



Northamptonshire Healthcare
NHS Foundation Trust

MMG014 GUIDELINES FOR MEDICAL REPRESENTATIVES VISITING TRUST PREMISES

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Why we need this Guideline

Medical representatives can provide useful information about medicinal products to trust staff however it is important that this is provided in a way that does not impact on patient care and the operation of wards and departments.

What the Guideline is trying to do

To provide guidance to Trust staff on the expected level of conduct of medical representatives when they visit Trust premises and the actions required when accepting hospitality.

Which stakeholders have been involved in the creation of this Guideline

Medicines Management Committee

Any required definitions/explanations

ABPI - Association of the British Pharmaceutical Industry

NHFT - Northamptonshire Healthcare NHS Foundation Trust

Key duties

Medicines Management Committee

- Will approve and review these guidelines

Medical Director

- Is responsible for the dissemination of this guideline to their Clinical Director's and Clinical Tutor's

Clinical Director's

- Are responsible for the dissemination and implementation of the guideline in their service areas

Heads of Hospitals and Locality Managers

- Are responsible for the dissemination and implementation of the guideline in their service areas

Staff in wards and departments

- Are responsible for following these guidelines when interacting with medical representatives and for reporting any hospitality received as per Trust policy

Guidelines for staff in relation to medical representatives visiting trust premises

Visits to medical, nursing and pharmacy staff should be by appointment only. For junior staff this should be with the agreement of their manager/consultant.

The telephone, text messages, email, telemessages, facsimile, automated calling systems and other electronic data communications must not be used for promotional purposes, except with the prior permission of the recipient.

Representatives must not use hospital telephones or have medical staff bleeped.

Representatives are not allowed in the junior doctors' accommodation or facilities unless booked in for a meeting.

Samples of medicines, wound management products, etc. must NOT be left on wards or departments. This also applies to community homes.

The Trust Board Secretary should be notified of all Pharmaceutical Industry hospitality and sponsorship/honorarium including working lunches, sponsorship of events, hosting of conferences, etc. An email should be sent to the Board secretary detailing what the hospitality involves, from whom it has been received, which individual/ department benefits, when it is taking place and known or estimated financial costs involved and these details will then be recorded in the hospitality register. Any such hospitality or sponsorship must follow the Association of the British Pharmaceutical Industry (ABPI) Code of Practice.

Staff should be aware of NHFT's Conflicts of Interests Policy (incorporating the anti-bribery and corruption policy). This is Policy FPP006 and is available on the website. Medical representatives are expected to abide by the ABPI Code of Practice at all times. The Code of Practice and Guidance notes for health professionals are available at www.pmcpa.org.uk.

Any concerns about the activities of medical representatives should be brought to the attention of the Medicines Management Committee.

Training requirements associated with this Guideline

Mandatory Training

There is no mandatory training associated with this Guideline.

Specific Training not covered by Mandatory Training

Not applicable to this document.

How this Guideline will be monitored for compliance and effectiveness

There is no monitoring associated with this guidance.

Equality considerations

Refer to MMP001 Control of medicines Policy

Reference Guide

- ABPI Code of Practice for the Pharmaceutical Industry 2016
- <http://www.pmcpa.org.uk/thecode/Pages/default.aspx>

Document control details

Author:	Chief Pharmacist
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1	20.09.16	20.09.16	20.09.18	Review
2	11.09.18	01.11.18	30.09.20	Review