

Regional Fellowship Programs

Internal Use Only

PHILIPS

Regional Fellowship Program Policy

Introduction

FELLOWS ARE THE FUTURE OF PHILIPS and we are here to help! The Fellows Relations Department have funds allocated to assist you with hosting your next regional fellows' program. This planning guide will assist you in planning a very successful program, large or small. All the tools and directions you need can be found in this guide.

When you need help in your planning, please feel free to contact the following individuals:

- Susan Emanuele, Sr. Manager, Fellows Engagement Strategy North America – susan.emanuele@philips.com
- Robert Atkinson, Fellows Engagement Specialist-CV – robert.atkinson@philips.com
- Barbara Ziols, Fellows Engagement Specialist-PV – barbara.ziols@philips.com
- Trang Pham, Fellows Relations Coordinator – trang.pham@philips.com

Regional Fellows Program Overview

The Fellows Relations Department is happy to work with you to make this process go as smoothly and successfully as possible. Our department will provide support for the following:

- Booking/confirming speaker(s) who are currently under contract with Philips;
- Arranging travel for speaker and accommodations (if needed);
- Process the speaker honoraria and travel expenses;
- Coordination of program logistics such as;
 - Securing venue for the program
 - Securing audiovisual equipment
 - Menu selection (to stay within Philips compliance guidelines)
 - Pre-registration and onsite assistance (depending on size of the program)
 - Post-event surveys
 - Invitation and program assistance

Regional Fellows Program Request

Submitting Regional Fellowship Request:

- **ALL requests must be submitted through Philips ELIITE Learning (programs will not be considered for funding unless this step is taken, *no exceptions*)**
- Visit Philips ELIITE Learning website (www.philipselitelearning.com)
- Click on Fellows Corner

Welcome...

Philips ELIITE Learning is an on-line learning management system, which electronically streamlines our training process, hosts searchable training resources and job aids, and tracks learning assignments for Philips IGTD employees.

Important: Use of this information is restricted to the training and education of internal personnel, its affiliates, and authorized representatives. This information is not to be presented, or distributed, to third parties. This information discusses proprietary information regarding products that may not be approved yet in your geography. All access to, and any use of, this website is governed by company policies and limits on use.



- Click on "Fellowship Request"

Fellows are the future for Philips! You now have (limited) budgeted funds from the Fellows Relations department, which will enable you to host regional fellows programs! Log your request with your manager and VP approval, by clicking the **Fellowship Request** button below.

[Click here to view the Fellowship Regional Program Request deck which explains the process.](#)

Fellowship Request

- Fill in the appropriate information and click submit. Forms with incomplete or partial information may result in delay of program
- **Requests must be submitted at least 30 days prior to program date** for review and proper approval from Fellows Relations Department to be considered for funding

After request is submitted

- Request is received by Fellows Relations team
- One of our Fellows Engagement Specialists will review request and reach out for further discussion
- Please allow up to 48 hours for team member to respond to your request
- Requests received less than 30 days prior to program date may result in some services not being available

Policies and Procedures

Speaker

- When utilizing a speaker, they **MUST** have a current/valid Philips contract on file
- Fellows Relations team member will assist with booking and confirming speaker(s) for your program for both virtual and live programs and will work with speaker(s) for training content
- Fellow Relations Coordinator will make travel arrangements for speaker if in person
- Fellow Relations Specialists will work with field representative to schedule and lead rehearsals for virtual programs with key stakeholders
- Fellows Relations Coordinator will process honoraria, travel expenses, and other related program costs
 - Speaker will be paid the hourly/daily rate per their contract
 - Prep time is limited to **2 hours TOTAL**
 - Travel time to and from program **WILL NOT** be reimbursed for faculty speaker unless it is part of speaker contract (please do not talk about contract terms with your speaker)
- Upon completion of program, speaker will receive the “Consultant Work Activity Report/Invoice”
- Speaker must complete Consultant Work Activity Report/Invoice **WITH IN 30 days** of the program and submit to FellowsRelations@Philips.com (See Exhibit A)
- Invoices without signatures will not be processed
- Payment will be **issued from Plan365** within 14 business days if received without issues

