

<b>TEMPLATE INSTRUCTIONS</b>	
Type of communication	<b>Healthcare Professional (HCP) Employer Notification Approval - Consulting Service</b>
When to use	Use this to notify employer of an HCP you have invited to work as a consultant. (There are three types of communication: HCP invitation to an event, employer notification for an event or for a consulting service and employer approval for an event or for a consulting service. Select the correct template. The invitation letter can also serve as employer notification, if a copy is sent to the HCP's employer.)
Type of activity	<b>Consulting Service</b>
Recipient	<b>HCP's employer</b>
Carbon copy (cc)	<b>HCP who will serve as the consultant</b>
Process	<ul style="list-style-type: none"> <li>• Customise the highlighted sections. Do not make any other changes to the template. Be sure to delete these directions, the brackets [] and highlighting before sending.</li> <li>• Adjust to reflect local laws and industry codes, as required.</li> <li>• Delete any sections that do not apply to the activity.</li> <li>• You may send this communication via email or the postal service. Send the letter to the healthcare professional's employer and copy the healthcare professional invited to work as a consultant.</li> <li>• Retain a copy of the communication for your records.</li> </ul>

[Date]

[Name, address of healthcare professional employer]

Dear [insert name of healthcare professional employer]

[Insert your company name] wishes to make occasional use of the expert services of [insert consultant's name]. Such services are based on [his/her] skills and experience in the field of [insert relevant field]. [Insert consultant's name] has a valuable insight that we feel will help advance clinical understanding across a range of disciplines. Any such services would be:

- (1) Carried out in accordance with the **Company** Code of Conduct and Business Principles.
- (2) Compensated at a fair market value rate for the services provided.
- (3) Carried out during [insert consultant's name] private time.

We do not offer anything of value—including consulting services, sponsorship to educational events, hospitality, meals or entertainment—to improperly influence a healthcare professional to use or consider using products.

As a part of this consulting agreement, we may provide the following, as required for the healthcare professional to deliver the service:

- Reasonable meals and refreshments during the meeting
- Transportation to and from the meeting [insert travel class]
- Reasonable accommodation

We will **not** provide the following:

- Entertainment activities such as sporting or cultural events, sight-seeing tours or spa visits
- Any extra charges such as mini-bar expenses, gym/spa fees, etc.
- Travel arrangements (flights, hotel costs, etc.) for any personal guests of the healthcare professional

This letter is for notification only and no action is required from you. Should you have any questions, please contact [insert contact name and details].

Best regards,

[Name]

[Title]

[Company Name]

cc: [insert name of healthcare professional selected as consultant]