

HSCB

Pharmacy and Medicines Management Team Procedure for Interaction with Pharmaceutical Company Representatives



Interaction with Pharmaceutical Company Representatives

This procedure document has been developed by the Pharmacy and Medicines Management Team of the Health and Social Care Board (HSCB).

Why has this procedure document been developed?

Due to the extensive remit and time restrictions affecting members of the Pharmacy and Medicines Management Team, this procedure document will ensure that contacts with the pharmaceutical industry are efficient, beneficial and appropriate.

Pharmaceutical Company Representatives should have sufficient authority and experience to discuss openly:

- Specific details of any newly licensed drug entity, including evidence for place in therapy, licensed indications, side-effects, costs, marketing strategy in primary and secondary care and outcomes of relevant adjudications
- Any drugs that may be subject to future shared care arrangements
- Information on any drugs due to be marketed by the company within the next two years, including potential therapeutic and financial impact on patterns of care and early evidence for likely place in therapy
- Summaries of clinical trials and post-marketing surveillance studies most notably, reports of independent trials or reviews
- Company prescribing support initiatives offered to GP practices
- Other areas of common interest e.g. training events, service developments
- Safety concerns from recent studies

Making an appointment with Medicines Management Information Team

- The Medicines Management Information Team will have responsibility for the NI Formulary and Pharmaceutical Clinical Effectiveness (PCE) Programme guidelines
- The Team has a responsibility to meet with the Pharmaceutical Industry to ensure their activities and processes are open and transparent
- Medicines Management Advisers will not routinely meet with Pharmaceutical Company Representatives
- All contact with HSCB Pharmacy and Medicines Management Team should be made via the Medicines Management Information Team in the first instance. This includes requests from Pharmaceutical Company Representatives to meet with pharmacists with responsibility for the commissioning of specialist medicines, e.g. orphan status drugs, Individual Funding Requests, Patient Access Schemes
- Any requests made to Medicines Management Advisers/pharmacists with responsibility for commissioning of specialist medicines will be forwarded to the Medicines Management Information Team for prioritisation
- The Medicines Management Information Team will make available a number of appointments each month and access to these appointments will be prioritised according to the content of the meeting request
- Priority will be given to companies:
 - that have just licensed or are due to license products that are likely to have a significant therapeutic or economic impact in primary care or at the interface with secondary care. This includes drugs which will require commissioning decisions to be made
 - that have a practice or primary care development programme in line with the HSCB's strategic priorities, including the NI Formulary
- Pharmaceutical Company Representatives are asked to explain, **in writing** (via template in Appendix 1), the purpose of the meeting including a summary of areas that they wish to discuss prior to any meeting including as much detail as possible. Each request should

be flagged to highlight the status of the information in the request for an appointment, e.g. urgent, important, routine

- **Please note Pharmaceutical Company Representatives are respectfully asked to refrain from calling in person at any HSCB office to request appointments**
- Based on this information the team will decide whether or not an appointment is appropriate. If an appointment is granted then the Medicines Management Information Team will contact the Pharmaceutical Company Representative to make suitable arrangements
- Meetings will not be granted for companies requesting a review of existing PCE Guidelines or NI Medicines Management Forum decisions as there are existing mechanisms for dealing with these situations (Contact Regional Pharmaceutical Procurement Service or downloadable from www.hscboard.hscni.net)
- It will not be possible for the Medicines Management Information Team to fulfil every request for an appointment. Appointments will be prioritised and granted at the discretion of the Medicines Management Information Team
- Meetings will be allocated a time slot which will be adhered to. No additional items will be discussed without prior approval
- Following these meetings, relevant information will be shared with the wider Pharmacy and Medicines Management Team representatives where appropriate, e.g. Medicines Management Advisers providing advice to LCGs, pharmacists inputting to the commissioning of specialist medicines
- To ensure that every company has an opportunity to meet the Medicines Management Information Team, it will not normally be possible to see representatives, with the same agenda, from a company on multiple appointments. Some Pharmaceutical Companies have representatives whose area of expertise may be NHS liaison and it is suggested that they should decide which representative would be most appropriate for the Team to see in order to avoid duplication. Pharmaceutical Companies should adopt a sensible and co-ordinated approach to ensure this situation does not develop

This procedure document has been developed to aid transparency with the aim that it will maximise the effectiveness of the Team's meetings with the industry.

The HSCB reserves the right to refuse appointments and may keep information on file to access when the need arises.

The Pharmacy and Medicines Management Team will be unable to grant appointments when requested either in person or by phone.

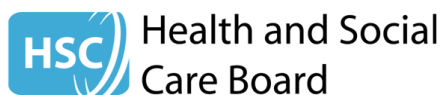
Requests should be forwarded to the Medicines Management Information Team at the email or address below.

Contact Address:

Medicines Management Information Team
2 Franklin Street
Belfast
BT2 8DQ

Email address: medicines.management@hscni.net

Website: www.hscboard.hscni.net



Request for meeting with Medicines Management Information Team

Contact details
(or attach business card)

Name: _____

Designation: _____

Pharmaceutical company: _____

Address: _____

Telephone number: _____

e-mail address: _____

Please tick reason for appointment:

New product

New indication

Service development

Ongoing service

Safety issues

Please indicate status of request:

Urgent

Important

Routine

Please give as much detail as possible:

Appointment will be held on the first and third Thursdays of each month. Please indicate preferred date(s). We will try to accommodate your chosen dates as far as possible

1st choice _____

2nd choice _____

3rd choice _____

Signed _____ Date _____

Please return this proforma to:

HSCB Medicines Management Information Team

2nd Floor, Business Services Organisation

2 Franklin Street

Belfast

BT2 8DQ

Or by email to medicines.management@hscni.net

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