

Regional Fellowship Programs

Internal Use Only

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, virtual or live. 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:

- Robert Atkinson, Fellows Engagement Specialist-CV – robert.atkinson@philips.com
- Barbara Ziols, Fellows Engagement Specialist-PV – barbara.ziols@philips.com
- Trang Gapusan, Fellows Relations Coordinator – trang.pham@philips.com
- Susan Emanuele, Sr. Manager, Fellows Engagement Strategy North America – susan.emanuele@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 live) or coordination of the virtual platform;
- Process the speaker honoraria and if live, travel expenses;
- Coordination of program logistics such as;
 - Coordination of an initial phone call with you as the field representative to discuss your overall objectives of the program
 - Assist you with a call to discuss the program objectives and use of approved slides for the presentation with you and the contracted speaker
 - Securing venue for the program (if live)
 - Securing audiovisual equipment (if live)
 - Menu selection (to stay within Philips compliance guidelines if live) or Grub hub coordination if virtual
 - 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.philipseliitelearning.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 discloses 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 the speaker for your program (live or virtual)
- Fellow Relations Coordinator will make travel arrangements for speaker (if live)
- If virtual- Fellows Relations Field Representative will coordinate a call with you and the speaker physician early in the process to ensure that the objectives of the program are understood and also the need for Philips approved slides for presentation
- Fellows Relations Specialist will arrange for time to run through the approved deck prior to program starting with you and the speaker
- 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** (if there are exceptions, this **MUST** be approved by the Sr. Manager Fellows Relations)
 - 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 ***WITHIN 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 (if the program is live)

- 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

Menu Selection (if live)

- 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

Virtual Programs utilizing Grub Hub:

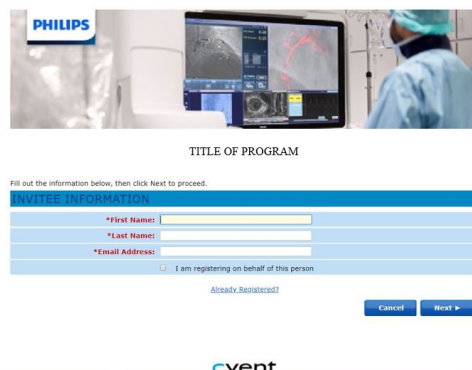
- If you would like to provide meals during virtual programs, you will need to coordinate with the Fellows Relations Specialist and provide the following information:
 - Will all attendees be in one central location or multiple locations?
 - How many are you expecting?
- Meals are only provided to non-Philips staff attendees (fellows, residents, trainees, MDs, etc).
- The Fellows Relations Coordinator will create a registration site with questions pertaining to meal choices.
- All attendees are **REQUIRED** to register using the Cvent registration link which will be provided to you by Fellows Relations Specialist
- After invitees register and enter the required information, meals will be placed by Fellows Relations Coordinator based on the information provided during registration
- Meals are usually deliver between 30 mins to an hour prior to start time. We cannot guarantee it will arrive on time so please note there may be delays.

Invitations for programs:

- Fellows Engagement Specialist will create any invitations for the program
- PV/CV field representative will have a call with the Fellows Engagement Specialist after the request comes in to talk about the program overall learning objectives as well as schedule a call with the speaker to ensure Philips approved deck in existence (and if not, that means that slides will need to place through the Philips approval process)
- All invites must go through Philips PRP approval process, which takes approximately 4-5 weeks (home-made invites cannot be used)

Program Registration/Sunshine Act Reporting

- Fellows Relations Coordinator will create a registration link
- 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



PHILIPS

TITLE OF PROGRAM

Fill out the information below, then click Next to proceed.

INVITEE INFORMATION

*First Name:

*Last Name:

*Email Address:

☐ I am registering on behalf of this person

Already Registered?

cvent

- [illegible]

- ### Equipment/Devices/Simulation

- Event marketing/promotion:**

- ## 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- it is the preference of the Fellows Relations Department that we send the thank you emails as our goal is to ensure they are followed closely until graduation (and after) and ensure a smooth transition to an attending

- 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, time and location/venue if live (if not live, but virtual, you can skip this step)
- ☐ 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 invitation
 - ☐ Scheduling a call w/ the speaker to review objectives as well as the potential need for Philips approved slides. This **MUST BE DONE** at least 4 weeks prior to the program to allow for significant time to take slides through Philips approval process
- ☐ Program Venue (if live, if virtual/ please skip)
 - ☐ 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
- ☐ Speaker (if live or virtual)
 - ☐ Is a current valid contract on file for speaker?
 - ☐ Send coordinator speaker contact information once program date is confirmed
 - ☐ Schedule a call for speaker and fellow's relations specialist to discuss objectives and approved slides
 - ☐ If the approved deck is new to the speaker, the fellows relations specialist may request a call to go through the slides w/ the speaker prior to the program
- ☐ 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) if live. Form will be provided by coordinator 2 days prior to program. No need for signature for virtual courses as this information is collected when they join virtually.
- ☐ Determine if Mentice Simulator or IVUS tower is required (if live). 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: _____

Are you licensed in Vermont or Massachusetts ☒ No ☐ Yes

State & License Number _____

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