Securing Venue for live in person programs

- It is the responsibility of the field to pick a venue in collaboration with Fellows Coordinator to ensure that venue is within Philips compliance
- Private room MINIMUMS will be looked at on a case by case basis
- Once a venue is decided, venue contact information should be sent to Fellows Coordinator
- Fellows Coordinator will sign the contract and provide deposit/payment to the venue
- Final headcount **MUST** be given to Coordinator **3 days prior to program**
- At conclusion of program, final bill must be sent to FellowsRelations@philips.com

Virtual programs

- Fellows Relations team will work with field rep and create Zoom link and will provide the information to field rep to share with invitees

Menu Selection

- For groups of less than five, food may be selected from regular menu. Private room is **not** guaranteed
- For groups of more than 5, fixed menu may be required to remain within Philips compliance
- Beer/wine/soda/water will be the ONLY beverage offered and paid for by the Fellows Relations Department
- **Food and beverages WILL NOT exceed \$100 per person total.** There will be a charge back to your cost center if the amount exceeds \$100 per person
- The Philips staff to fellow's attendance ratio should be within compliance and if you are unsure, please contact our department
- **No-shows or canceled registration:**
 - If the cancellation or now shows are greater than 50% of the attendees, there will be a charge back to your regional cost center and RSM/VP will be notified- therefore, it is IMPORTANT that you keep on top of your attendees to ensure they will be coming

Invitations/Programs/Agenda for live and virtual programs

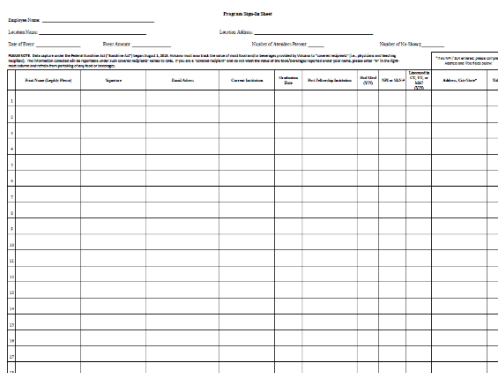
- Fellows Engagement Specialist will assist with creating invitations, programs, and/or agenda
- All invites must go through Philips PRP approval process, which takes approximately 4 weeks (homemade invites cannot be used)

Program Registration/Sunshine Act Reporting

- Fellows Relations Coordinator will create a registration link for live and virtual programs
- This link **MUST** be used to register all attendees on Cvent. This includes all fellows, MDs, speakers, nurses, techs, internal staff- there are **NO EXCEPTIONS** to this



- For live programs, Fellows Relations Coordinator will partially complete the Sunshine Act Form and send to field to collect signatures which is required to maintain compliance and complete expense reports



- It is the field's responsibility to have **ALL** attendees sign the Sunshine Act Form. All attendees are required to sign in at the program
- Please return signed form to FellowsRelations@Philips.com at the conclusion of the program
- For virtual programs, sunshine act reporting is not required unless they are receiving a meal.
 - If meals are provided, information will be collected via registration link

Equipment/Devices/Simulation for live programs ONLY

- It is the field's responsibility to order necessary equipment/devices/simulation for the programs/ if you need guidance or help, please contact your PV or CV Fellows field specialist.
- If equipment is needed, please contact the following:
 - Mentice Simulator – James Bove (james.bove@philips.com) / It is important to note if you have a mentice simulator operator in your region
 - IVUS Tower – check with local reps to see if one is available. If there are issues, contact Trang Pham (trang.pham@philips.com) for assistance. There is a cost to ship a tower to a program and this cost could be charged to the region.

Post Event

- Post event surveys will be sent only to fellows after the program/ if you would like to send a thank you note, please coordinate with the fellow's relations coordinator so the fellows who have attended are not getting many emails from Philips
- Upon completion of surveys, fellows will receive Certificate of Participation and presentation materials
- Fellows Relations Department will continue to establish relationship with fellows and learn about upcoming programs
- We HIGHLY encourage all fellows who have attended the local and regional programs to sign up for Philips Elite Academy (www.philipseliteacademy.com) where they can find valuable resources to continue their education in the areas of PV or CV.

