

## Pharmacy Standard Operating Procedure

### Pharmaceutical Industry Representatives PHA-SOP-610

#### **Purpose Statement:**

Pharmaceutical Industry representatives must adhere to the following procedures during their visits to The Ottawa Hospital (TOH) / University of Ottawa Heart Institute (UOHI) and when interacting with any TOH/UOHI staff and/or physicians. It is considered a violation of this procedure to undermine decisions of the TOH/UOHI Pharmacy and Therapeutics Committee. That includes promoting the use of non-formulary and/or unapproved uses of restricted medications to any of these groups [e.g., direct inclusion into order sets or clinical pathways].

#### **Scope:**

Pharmaceutical Industry Representatives.

#### **Definitions:**

1. Pharmaceutical Industry representatives: Employees or consultants of the pharmaceutical industry who are directly or indirectly involved in the promotion, education and marketing of Health Canada approved medications and their indications.

#### **Procedure(s):**

1. The office of the Director of Pharmacy will provide all Pharmaceutical Industry representatives with a copy of this procedure upon their initial contact with TOH/UOHI. Pharmaceutical Industry Representatives should review the TOH Vendor Code of Business Conduct available on the TOH website 'doing business with TOH' page.
2. Pharmaceutical Industry representatives must wear their company ID badge that includes their name and company name and preferably photo identification.
3. All pharmaceutical Industry representatives wishing to meet TOH/UOHI hospital staff and/or physicians during their visit must do so by appointment only during the business hours of 8:00 am to 4:00 pm Monday to Friday. Appointments must not be held in patient care areas.
4. Representatives are prohibited from interacting with medical, pharmacy, nursing, or any other health profession trainees without the presence of TOH/UOHI faculty or independently licensed professional (pharmacist, nurse, physician etc.).

5. For presentations given by a Pharmaceutical Industry representative, all educational material to be used in the presentation must be sent to the organizer at least one week in advance.
6. Any discussion of a non-formulary or restricted access drug must be accompanied by an explanation of its TOH/UOHI formulary status. Pharmaceutical Industry representatives can confirm the formulary status of their products by contacting the TOH Pharmacy Department.
7. Representatives may not complete or participate in the completion of the TOH/UOHI document “*Request for Addition to Formulary*” in any manner, nor should they request this form from a TOH/UOHI independently licensed staff physician.
8. Copies of medical staff lists are not available to Pharmaceutical Industry representatives; only the names of the Department or Division Heads will be communicated.
9. Pharmaceutical Industry representatives cannot use the paging or communication system of the hospital.
10. Non-compliance with the procedures will be reported to the TOH Chief Procurement Officer who may take escalated action. Industry representatives who violate any of these rules, related TOH/UOHI policies, procedures and regulations will be subject to removal, refusal of entry and all sanctions allowed by this procedure.

**Related Documents:**

1. Corporate Standard Operating Procedure C-SOP VIII 340 | Medication Samples
2. Corporate Policy ADM X 260 | Gifts
3. University of Ottawa Faculty of Medicine Policy: Interactions between the Faculty of Medicine and the Pharmaceutical, Biotechnology, Medical Device, and Hospital and Research Equipment and Supplies Industries (Sept. 2011)
4. TOH Vendor Code of Business Conduct

**Related Tools/Forms etc.:**

*None*

**Regulatory or Legislative Requirements:**

*None*

**References:**

*None*

**Metadata:**

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