

I. References

In accordance with Section IV.L of the ACGME Institutional Requirements, the Sponsoring Institution must maintain a policy that addresses interactions between vendor representatives/corporations and residents and each of its ACGME-accredited programs. Tulane University maintains policies that provide guidance on the solicitation or acceptance of gifts from vendors to prevent impropriety or the appearance of impropriety in the University's business dealings.

This GME Policy on Interaction with Vendors is subject to any requirements of the Tulane University Policies on Vendor Gift Acceptance, Conflicts of Commitment and Interest, Foreign Gift and Contract Reporting, Continuing Medical Education, and Procurement Policies. This includes, but is not limited to, requirements pertaining to:

- individuals considered Investigators and/or Research Oversight Officials
- members of the Tulane University Medical Group and other health care providers
- entities that sponsor research
- relationships with Vendors/Contractors

II. DEFINITIONS

Gift or Other Special Benefit: Any item of value given to a university employee by a vendor or potential vendor, including but not limited to money, loans, advances, special discounts, free merchandise, goods, meals, entertainment, travel or services unrelated to official duties.

Vendor: Any individual or organization or entity that provides or seeks to provide goods or services to the university.

Nominal Value: A gift with a fair market value of \$50 or less

Conflict of Interest: A situation in which an employee's personal interests, relationships, or activities could improperly influence or appear to influence their decision-making in university business, particularly in procurement or vendor relations.

De Minimis Items: Promotional or courtesy items of minimal value, such as pens, notepads, or mugs, which are typically distributed widely and are not intended to influence procurement decisions. Generally, these items should not exceed a value of \$10 each.

Direct Relationship: A professional connection between a university employee and a vendor where the employee has decision-making authority, influence, or regular interaction regarding the vendor's products or services. This includes, but is not limited to:

- Involvement in selecting or evaluating vendors
- Negotiating contracts or terms of service
- Approving purchases or payments
- Managing ongoing vendor relationships

- Regularly interacting with vendor representatives as part of job duties

Trainee: Active member of an ACGME accredited program at Tulane SOM, i.e., resident, or fellow.

III. General Guidelines

A. Residency and Fellowship Program Directors

Residency and Fellowship program directors and/or staff should consult Tulane University's standard policies on Procurement, Vendor Gift Acceptance, Conflicts of Commitment and Interest, and Foreign Gift and Contract Reporting for general guidelines regarding the acceptance of gifts at the University and School of Medicine. Policies regarding vendors and accepting gifts apply to individuals and training programs.

In general, GME training programs are allowed to accept vendor gifts under the following circumstances:

1. The gift is lunch or refreshments during a meeting that the vendor attends or openly sponsors and does not exceed \$50 per person in value if there is CME credit awarded to attending faculty.
2. De Minimis items (e.g., pens, notepads, hats) distributed to all residents and fellows are acceptable.
3. Plant, food or holiday gift baskets that cannot be returned may be accepted if shared with other departmental/program staff.

Sponsored or vendor events attended by residents or fellows that offer continuing medical education credit for faculty must follow Tulane's Center for Continuing Medical Education guidelines and policies.

B. Residents and Fellows

1. Trainees are prohibited from accepting gifts from pharmaceutical and medical device company representatives and other industry representatives that are intended to influence, or may have the effect of influencing, the residents' health care decisions.
2. Trainees may not accept gifts, regardless of value, for themselves or on behalf of Tulane University, individually or as a group, from any vendor or manufacturer of a health care product or from the representative of any such vendor or manufacturer.
3. Trainees may not accept registration fees and other support for participation in educational programs from an industry representative.
4. Trainees should refrain from accepting gifts and participating in activities offered by industry representatives, with the exception of the following generally permitted items and activities:
 - a. Receipt of medical textbooks;
 - b. Participation in industry-supported educational programs. However, registration fees and other support for participation in educational programs should not be accepted

directly by any resident from an industry representative. This includes training meetings, etc. Questions regarding attendance at and support for educational programs should be addressed to the Program Director in conjunction with the Office of Graduate Medical Education.

- c. De Minimis items of minimal value (e.g., pens, notepads, hats) distributed to all residents and fellows.
5. In off-campus events not sponsored by Tulane University or the School of Medicine, there are certain limited circumstances when residents and fellows are permitted to accept and consume food and beverages provided by others. Food and beverages may be accepted when they are incidentally provided at an event that the resident or fellow is attending because the program director or department chair has determined the event to be related to or part of the resident or fellow's job duties and necessary for training purposes. Incidental means that the event would be attended regardless of whether food and beverages were provided. The food and beverages are provided to all attendees at the site of the event and are part of the official program. Food and beverages may also be accepted and consumed at events sponsored by civic, charitable, specialty or job-related professional organizations, governmental or community organizations. In other situations, residents and fellows should refrain from accepting gifts of food and beverages from vendors or non-profit entities created and supported by vendor.
6. Trainees should not participate in activities or accept gifts not included on the list above without specific permission from the Program Director. In addition to this Policy, trainees are expected to comply with the policies on vendor interactions in effect at the School of Medicine and at each hospital or other participating site to which a trainee rotates. If there is discordance between this Policy and a participating site's policy, the more stringent of the two will apply.

Questions regarding this Policy should be directed to the trainee's Program Director or the Associate Dean of Graduate Medical Education/Designated Institutional Official (DIO).

IV. Conflict of Interest

Program Directors must disclose any potential conflicts of interest arising from vendor relationships to their Department Chair and the University's Conflict of Interest Committee <https://coi.tulane.edu/> and are subject to any requirements of the Tulane University Policies on Conflicts of Commitment and Interest.

Trainees must disclose any potential conflicts of interest arising from vendor relationships to their program director.

VI. References/Associated Policies

- Tulane University Vendor Gift Acceptance Policy
- Tulane University Policies on Conflict of Commitment and Interest
- Tulane University Procurement Policy
- Tulane University Foreign Gift and Contract Reporting