHS)
- The opportunity to sponsor educational meetings or events is offered to several companies within the marketplace. It is inappropriate for one company to sponsor all educational meetings and/or events in one site or for one service
- The company does not promote any of its products or services within the meeting, or in direct association with the meeting. Display of literature or documentation in a space adjacent to the meeting is permissible; the key principle is that staff are free to choose whether they engage with the company's material
- No company brand reminders (e.g. medicine samples or medical supplies, pens, pencils, notepads or other gifts that promote a company or its products) are to be provided to the meeting.

## 5. DOCUMENTATION

- [NSW Health Policy Directive PD2005\\_415 - Sponsorships Policy - NSW Health](#)

## 6. AUDIT

All information relating to a sponsorship should be maintained in a separate file that is readily accessible for internal or external audit or inspection as required. This is the ultimate responsibility of the site Service Director.

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### 7. REFERENCES

- [NSW Health Code of Conduct - PD2015\\_049](#)
- [NSW Health Policy Directive PD2005\\_415 - Sponsorships Policy - NSW Health](#)
- [The Royal Australian and New Zealand College of Psychiatrists Ethical Guideline: Guideline No. 5: The Relationships between Psychiatrists and the Health Care Industry](#)
- [Sponsorship in the Public Sector: A guide to developing policies and procedure for both receiving and granting sponsorship. Independent Commission Against Corruption \(ICAC\) 2006](#)

### 8. REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
November 2013	0	Drafted by Victoria Civils-Wood, SESLHD MHS Senior Executive Officer
April 2014	1	Endorsed by SESLHD MHS Clinical Council
April 2017	2	Updated by Trinh Huynh, SESLHD MHS Policy and Document Development Officer. Endorsed by DDDCC and SESLHD MHS Clinical Council.
June 2017	2	Submitted to SESLHD Executive Services for processing prior to publishing
August 2022	3	Links checked and updated. Standards aligned to NSQHS Second Edition. Executive Sponsor details updated. No further changes identified. Endorsed for publication by Executive Sponsor.