

**Des Moines University Clinic
POLICIES AND PROCEDURES**

Subject: Industry/Pharmaceutical Samples	(Universal or Clinic) Clinic
Section: Care of Patients, <i>Medications</i>	Page: 1 of 2
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Reviewed By:	Revised:
Approved By:	Reviewed:

PURPOSE: In conjunction with the DMU policy entitled Conflict of Interest Policy—Pharmaceutical and Industry Representatives, this policy defines specifically the process for handling and dispersing of industry/pharmaceutical samples.

DEFINITIONS:

PRC—Pharmaceutical Review Committee

Industry representatives—all sales, marketing and other product-oriented personnel soliciting the use of any drug, drug-related products, medical supplies, or biomedical devices.

Samples—all pharmaceuticals, pharmaceutical-related products, medical supplies, biomedical devices provided without charge from industry representatives to be used for patient care.

POLICY: Only patients who have qualified under Des Moines University’s Financial Assistance Policy will be eligible to receive pharmaceutical samples approved by the PRC Committee. The application for financial assistance will be sent to Clinic Administration for approval. Once an application is approved, the patient will be placed on an eligibility list for one (1) year.

PROCEDURE FOR PHARMACEUTICAL SAMPLES:

1. No promotional materials, food or gifts will be accepted by the clinic for distribution to employees or patients.
2. Industry Representatives wishing to present to the PRC Committee should contact the Medical Director. An informational letter for industry representatives is available at the front desk.
3. Representatives must have a standing invitation to visit clinic providers for the purpose of presenting information to the providers.
4. Invited industry representatives will register at the front security desk upon arrival. The industry representatives will present their card at the front reception desk of the clinic floor they are visiting. Staff from the reception desk will notify the provider that an industry representative is here.

5. The provider may or may not elect to meet with the industry representative. If the provider elects to visit with an industry representative, the representative will wait in a designated non-patient care area. They will not stand or walk in the clinic hallways. Representatives from one company only may be in the designated waiting area at one time. Typically representatives will meet with only one provider during a visit to a clinic.
6. When the provider meets with the industry representatives to receive information regarding industry products, it is the provider's responsibility to limit the contact to enough time to receive the necessary information and not impact the patient care work flow. Students may accompany providers to such meetings, but only under direct faculty supervision.
7. Immediately following the meeting with the provider, the representative will leave the clinic.
8. Only samples that have been reviewed and approved by the PRC Committee will be available in the clinic to financially qualified patients. The industry representative will provide appropriately packaged samples of any approved pharmaceutical or other product that may be sampled in the clinic. The samples will be logged into the clinic by the industry representative including name of product, quantity of product being provided, strength of pharmaceutical product, lot and expiration date, manufacturer, and representative's signature.
9. Product samples will be kept in a designated locked storage location in each clinic that may offer a sample product. Only staff needing access to the sample medications will receive the key/code. Any breach of security of the locked sample storage area will be reported immediately to the manager who will investigate and report findings via an occurrence report to clinic administration.
10. If a patient is to receive a sample product, the provider will indicate in the EMR that a sample has been dispensed and instruct the patient regarding use of the product.
11. Clinic office staff will log out the sample product using the designated log form and indicating the date, patient's name, name of sample, lot number, expiration date, and name of provider.
12. The sample product, accompanied by appropriate written instructions for use, will then be delivered to the patient by clinic office staff.
13. The storage area for sample products will be monitored at least monthly for expired products and these will be disposed of according to university policy.