

Flow 3 - Injection technique training

MINIMUM REQUIRED DOCUMENTATION
The rationale & legitimate need
Selection criteria for Trainer (Speaker)
Slides and materials presented approved in Comando (Comando number)
Detailed event agenda* (final agenda showing speakers' names and slots)
Contract with HCP - Trainer, including Speaker brief, FMV rate calculation and HCP obligation to gather patients' applicable consents from patients (if practical part of the training organized with patients' participation) - to be described by the contract if obligation on HCP or HCO
Contract with HCO where the training is taking place, including HCO obligation to gather patients' applicable consents from patients (if practical part of the training organized with patients' participation) - to be described by the contract if obligation on HCP or HCO
Signed sheet of attendees
Product reconciliation (Ipsen may cover the costs of the product used for the training or provide free of charge. Only the required quantity/vials necessary for the training will be covered by Ipsen. Reconciliation of the product used must be conducted. Any open vials with unused product must be disposed/destroyed appropriately)
Proof of payment (PO number if payment records are available on request in financial/accounting systems and match is possible)
Invoice for hospitality if applicable (Purchase Order (PO) number may be sufficient if invoice is available on request in financial/accounting systems and match is possible)

To be uploaded before the initiation of the event

To be uploaded after the event

*To be updated after the event, if changes occurred