

SPPG

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 Strategic Planning and Performance Group (SPPG) of the Department of Health NI.

Why has this procedure document been developed?

Due to the extensive remit and time restrictions affecting members of the Pharmacy and Medicines Management Team (PMMT), 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 the Pharmacy and Medicines Management Team

- The Team has a responsibility to meet with the Pharmaceutical Industry to ensure their activities and processes are open and transparent
- All contact with SPPG Pharmacy and Medicines Management Team should be made via the **Pharmacy Information Team of PMMT 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
- Pharmacy Advisers will not routinely meet with Pharmaceutical Company Representatives
- Any requests made to Pharmacy Advisers/pharmacists with responsibility for commissioning of specialist medicines will be forwarded to the Pharmacy Information Team for prioritisation
- The Pharmacy 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 SPPG'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 SPPG office to request appointments**
- Based on this information the Pharmacy Information team will decide whether or not an appointment is appropriate. If an appointment is granted then the Pharmacy Information Team will contact the Pharmaceutical Company Representative to make suitable arrangements
- It will not be possible for the Pharmacy Information Team to fulfil every request for an appointment. Appointments will be prioritised and granted at the discretion of the Pharmacy 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
- To ensure that every company has an opportunity to meet the Pharmacy 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 SPPG 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 Pharmacy Information Team at the email below.

Contact Details:

Pharmacy Information Team

Email address: medicines.management@hscni.net

Website: <https://online.hscni.net/>

Request for meeting with SPPG Pharmacy Information Team

Contact details

Name:	<input type="text"/>
Designation:	<input type="text"/>
Pharmaceutical company:	<input type="text"/>
Telephone number:	<input type="text"/>
Email address:	<input type="text"/>

Proposed Agenda and expectations from the meeting

Signed	<input type="text"/>	Date	<input type="text"/>
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Please note appointments will be held on the first and third Thursdays of each month.

The SPPG Procedure for Interaction with Pharmaceutical Company Representatives can be found at: <https://online.hscni.net/our-work/pharmacy-and-medicines-management/pharmaceutical-industry/>.

Appointments will be prioritised and granted at the discretion of the Pharmacy Information Team.

Companies are asked to note the established process for the Managed Entry of new medicines before considering if a meeting is necessary. For further details see [Managed Entry | NI Formulary](#) and [NICE Guidelines - DOH/HSCNI Strategic Planning and Performance Group \(SPPG\)](#).

Rebates

All queries or correspondence concerning rebates should be forwarded directly to the Rebate Review Team using the email: business.supportwest@hscni.net.

Please return this proforma by email to: medicines.management@hscni.net

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