

## Guidelines for Suppliers – Educational Event Request for SA Health Employees Attendance

**This guide provides instructions for Suppliers to request the attendance of SA Health staff at a Supplier organised education event.**

SA Health's [Interaction between SA Health and the Therapeutic Goods Industry Policy Directive](#) recognises that interactions between health practitioners are a necessary and legitimate part of improving lives of South Australians through the provision of specialised product information and ensuring that patients have access to medicines, medical devices and other treatments to promote quality care.

It is important to recognise those activities that enhance clinical practice and those that potentially damage the relationship with patients. Therefore, all SA Health staff must have specific approval from SA Health to attend or participate in any external sponsored or organised Industry (as per Definition in SA Health's Policy Directive) or supplier training activity in SA, interstate or internationally.

Suppliers seeking to have SA Health attendance at educational activities are required to follow the process detailed in this guide. Please complete and submit an [SA Health Educational Event Request](#) or follow the QR code link below.



### Educational Activities

Clinician training activities may take the form of seminars, presentations, demonstrations, product demonstrations in a clinical environment, lessons, or formal teaching sessions. Training activities are *not product launches, promotional activities or predominately social or sporting events*. To facilitate the SA Health approval process, training organisers/ suppliers are required to complete and submit the attached Educational Event Request form at least 8 weeks before the date of the training activity.

## General Requirements and Process

The following general requirements must be adhered to by Suppliers and their staff making a request. A failure to meet any requirement detailed in this guide or the attached Educational Event Request form will likely result in the request being not approved. The following general requirements apply:

- SA Health clinicians are not to be contacted directly about possible attendance. All Supplier staff must be aware of this requirement.
- SA Health, Procurement, Supply Chain and Finance (PSCF) will examine all information provided, then if complete will forward for review to the relevant Local Health Network (LHN's).
- Following review, the LHN will reply directly to the Supplier advising the decision on their request.

## Instructions for Completing the Educational Event Request Form

Please respond to all the questions in the Educational Event Request form. SA Health requires the educational event information provided is accurate and up to date. Submissions that are incomplete will not be reviewed and will be returned for further information.

- Additional event information documents (PDF format) and additional invitees list (Excel) are to be sent to [Health.ProductCommittee@sa.gov.au](mailto:Health.ProductCommittee@sa.gov.au).
- Multiple educational event requests require a separate submission for each event.
- Please ensure that educational event requests are submitted in the timeframe required, which is a minimum of eight weeks before the event. Note: there must be adequate time to review the request and clinician's rosters are completed 6 weeks in advance.

## Notification process for applications

Suppliers will be notified by email.

- Receipt of Educational Event Request submissions.
- Completion of PSCF examination process and when the event request is forwarded to the appropriate LHN.

If a response has not been received from the nominated LHN, please contact [Health.ProductCommittee@sa.gov.au](mailto:Health.ProductCommittee@sa.gov.au) who will follow up the request.

## **For more information**

Procurement, Supply Chain and Finance

[Supplier information | SA Health](#)

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