THANK YOU FOR YOUR SUPPORT OF THE FELLOWS RELATIONS DEPARTMENT. FELLOWS ARE THE FUTURE OF PHILIPS..... #FRTF

Regional Fellows Program Check List

- ☐ Select date and time
- ☐ Determine if program is a live or virtual program
 - ☐ If in person, determine venue/location
- ☐ Complete Fellows Regional Program Request Form on Philips ELIITE Learning
- ☐ Upon approval, Fellows Engagement Specialist will schedule a follow up call to discuss the following:
 - ☐ Program title/topic
 - ☐ Goals/learning objectives
 - ☐ Identify and secure speaker – must have current and valid Philips contract
 - ☐ Presentation type (didactic/ case presentation/ journal club)
 - ☐ Program Agenda/Invitations/Save-the-Date
- ☐ Program Venue for live program
 - ☐ Send venue contact info and contract to Fellows Relations Coordinator
 - ☐ Coordinator will sign and provide deposit/payment to venue
 - ☐ Total CAN NOT exceed \$100 per person and only beer/ wine/ water/soda will be offered
 - ☐ Send coordinator estimated number of attendees (how many fellows, how many staff)
 - ☐ Are there any dietary restrictions?
 - ☐ Send coordinator final headcount at least **3 days PRIOR** to program
 - ☐ Final bill must be sent to FellowsRelations@Philips.com
 - ☐ Send coordinator any audiovisual equipment needed for program
- ☐ If hosting virtual program
 - ☐ Contact Barbara Ziols for PV or Robert Atkinson for CV
 - ☐ Confirm date, time and speaker
 - ☐ Develop program content
 - ☐ Schedule rehearsal with key stakeholders
- ☐ Speaker
 - ☐ Is a current valid contract on file for speaker?
 - ☐ Send coordinator speaker contact information once program date is confirmed
- ☐ Registration/Reporting
 - ☐ Coordinator will create registration link and send it to field
- ☐ Field is required to register **ALL** in attendance (including fellows, MDs, Philips staff, speakers, etc.)
 - ☐ **ALL** attendees must sign Sunshine Act Form (including staff, speakers and techs). Form will be provided by coordinator 2 days prior to program

- ☐ Determine if Mentice Simulator or IVUS tower is required. Shipping cost will be incurred
 - ☐ Mentice – contact James Bove, james.bove@philips.com
 - ☐ IVUS Tower – check with local reps
 - ☐ Issues contact Trang Pham, trang.pham@philips.com for assistance

EXHIBIT A

Consultant Work Activity Report/Invoice

Consultant Work Activity Report/Invoice

Consultant Name: _____

Date: _____

Address: _____

Hourly Rate \$ _____

NPI Number: _____

State & License Number: _____

Are you licensed in Vermont or Massachusetts No ☒ Yes ☐

DATE OF SERVICE (or receipt date)	TYPE OF CONSULTING WORK (select "Reimbursable Expense", if travel expense)	DESCRIPTION OF CONSULTANT SERVICE PROVIDED (Please do not list multiple events on the same invoice) REIMBURSABLE EXPENSES (Please list 1 reimbursement expense per line, use multiple invoices if necessary and submit receipt copies with completed invoice)	TIME / AMOUNT (hours x hourly rate)
	Educational Presentations		
	Select from Dropdown List		
	Select from Dropdown List		
	Select from Dropdown List		
	Select from Dropdown List		
	Select from Dropdown List		
City/State of Event (one event per invoice): _____			TOTAL TIME
			AMOUNT DUE \$

(Use multiple copies of Report/Invoice as necessary)

Consultant Certification

By signing below, I certify under penalty of perjury that I have provided the Services to the Company as described in and for the time period identified on this Consultant Activity Report.

Consultant Signature: _____

Date: _____

Consultant Agreement Expiration Date: _____