



**VENDOR GIFT POLICY AND GENERAL VENDOR GUIDELINES  
FREQUENTLY ASKED QUESTIONS**

**Q- May I attend lunch with a vendor who wishes to discuss a new product for use at the hospital?**

**A- You may attend the lunch to consider the product but you may not allow the vendor to pay for the cost of your lunch which would be considered a gift.**

**Q- Can I participate in a dinner offered by a vendor at a professional CME meeting?**

**A- Hospital policy prohibits employees from accepting any gifts from vendors. You may participate in the meeting but should pay for the meal.**

**Q- Vendors often engage third parties like Harry and David's to provide departmental gifts at holidays. What should we do with those gifts?**

**A- You should coordinate with the administration for hospitals and clinics regarding disposition of the gift. You should also write a letter to the vendors explaining that the hospitals and clinics may no longer accept any gifts from vendors.**

**Q- Can I accept pens, notebooks, pocket reference guides etc. from vendors who exhibit at educational seminars?**

**A- Hospital policy prohibits employees from accepting any gifts from vendors.**

**Q- Is it OK for manufacturers to provide textbooks to our facilities/students?**

**A- Vendors should not give gifts, including textbooks, directly to employees and departments. Textbooks may be given to Hospital Administration for distribution and should not be "branded".**

**Q- What is the policy on unrestricted grants to hospital departments?**

**A- Unrestricted grants to a department are considered gifts and are not allowed. Vendors may contribute to the UUHC's general educational fund or through hospital administration where funds will be distributed to departments for educational needs.**

**Q- What is the hospital's policy on Educational Grants?**

**A- Educational grants should be given to the UUHC general educational fund and coordinated through the University of Utah Continuing Medical Education Office (UUCME) to assure compliance with ACME guidelines.**

**Q- My department regularly solicits and receives funding from vendors to conduct research relating to the vendors' products. Are these research moneys considered a gift?**

**A- Research funds are not considered gifts. Sponsored research should be coordinated through the University's Office of Sponsored Projects.**

**Q- Is it OK for vendors to pay for visits to outside facilities where their equipment can be observed in use?**

**A- Yes, however the costs must be reasonable and the visits must be approved in advance by Hospital Administration.**

**Q- What is the policy on speaking honoraria?**

**A- University Policy 2-26 governs an employee's right to consult for non-University companies. An honorarium paid for approved consulting must be reasonable or it will be considered a gift. Moreover, if the recipient of an honorarium is involved in purchasing requests/decisions of the sponsor's products, he/she will be required to disclose the relationship with the sponsor to the Hospital and possibly to the University (PPM 2-30) prior to his/her involvement in any purchasing decisions.**

**Q- Can I serve on a vendor's advisory board and attend paid board meetings to evaluate a new drug and drug reimbursement program?**

**A- University Policy 2-26 governs an employee's right to consult for non-University companies. Moreover, if you are involved in purchasing requests/decisions of the sponsor's products, you must disclose the relationship with the sponsor to the Hospital and possibly to the University (PPM 2-30) prior to your involvement in any purchasing decisions.**

**Q- Can a software vendor whose products are used by our department pay for my travel costs to a convention in exchange for my speaking to other potential customers about the vendor's products?**

**A- University Policy 2-26 governs an employee's right to consult for non-University companies. Moreover, if you are involved in purchasing requests/decisions of the sponsor's products, you must disclose the relationship with the sponsor to the Hospital and possibly to the University (PPM 2-30) prior to your involvement in any purchasing decisions.**