

Hospital Authority

Key Points to Note for Acceptance of Sponsorship

The Hospital Authority (HA), being a statutory independent organisation funded by public revenue, has a set of policies and guidelines on acceptance of sponsorship in order to manage and avoid possible conflict of interest situations. Below are extract of key principles, considerations and process:

Key Points to Note:

1. General principles on the Acceptance of Sponsorship:

- (a) The acceptance of the sponsorship should benefit patient services
- (b) The sponsorship is not excessive in value and in frequency
- (c) The acceptance will not give rise to any expressed or implied obligation towards the sponsor and the sponsor is made aware of such stance
- (d) The acceptance will not give rise to actual or perceived conflict of interest
- (e) The acceptance will not cause actual or perceived disrepute to HA
- (f) The sponsor will not be given or be perceived to derive an unfair commercial advantage over other organisations in the same trade

2. Consideration factors for accepting offers of sponsorship:

- (a) Appropriateness of the sponsor
 - (i) The nature of the sponsor's business and its relationship with HA must be taken into account
 - (ii) In no circumstances should direct or indirect sponsorship from tobacco/ alcohol companies be accepted
- (b) Appropriateness of the sponsored activity
 - (i) The sponsorship is for/of benefit to patient care
 - (ii) The purpose of the activity is not in contravention with HA's corporate objectives
 - (iii) The acceptance of the sponsorship will not adversely affect the reputation of HA
 - (iv) The acceptance of the sponsorship is not considered or perceived as excess or too extravagant with respect to the nature and purpose of the sponsored activity concerned
 - (v) For sponsored food and drinks to department:
Department may only be allowed to accept sponsored food and

drinks for clinical /professional training activities e.g. Continuing Medical Education, Continuing Nursing Education, Continuing Professional Development programmes etc. Other situations which benefit patient service e.g. job-related training activities could only be considered/ approved as an exception by a higher level of authority (i.e. Cluster Chief Executive)

- (c) Appropriateness of the nomination of the recipient of the sponsorship:
 - (i) Commercial company cannot designate/nominate a specific recipient for its sponsorship, either directly or indirectly, to HA
 - (ii) Non-commercial company may nominate specific recipient for its sponsorship using their own selection criteria (e.g. relevancy to the nominee's specialty), provided that they have given the following information to HA (a sample letter and reply slip are attached):
 1. Specify whether the sponsorship is funded by any commercial company (if yes, the name of the company and its nature of business should be provided)
 2. Specify whether the commercial company involved has any influence over the nomination process
 - (iii) The Head of Department in HA may nominate recipient of the sponsorship after taking into account the following factors :
 1. Relevance of the specialty of the nominee
 2. Years and area of practice of the nominee
 3. Frequency of attending sponsored conference of the nominee
 4. Contributions to the conference/HA
 5. Likely educational value to the nominee and other participants
 6. Avoid nomination of staff who has direct involvement in any business dealings and acquisition procedures affecting the interests of the sponsor, etc.

(Note: the nomination process would be documented and submitted to the Human Resources Department for record purpose)

3. Documentation of sponsored activity

- (a) Letter from the sponsor with details of the sponsored activity (e.g. nature, purpose, date/period, place, breakdown of the sponsorship item and amount etc)
- (b) Attendance record for sponsored food and drinks for clinical /professional training activities

- (c) Expenditure invoice or relevant supporting document from the sponsor for sponsored food and drinks for clinical /professional training activities

4. De-linking principle

- (a) Individual staff or department/unit in HA who have received sponsorship is required to observe the de-linking principle.
- (b) The staff or the department/unit concerned will be de-linked from the decision-making process for a period of time starting from the date of application to the next 6 months following the end date of the sponsored activity held.



醫院管理局
HOSPITAL
AUTHORITY

(Sample Letter)
(Note: Applicable for non-commercial company only)

(Date)

Ref:

(Name & Address of the
Non-Commercial Company)

Dear Sir/Madam,

Acceptance of Sponsorship

Thank you for offering sponsorship to (name of the HA staff concerned) to attend the (name of local/overseas conference) to be held in (location) from (date) to (date).

To facilitate consideration and approval by hospital management for the above named staff to accept your sponsorship, please complete and return the attached reply slip [Annex 1] to me. Please note that information provided is crucial when considering whether there is any possible conflict of interest involved.

Your early reply by (date) is highly appreciated. Please feel free to contact me at (phone no.) if you have any question.

Yours sincerely,

()
(Rank/Department/Hospital)
Hospital Authority

To: (Name of contact person)
 Address: (hospital address or e-mail address)

Reply Slip

Details of sponsorship:

Name of the program/activity: _____

Date: _____

Name of sponsor: _____

Please ✓ in the appropriate box:

(a) Whether the sponsorship is funded by any commercial company/companies?

☐ Yes

- Name of the company: _____
- Nature of business: _____

☐ No Reason:

☐ Central Fund / Multi-sources

☐ Others (please specify) _____

(b) If (a) is yes, whether the commercial company/companies involved, has/have any influence over the nomination process of the recipient of sponsorship?

☐ Yes

☐ No

 Signature

 Name / Title

 Day-time Contact Tel. No.

 Name of Organisation

 Date