

**DECLARATION OF COMMERCIAL INTERESTS**

- Individuals involved in the development or consideration of any proposal must declare any potential conflict of interest they or their immediate family may have;
- Applicable to all NHS Borders employees, contractors working directly for the Board, holders of honorary contracts and research partnerships;
- Declarations of interest must be registered whether they occur in the employee's working day or otherwise;
- Declarations should be made at the commencement of relevant meetings by all attendees including patient and lay representatives, those undertaking research and development and those participating in Board Committees, including Community Pharmacists and independent primary care contractors.

**MEETING REQUIREMENTS - NHS BORDERS STAFF**

- Ethical informed representation of a company's products is accepted to provide benefits of information, raise awareness, notification of new clinical products, education, training and support – all interactions must follow procedure outlined in the Policy and summarized here;
- Meetings should only involve those whose roles justify their participation;
- Participants must have approval from their line manager/clinical director;
- One to one meetings should only be attended by senior staff;
- There must be clear aims and potential outcomes which benefit the NHS and patients for each meeting;
- No commercial commitments should be made during the meeting;
- Any appropriate recommendations should be referred to the appropriate manager/department;
- Employees must keep a personal log of meeting attendances;
- Information provided at these meetings must be critically evaluated, be evidence based and distribution must be restricted;
- Staff in any doubt about restrictions should contact:-
  - Formulary Pharmacist; Senior Pharmacist Medicines Management; Lead Clinical and Development Pharmacist;
  - Medicines Governance Lead – for general medicines governance advice.

**MEETING REQUIREMENTS - INDUSTRY REPRESENTATIVES**

- Visits to NHS Borders premises or GP surgeries should ONLY be by previously agreed appointment, representatives MUST NOT enter clinical areas or the area without a prior appointment;
- Price comparisons with other products should not be used in a misleading manner;
- Junior medical staff should only be visited when a senior member of staff is present;
- Nursing staff should only be visited with the approval of the relevant manager or professional lead;
- The status of the product should be declared – in relation to Scottish Medicines Consortium and Borders Joint Formulary, including any restrictions in use;
- Only products within the Border Joint Formulary may be actively promoted;
- Promotional materials for Formulary medicines in accordance with the ABPI code.

## **JOINT WORKING – PHARMACEUTICAL INDUSTRY AND NHS BORDERS**

In relation to meetings and educational events in a non-sponsorship role:-

- Joint working must benefit patients or the NHS and must preserve patient care;
- There must be a clearly defined outcome;
- The purpose of attendance to be agreed with all attendees before the meeting;
- No confidential issues or sensitive information, of a clinical or financial nature, should be under discussion during the meeting;
- The Pharmaceutical representative will only receive meeting papers where group members agree to this;
- The Pharmaceutical representative must only attend the meeting for the relevant agenda items and leave before any other business is discussed;
- Any other invited speakers, who are not members, should be asked if they agree to the attendance of the Pharmaceutical representative and if the Pharmaceutical representative should have copies of their presentation made available to them or not.

## **GIFTS/HOSPITALITY**

- Member of staff can only accept gifts of small intrinsic value and relevant – such as calendars, diaries (refer to ABPI Code of Conduct);
- Companies may sponsor promotional meetings/lunches but no inappropriate inducements should be offered to staff;
- Number of these meetings should not be excessive - this being at the discretion of Practice Managers and Prescribing Leads who must have the freedom to select or reject any company;
- Existing policies/practice must not be criticised by representatives in meetings with staff;
- Comparisons with drugs or other products must be based on properly controlled published studies;
- Attendance at educational meetings/conferences must be supported by a line manager and recorded on the donations form of probity section of consultant appraisal folder;
- Events must not contain promotional activity as an integral part of the programme.

## **FUNDING OF EQUIPMENT/STAFFING**

- The Area Drugs & Therapeutic Committee must approve any free equipment, equipment on loan, funding of staffing resource offered by a Pharmaceutical representative – prior to commitments being made.

## **SAMPLES**

- Samples of pharmaceuticals or any other clinical product should not be accepted as the Board may be liable for the quality of items utilized in patient care;
- Exceptions to this are listed in the policy and cover those provided as part of a clinical trial; demonstration purposes; individual evaluation of patient acceptability;
- Samples can only be provided with written request, dated and signed by appropriate manager (see policy) and subject to disclaimers.

## **OTHER**

For these and other areas of joint working or sponsorship, please refer to the full Policy available at <http://www.nhsborders.scot.nhs.uk/patients-and-visitors/our-services/general-services/medicines-and-prescribing/area-drugs-and-therapeutics-committee/policies-and-reports/> including:-

- Printing of Guidelines
- Industry Sponsored Research / Clinical Trials
- Intellectual Property Rights
- Partnership Working at Corporate Level