



**DEPARTMENT OF MENTAL HEALTH
POLICY/PROCEDURE**

SUBJECT PHARMACEUTICAL SALES REPRESENTATIVES	POLICY NO. 306.07	EFFECTIVE DATE 02/02/2015	PAGE 1 of 3
APPROVED BY:  Director	SUPERSEDES 103.05 02/02/2015	ORIGINAL ISSUE DATE 01/01/2003	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To provide policy and procedures for Los Angeles County Department of Mental Health (LACDMH) staff regarding all visits and contacts made by Pharmaceutical Sales Representatives to LACDMH facilities and associated contacts.

DEFINITIONS

- 2.1 **Pharmaceutical Sales Representatives (PSRs):** Individuals who are employed by pharmaceutical companies to promote doctors to prescribe their medication samples to patients. PSRs provide product information, answer questions on product use, and deliver product samples to doctors.
- 2.2 **PSR Approved List:** List of PSRs who have signed the PSR Attestation form, attesting to compliance with the rules and regulations set forth in the PSR policy. The PSR Approved List is maintained by LACDMH Pharmacy Services and available on LACDMH's internet site at: http://dmh.lacounty.gov/wps/portal/dmh/clinical_tools/clinical_pharmacy.

POLICY

- 3.1 Only PSRs who are properly registered with LACDMH Pharmacy Services may visit LACDMH clinics.
 - 3.1.1 Each visit to a LACDMH program by a PSR must be specifically approved by the LACDMH Program Head or designee, at the discretion of the potential approver.
 - 3.1.2 PSR visits must occur in specifically designated non-public areas (e.g., staff office or a meeting room). PSR visits must not occur in waiting rooms or other areas occupied by clients or where clinical



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services are currently being delivered.

- 3.1.3 PSR visits, including those accompanied by industry-selected speakers or discussants must be pursuant to an appointment that has been specifically approved by the LACDMH Program Head or designee and appropriately documented.
- 3.2 Permitted activities of PSRs
 - 3.2.1 Branded educational materials may be given to staff, but may not be displayed.
 - 3.2.2 No gifts, food, or gratuities that could be reasonably seen as creating a conflict of interest for LACDMH employees (including having a potential to inappropriately influence prescribing, practices, or objectivity of clinical employees) may be distributed. The provision of a modest meal during a lunch meeting is not considered to create a conflict of interest.
 - 3.2.3 Medication samples may be provided but must be handled as any other non-sample medication consistent with applicable LACDMH Policy No. 306.03, Storing, Administering and Accountability of Medications.

PROCEDURE

- 4.1 Any PSR who wishes to contact LACDMH staff must first register with LACDMH Pharmacy Services and provide necessary information and attestation (Pharmaceutical Sales Representatives Attestation Form attached) of having reviewed the LACDMH PSR Policy.
 - 4.1.1 Copy of signed attestation to be provided to LACDMH Pharmacy Services to update LACDMH PSR Approved List.
- 4.2 LACDMH PSR Approved List will be maintained by LACDMH Pharmacy Services and will be available on the LACDMH’s internet site.



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- 4.2.1 LACDMH Program Head or designee who approves PSR visits must verify that the PSR is on the PSR Approved List.
- 4.3 PSRs must register in the visitor log when entering and leaving LACDMH facilities. Visitor logs shall be maintained by LACDMH Program Head or designee.
- 4.4 A PSR who fails to follow procedures will result in name removal of the PSR from the PSR Approved List and shall be reported to the Office of the Medical Director by LACDMH Program Head or designee.

AUTHORITY

- 1. LACDMH Administrative Directive; Office of the Medical Director-Pharmacy Services

ATTACHMENT

- 1. [Pharmaceutical Sales Representatives Attestation Form](#)

REFERENCE

- 1. LACDMH Policy No. 306.03, Storing, Administering and Accountability of Medications

RESPONSIBLE PARTY

LACDMH Office of the Medical Director